

Central Coast Chamber of Commerce and Industry Incorporated.

1.	Name of association	2
2.	Interpretation	2
3.	Association's office	2
4.	Objects and purposes of Association	2
5.	Membership of Association	3
6.	Income and property of Association	4
7.	Accounts of receipts and expenditure	4
8.	Banking and finance	5
9.	Auditor	5
10.	Audit of accounts	6
11.	Annual General Meeting	6
12.	Special general meetings	7
13.	Notices of general meetings	7
14.	Business and quorum at general meetings	7
15.	President to preside at general meetings	8
16.	Adjournment of general meetings	8
17.	Determination of questions arising at general meetings	8
18.	Votes	8
19.	Taking of poll	9
20.	When poll to be taken	9
21.	Affairs of Association to be managed by a committee	9
22.	Officers of the Association	9
23.	Constitution of the management committee	10
24.	Election of numbers of management committee	10
25.	Vacation of office	10
26.	Meetings of the management committee and of subcommittees	11
27.	Disclosure of interest in contracts	12
28.	Subcommittees	12
29.	Executive committee	13
30.	Annual subscription	13
31.	Financial year	13
32.	Notices	14
33.	Expulsion of members	14
34.	Appeal against expulsion	14
35.	Disputes	15
36.	Seal of Association	15
37.	Record of Amendments & Corrections	16

1. Name of association

1.1. The name of the Association is Central Coast Chamber of Commerce and Industry Incorporated

2. Interpretation

2.1. In these rules:

2.2. "Act" means the Associations Incorporation Act 1964;

2.3. "association" means the association referred to in Rule 1;

2.4. "auditor" means the person appointed as the auditor of the Association under Rule 9;

2.5. "basic objects of the Association" means the objects and purposes of the Association as stated in an application under Section 7 of the Act for the incorporation of that Association;

2.6. "committee" means a committee as defined by the Act;

2.7. "council representative" in Rule 23.1.3 shall mean the representative nominated from time to time by the Central Coast Council in Tasmania

2.8. "general meeting" includes:

2.8.1. the annual general meeting; and

2.8.2. any special general meeting;

2.9. "ordinary business of the annual general meeting" means the business specified in Rule 11.5

2.10. "ordinary management committee member" means a member of the committee to whom Rule 23.2 relates

2.11. "special general meeting" means any general meeting other than the annual general meeting.

3. Association's office

3.1. The office of the Association shall be at such place the management committee determines

4. Objects and purposes of Association

4.1. The basic object of the Association is to promote commerce in the municipality of Central Coast in Tasmania

4.2. In addition to the basic object of the Association, the objects and purposes of the Association include the following:

4.2.1. the purchase, taking on lease or in exchange, and the hiring or otherwise acquiring of any real or personal property necessary or convenient for any of the objects or purposes of the Association;

4.2.2. the buying, selling and supplying of, and dealing in, goods of all kinds;

4.2.3. the construction, maintenance and alteration of buildings or works necessary or convenient for any of the objects or purposes of the Association;

4.2.4. the accepting of any gift for any one or more of the objects or purposes of the Association;

4.2.5. the taking of any step the committee or the members in general meeting consider expedient for the purpose of procuring contributions to the funds of the Association;

- 4.2.6. the printing and publishing of any newspapers, periodicals, books, leaflets or other documents the committee or the members in general meeting consider desirable for the promotion of the objects and purposes of the Association;
- 4.2.7. the borrowing and raising of money in any manner and on terms
 - 4.2.7.1. the committee thinks fit; or
 - 4.2.7.2. approved or directed by resolution passed at a general meeting
- 4.2.8. subject to the provisions of the Trustee Act 1898, the investment of any moneys of the Association not immediately required for any of its objects or purposes in any manner the committee determines;
- 4.2.9. the making of gifts, subscriptions or donations to any of the funds, authorities or institutions to which Income Tax Assessment Act 1936 of the Commonwealth relates;
- 4.2.10. the establishment and support, or aiding in the establishment or support, of any other association formed for any of the basic objects of the Association;
- 4.2.11. the purchase or acquisition, and undertaking, of all or any part of the property, assets, liabilities and engagements of any association with which the Association is amalgamated in accordance with the provisions of the Act and the rules of the Association;
- 4.2.12. the doing of any lawful thing incidental or conducive to the attainment of the basic objects of the Association or of any of the objects and purposes specified in this rule.
- 4.3. (*Non-profit clause*) The assets and income of the organisation shall be applied solely in furtherance of its above-mentioned objects and no portion shall be distributed directly or indirectly to the members of the organisation except as bona fide compensation for services rendered or expenses incurred on behalf of the organisation.
- 4.4. (*Dissolution clause*) In the event of the organisation being dissolved, the amount that remains after such dissolution and the satisfaction of all debts and liabilities shall be transferred to another organisation with similar purposes which is not carried on for the profit or gain of its individual members.'

5. Membership of Association

- 5.1. For the purpose of this Rule 5, any person who is employed by a business, owns a business or has a financial interest in a business, is a representative of that business.
- 5.2. A person who is a member of the Association at the time of the incorporation of the Association is a member.
- 5.3. A person applying for membership of the Association must make a written application stating the following details of the applicant and bearing the signature of the applicant:
 - 5.3.1. Name
 - 5.3.2. Name of business represented
 - 5.3.3. Address
 - 5.3.4. Postal Address
 - 5.3.5. Phone Number
- 5.4. Upon receipt of a completed Membership Form and the sum payable as the first year's member subscription, if the business represented by the applicant (if any) has paid the annual business subscription in accordance with Rule 30, the public officer is to enter the applicant's name in a register of members
- 5.5. A member of the Association may resign by giving a written notice of resignation to the public officer
- 5.6. On receipt of a notice from a member under Rule 5.5, the public officer is to remove the name of the

member from the register of members.

- 5.7. If a member fails to pay the annual member subscription in accordance with Rule 30.3, The Public Officer may remove the name of that member from the register of members.
- 5.8. If a business fails to pay the annual business subscription in accordance with Rule 30.2, the Public Officer may remove the name(s) of all member(s) who represent that business from the register of members.
- 5.9. A person:
 - 5.9.1. becomes a member of the Association when his or her name is entered in the register of members; and
 - 5.9.2. Ceases to be a member of the Association when his or her name is removed from the register of members.
- 5.10. Any right, privilege or obligation of a person as a member of the Association:
 - 5.10.1. is not capable of being transferred or transmitted to another person; and
 - 5.10.2. Terminates on the cessation of the membership.
- 5.11. If the Association is wound up the members of the Association are not liable to contribute to the payment of the debts or liabilities of the Association or the costs, charges and expenses of the winding up.

6. Income and property of Association

- 6.1. The income and property of the Association is to be applied solely towards the promotion of the objects and purposes of the Association.
- 6.2. No portion of the income and property of the Association is to be paid or transferred to any member of the Association.
- 6.3. The Association is not to:
 - 6.3.1. appoint a person who is a member of the committee to any office in the gift of the Association to the holder of which there is payable any remuneration by way of salary, fees or allowances; or
 - 6.3.2. Pay to any such person any remuneration or other benefit in money or money's worth, other than the repayment of out of pocket expenses.
- 6.4. A servant or member of the Association may be paid:
 - 6.4.1. remuneration in return for services rendered to the Association or for goods supplied to the Association in the ordinary course of business; or
 - 6.4.2. interest at a rate not exceeding 7% on money lent to the Association; or
 - 6.4.3. a reasonable and proper sum by way of rent for premises let to the Association.

7. Accounts of receipts and expenditure

- 7.1. True accounts are to be kept of
 - 7.1.1. all money received and expended by the Association and the matter in respect of which the receipt or expenditure takes place; and
 - 7.1.2. The property, credits and liabilities of the Association.
- 7.2. The accounts are to be open to inspection by the members of the Association subject to any

reasonable restrictions as to time and manner of inspecting the Association may impose.

- 7.3. The treasurer of the Association is to keep all general records, accounting books and records of receipts and expenditure connected with the operations and business of the Association in the form and manner the committee directs.
- 7.4. The accounts, books and records are to be kept at the Association's office or at any other place the committee decides.

8. Banking and finance

- 8.1. The treasurer of the Association, on behalf of the Association, is to
 - 8.1.1. receive all money paid to the Association; and
 - 8.1.2. immediately after the receipt issue official receipts.
- 8.2. The committee is to cause to be opened with any bank; building society or credit union the committee selects an account in the name of the Association into which all money received is to be paid as soon as possible after receipt.
- 8.3. The committee may
 - 8.3.1. receive from the Association's financial institution the cheques drawn by the Association on any of its accounts with the financial institution: and
 - 8.3.2. release and indemnify the financial institution from and against all claims, actions, suits or demands that may be brought against the financial institution arising directly or indirectly out of those cheques.
- 8.4. Except with the authority of the committee, a payment of any sum exceeding \$10.00 is not to be made from the funds of the Association otherwise than by cheque drawn on the Association's account.
- 8.5. The committee may provide the treasurer with a sum to meet urgent expenditure, subject to any conditions in relation to the use and expenditure the committee may impose.
- 8.6. Cheques are not to be drawn on the Association's account except for the payment of expenditure that has been authorized by the committee.
- 8.7. All cheques, online electronic payments, drafts, bills of exchange, promissory notes and other negotiable instruments are to be signed by any two of the following executive members – president, secretary and treasurer.

9. Auditor

- 9.1. At each annual general meeting of the Association, the members present are to appoint a person as the auditor of the Association.
- 9.2. The auditor is to hold office until the annual general meeting next after that at which he or she is appointed, and is eligible for reappointment.
- 9.3. The first auditor may be appointed by the committee before the first annual general meeting, and, holds office until the first annual general meeting, unless earlier removed by a resolution of the members at a general meeting, when that meeting may appoint an auditor to act until the first annual general meeting.
- 9.4. If an appointment is not made at an annual general meeting, the committee is to appoint an auditor for the current financial year of the Association.
- 9.5. Except as provided in Rule 9.3, the auditor may only be removed from office by special resolution.

- 9.6. If a casual vacancy occurs in the office of auditor during the course of a financial year of the Association, the committee may appoint a person as the auditor to hold office until the next succeeding annual general meeting.

10. Audit of accounts

- 10.1. The auditor is to examine the accounts of the Association at least once in each financial year of the Association.
- 10.2. The auditor is to:
- 10.2.1. certify as to the correctness of the accounts of the Association; and
 - 10.2.2. report to the members present at the annual general meeting.
- 10.3. In the report and in certifying to the accounts, the auditor is to state if:
- 10.3.1. he or she has obtained the required information; and
 - 10.3.2. in his or her opinion, the accounts are properly drawn up so as to exhibit a true and correct view of the financial position of the Association:
 - 10.3.2.1. according to the information at his or her disposal and the explanations given; and
 - 10.3.2.2. as shown by the books of the Association; and
 - 10.3.3. the rules relating to the administration of the funds of the Association have been observed.
- 10.4. The public officer of the Association is to cause to be delivered to the auditor a list of all the accounts, books and records of the Association.
- 10.5. The auditor may:
- 10.5.1. have access to the accounts, books, records, vouchers and documents of the Association; and
 - 10.5.2. require from the servants of the Association any information and explanations he or she considers necessary for the performance of the duties as auditor; and
 - 10.5.3. employ persons to assist in investigating the accounts of the Association; and
 - 10.5.4. in relation to the accounts of the Association, examine any member of the committee or any servant of the Association.

11. Annual General Meeting

- 11.1. The Association is to hold an annual general meeting each year.
- 11.2. The annual general meeting is to be held on any day (being not later than 3 months after the close of the financial year of the Association) the committee determines.
- 11.3. The annual general meeting is to be in addition to any other general meetings that may be held in the same year.
- 11.4. The notice convening the annual general meeting is to specify the purpose of the meeting.
- 11.5. The ordinary business of the annual general meeting is to be as follows:
- 11.5.1. to confirm the minutes of the last preceding annual general meeting and of any general meeting held since that meeting;
 - 11.5.2. to receive from the committee, auditor and servants of the Association reports on the transactions of the Association during the last preceding financial year;
 - 11.5.3. to elect the officers of the Association and the ordinary committee members;

11.5.4. to appoint the auditor and determine his or her remuneration;

11.5.5. to determine the remuneration of servants of the Association;

11.6. The annual general meeting may transact special business of which notice is given in accordance with these rules.

12. Special general meetings

12.1. The committee may convene a special general meeting of the Association at any time.

12.2. The committee, on the requisition in writing of at least 6 members, may convene a special general meeting of the Association.

12.3. A requisition for a special general meeting:

12.3.1. is to state the objects of the meeting; and

12.3.2. is to be signed by the requisitionists; and

12.3.3. is to be deposited at the office of the Association; and

12.3.4. may consist of several documents, each signed by one or more of the requisitionists.

12.4. If the committee does not cause a special general meeting to be held within 21 days from the day on which a requisition is deposited at the office of the Association, the requisitionists, or any of them, may convene the meeting within 3 months from the day of the deposit of the requisition.

12.5. A special general meeting convened by requisitionists is to be convened in the same manner as nearly as possible as meetings are convened by the committee.

12.6. All reasonable expenses incurred by requisitionists in convening a special general meeting are to be refunded by the Association.

13. Notices of general meetings

13.1. The public officer of the Association, at least 14 days before the date fixed for holding a general meeting of the Association, is to cause to be inserted in at least one newspaper published in this State an advertisement

13.1.1. specifying the place, day and time for the holding of the meeting; and

13.1.2. the nature of the business to be transacted at the meeting.

14. Business and quorum at general meetings

14.1. All business transacted at a general meeting, except the ordinary business of the annual general meeting, is special business.

14.2. Business is not to be transacted at a general meeting unless a quorum of members entitled to vote is present at the time the meeting is considering that business.

14.3. A quorum for the transaction of the business of a general meeting is 15 members present and entitled to vote.

14.4. If a quorum is not present one hour after the appointed time for the commencement of a general meeting, the meeting

14.4.1. if convened on the requisition of members, is to be dissolved; or

14.4.2. in any other case, is to be adjourned to the same day in the next week at the same time at the same

place.

14.5. If at an adjourned meeting a quorum is not present one hour after the time appointed for the commencement of the meeting, the meeting is to be dissolved.

14.6. The chairperson, by written notice or at the time of the adjournment, may specify another place to which a meeting is to be adjourned.

15. President to preside at general meetings

15.1. The president, or in his or her absence, the senior vice-president, or in the absence of both the president and the senior vice-president, the other vice-president, is to preside as chairperson at every general meeting of the Association.

15.2. If the president and both vice-presidents are absent from a general meeting, the members present are to elect one of their number to preside as chairperson.

16. Adjournment of general meetings

16.1. The chairperson of a general meeting at which a quorum is present may, with the consent of the meeting, adjourn the meeting from time to time and place to place, but no business is to be transacted at an adjourned meeting other than the business left unfinished at the meeting at which the adjournment took place.

16.2. If a meeting is adjourned for 14 days or more, the notice of the adjourned meeting is to be given in the same manner as the notice of the original meeting.

16.3. It is not necessary to give any notice of an adjournment or of the business to be transacted at an adjourned meeting.

17. Determination of questions arising at general meetings

17.1. A question arising at a general meeting of the Association is to be determined on a show of hands.

17.2. Unless before or on the declaration of the result of the show of hands, a poll is demanded, a declaration by the chairperson that a resolution has, on a show of hands, been carried, or carried unanimously, or carried by a particular majority, or lost, and an entry to that effect in the minute book of the Association is evidence of the fact, without proof of the number or proportion of the votes recorded in favor of, or against, that resolution.

18. Votes

18.1. For the purpose of this Rule 18, any member who is employed by a business, owns a business, or has a financial interest in a business, is a representative of that business.

18.2. All votes are to be given personally and in accordance with Rule 18.3.

18.3. Voting by business representatives:

18.3.1. Each business which has representatives at a meeting of the Association must nominate one representative of the business present at the meeting to be the voting representative.

18.3.2. If two or more members present at a meeting are representatives of one business, only the voting representative of the business nominated in accordance with Rule 18.3.1 shall vote and that person will have one vote only.

18.4. Each person who is entitled to vote shall have one vote only.

18.5. In the case of an equality of voting on a question, the chairperson has a second or casting vote.

19. Taking of poll

19.1. If at a meeting a poll on any question is demanded:

19.1.1. it is to be taken at that meeting in the manner the chairperson directs; and

19.1.2. the result of the poll is taken to be the resolution of the meeting on that question.

20. When poll to be taken

20.1. A poll that is demanded on the election of a chairperson, or on a question of adjournment, is to be taken immediately.

20.2. A poll that is demanded on any other question is to be taken at any time before the close of the meeting as the chairperson directs.

21. Affairs of Association to be managed by a committee

21.1. The affairs of the Association are to be managed by a committee of management constituted as provided in Rule 23.

21.2. The committee :

21.2.1. is to control and manage the business and affairs of the Association; and

21.2.2. may exercise all the powers and perform all the functions of the Association, other than those powers and functions that are required by these rules to be exercised by general meetings of members of the Association; and

21.2.3. has power to do anything that appears to the committee to be essential for the proper management of the business and affairs of the Association.

22. Officers of the Association

22.1. The officers of the Association are as follows:

22.1.1. a president;

22.1.2. a vice-president;

22.1.3. a treasurer;

22.1.4. a secretary. The Secretary is to be Public Officer of the Association

22.2. The provisions of Rule 24.2, Rule 24.3 and Rule 24.4, so far as they are applicable and with the necessary modifications, apply in relation to the election of persons to any of the offices referred to in Rule 22.1.

22.3. Each officer of the Association is to hold office until the annual general meeting next after the date of election, and is eligible for reelection.

22.4. If a casual vacancy in any office referred to in Rule 22.1 occurs, the committee may appoint one of its members to the vacant office, to hold the office up to and including the conclusion of the annual general meeting next following the date of the appointment.

23. Constitution of the management committee

23.1. The management committee consists of the following members elected at the annual general meeting of the Association in each year:

23.1.1. the officers of the Association;

23.1.2. eight other members representing the following industry forums

23.1.2.1. Retail (2 members)

23.1.2.2. Rural & Agriculture,

23.1.2.3. Tourism and Hospitality

23.1.2.4. Business and Professional Services (2 members)

23.1.2.5. Manufacturing, Engineering and Construction

23.1.2.6. Training, Education and Job Support

23.1.3. A Central Coast Council Representative shall be appointed to the management committee, with non-voting rights.

23.2. An ordinary management committee member is to hold office until the annual general meeting next after the date of election, and is eligible for re-election.

23.3. If a casual vacancy occurs in the office of an ordinary management committee member, the management committee may appoint a member of the Association to fill the vacancy from the industry the resigning member represents until the conclusion of the annual general meeting next following the date of the appointment.

24. Election of numbers of management committee

24.1. Nominations of candidates for election as officers of the Association or as ordinary management committee members are to be:

24.1.1. made in writing signed by 2 members of the Association and accompanied by the written consent of the candidate (which may be endorsed on the nomination); and

24.1.2. delivered to the public officer of the Association at least 10 days before the date fixed for the holding of the annual general meeting.

24.2. If insufficient nominations are received to fill all vacancies on the management committee:

24.2.1.1. the candidates nominated are taken to be elected; and

24.2.1.2. further nominations are to be received at the annual general meeting.

24.3. If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated are taken to be elected.

24.4. If the number of nominations exceeds the number of vacancies to be filled, a ballot is to be held.

24.5. The ballot for the election of officers and ordinary committee members is to be conducted at the annual general meeting in the usual manner as directed by the committee.

25. Vacation of office

25.1. For the purpose of these rules, the office of an officer of the Association or of an ordinary management committee member becomes vacant if the officer or management committee member:

25.1.1. dies; or

- 25.1.2. becomes bankrupt or applies to take or takes advantage of any law relating to bankrupt or insolvent debtors or compounds with his or her creditors, or makes any assignment of his or her estate for their benefit; or
- 25.1.3. becomes of unsound mind; or
- 25.1.4. resigns office in writing addressed to the management committee; or
- 25.1.5. ceases to be a resident in the State of Tasmania; or
- 25.1.6. fails, without leave granted by the committee, to attend 3 consecutive ordinary meetings of the management committee; or
- 25.1.7. ceases to be a member of the Association; or
- 25.1.8. fails to pay all arrears of subscription due, within 14 days after receiving a notice in writing signed by the public officer stating that he or she has ceased to be a financial member of the Association.

26. Meetings of the management committee and of subcommittees

- 26.1. The management committee is to meet at least once in each quarter at any place and time the committee determines
- 26.2. Special meetings of the management committee may be convened by the president or any 6 of its members.
- 26.3. A management committee meeting may be conducted in any of the following manners;
 - 26.3.1.1. face to face
 - 26.3.1.2. voice or video conferencing; or
 - 26.3.1.3. resolution by documentation.
- 26.3.2. At the commencement of a voice or video conference each member shall personally signify his or her attendance at the meeting.
- 26.3.3. "Resolution by documentation" shall mean the determination of business of an urgent nature by means of the transmission of a proposed resolution by facsimile or electronic data and the reply by a management committee member in a similar means signifying his or her agreement or dissent to the proposed resolution.
- 26.3.4. Any vote taken by means of "resolutions by documentation" shall have the same effect as a poll taken in the course of a management committee meeting and shall come into effect on the date signified in the documentation issued to management committee members.
- 26.3.5. Any resolution by documentation submitted to management committee members for consideration shall be included in the minutes of the next held Management committee meeting as a record of such dissemination, consideration and decision duly made by the management committee members.
- 26.4. Notice is to be given to members of the management committee of any special meeting, specifying the general nature of the business to be transacted, and no other business is to be transacted at such a meeting.
- 26.5. Any seven (7) members of the management committee constitute a quorum for the transaction of the business of a meeting of the management committee.
- 26.6. Business is not to be transacted unless a quorum is present.
- 26.7. If half an hour after the time appointed for the meeting a quorum is not present, the meeting is to be adjourned to the same place and at the same hour of the same day in the following week unless the meeting was a special meeting in which case it is to be dissolved.

- 26.8. If at the adjourned meeting a quorum is not present half an hour after the time appointed for the meeting then those present shall consider items listed and forward to all members for consideration and decision.
- 26.9. At a meeting of the management committee, the following is to preside:
- 26.9.1. the president, or in his or her absence the vice-president,
 - 26.9.2. if the president and the vice-president are absent, any one of the remaining members of the committee as may be chosen by the members present shall preside.
- 26.10. Any question arising at a meeting of the management committee or of any subcommittee appointed by the management committee is to be determined
- 26.10.1. on a show of hands; or
 - 26.10.2. if demanded by a member, by a poll taken in any manner the person presiding at the meeting determines.
- 26.11. Each member present at a meeting of the management committee or of any subcommittee appointed by the management committee (including the person presiding at the meeting) is entitled to one vote.
- 26.12. If there is an equality of votes on any question, then it is deemed the vote is lost.
- 26.13. Written notice of each management committee meeting is to be served on each member of the management committee by:
- 26.13.1. delivering it at a reasonable time before the meeting;
 - 26.13.2. sending it by post in a prepaid envelope addressed to his or her usual or last-known address in time to reach him or her in due course of post before the date of the meeting, or By sending the notice electronically to an address supplied by the management committee member
 - 26.13.3. It is the responsibility of the management committee member to ensure that the correct electronic address is supplied to the Association and notices issued to the address supplied are able to be received in this medium.

27. Disclosure of interest in contracts

- 27.1.A member of the committee who is interested in any contract or arrangement made or proposed to be made with the Association is to disclose the interest:
- 27.1.1. at the first meeting of the committee at which the contract or arrangement is first taken into consideration, if the interest then exists; or
 - 27.1.2. in any other case, at the first meeting of the committee after the acquisition of the interest.
- 27.2.If a member of the committee becomes interested in a contract or arrangement after it is made or entered into, he or she is to disclose the interest at the first meeting of the committee after he or she becomes so interested.
- 27.3.A member of the committee is not to vote as a member of the committee in respect of any contract or arrangement in which he or she is interested and any such vote is not to be counted.

28. Subcommittees

- 28.1. The management committee shall make appointments to the following sub committees and prescribe the powers and functions of the subcommittees:
- 28.1.1. Publicity, Press and Promotions to be chaired by a retail forum representative - and shall consist of 5 members

- 28.1.2. Rules and Finance to be chaired by the Treasurer and shall consist of 4 members
- 28.1.3. Events to be chaired by a person nominated by the Management Committee - and shall consist of 5 members
- 28.1.4. Sponsorship to be chaired by a person nominated by the Management Committee - and shall consist of 3 members
- 28.1.5. Web page to be chaired by a person nominated by the Management Committee - and shall consist of 3 members
- 28.1.6. Business and Vocational Awards to be chaired by a person nominated by the Management Committee – and shall consist of 8 members:

- 28.2. The committee may co-opt any person as a member of a subcommittee without voting rights, whether or not the person is a member of the Association
- 28.3. A quorum at a meeting of the subcommittee is a simple majority of the appointed members.
- 28.4. The President or designated Chairman of the sub committee is to convene meetings of the subcommittee.
- 28.5. Notice of each subcommittee meeting is to be served on each member of the subcommittee in the same manner as a management committee meeting as outlined in Rule 26.13.
- 28.6. Subject to Rule 28.1 the Management Committee may establish any other sub committee that it believes will assist the management committee to implement the objects and purpose of the Association.

29. Executive committee

- 29.1. The president, the vice-president, the treasurer and the secretary constitute the executive committee.
- 29.2. The executive committee may issue instructions to the public officer and the servants of the Association in matters of urgency connected with the management of the affairs of the Association during the period between meetings of the committee.
- 29.3. The executive committee is to report on any instructions issued under Rule 29.2 to the next meeting of the committee.

30. Annual subscription

- 30.1. For the purpose of this clause, any member who is employed by a business, owns a business or has a financial interest in a business, is a representative of that business
- 30.2. Each business represented by a member of the association must pay the annual business subscription.
- 30.3. Each member of the association must pay the annual member subscription.
- 30.4. The annual membership subscription shall be set by a resolution of the annual general meeting of the association and shall apply for the financial year in which it is set.
- 30.5. The annual membership subscription is due and payable on the day the membership is accepted or the first day of July in each year where the membership is renewed from the previous year or previous membership.

31. Financial year

- 31.1. The financial year of the Association is the period beginning on 1 July in one year and ending on

the 30 June the following year.

32. Notices

- 32.1. A notice may be served by or on behalf of the Association on any member
 - 32.1.1. personally; or
 - 32.1.2. by sending it through the post in a prepaid envelope addressed to the member at his or her usual or last-known address.
 - 32.1.3. by sending the notice electronically to an address supplied by the member.
 - 32.1.4. it is the responsibility of the member to ensure that the correct address is supplied and notices issued in this manner received.

33. Expulsion of members

- 33.1. The management committee may expel a member from the Association if, in the opinion of the committee, the member is guilty of conduct detrimental to the interests of the Association.
- 33.2. The expulsion of a member under Rule 33.1 does not take effect until whichever of the following is the later date:
 - 33.2.1. the expiration of 14 days after the service on the member of a notice under Rule 33.2.3;
 - 33.2.2. if the member exercises his right of appeal under this rule, the conclusion of the special general meeting convened to hear the appeal.
 - 33.2.3. If the management committee expels a member from the Association, the public officer of the Association, without undue delay, is to cause to be served on the member a notice in writing:
 - 33.2.3.1. stating that the committee has expelled the member; and
 - 33.2.3.2. specifying the grounds for the expulsion;
 - 33.2.3.3. and informing the member of a right to appeal against the expulsion under Rule 34,

34. Appeal against expulsion

- 34.1. A member may appeal against an expulsion under Rule 33 by delivering or sending by post to the public officer of the Association, within 14 days after the service of a notice under Rule 33.2.3, a requisition in writing demanding the convening of a special general meeting for the purpose of hearing the appeal.
- 34.2. On receipt of a requisition:
 - 34.2.1. the public officer is to immediately notify the committee of its receipt; and
 - 34.2.2. the committee is to cause a special general meeting of members to be held within 21 days after the date on which the requisition is received.
 - 34.2.3. At a special general meeting convened for the purpose of this rule
 - 34.2.3.1. no business other than the question of the expulsion is to be transacted; and
 - 34.2.3.2. the committee may place before the meeting details of the grounds of the expulsion and the committee's reasons for the expulsion; and
 - 34.2.3.3. the expelled member is to be given an opportunity to be heard; and

- 34.2.3.4. the members present are to vote by secret ballot on the question whether the expulsion should be lifted or confirmed.
- 34.2.4. If at the special general meeting a majority of the members present vote in favor of the lifting of the expulsion:
 - 34.2.4.1. the expulsion is to be taken to have been lifted; and
 - 34.2.4.2. the suspended or expelled member is entitled to continue as a member of the Association.
- 34.2.5. If at the special general meeting a majority of the members present vote in favor of the confirmation of the suspension or expulsion:
 - 34.2.5.1. the suspension or expulsion takes effect; and
 - 34.2.5.2. the suspended or expelled member ceases to be a member of the Association.

35. Disputes

- 35.1. A dispute between a member of the Association in the capacity as a member and the Association is to be determined by arbitration in accordance with the provisions of the *Commercial Arbitration Act 1986*
- 35.2. This rule does not affect the operation of Rule 34.

36. Seal of Association

- 36.1. The seal of the Association is to be in the form of a rubber stamp, inscribed with the name of the Association encircling the word "SEAL"
- 36.2. The seal of the Association is not to be affixed to any instrument except by the authority of the Board.
- 36.3. The affixing of the seal is to be attested by the signatures of :
 - 36.3.1. two (2) ordinary voting Board members; or
 - 36.3.2. one ordinary voting Board member and the Public Officer of the Association or any other person the Board may appoint for that purpose.
 - 36.3.3. Attestation under Rule 36.3 is sufficient for all purposes that the seal was affixed by authority of the Board.
 - 36.3.4. The seal is to remain in the custody of the Public Officer.

37. Record of Changes

37.1. Corrections 17 August 2009

- 37.1.1. Corrected cross reference numbering in 28.5 (notice to subcommittee members)
- 37.1.2. Corrected cross reference numbering in 28.6 (reference to point 1 of same section)
- 37.1.3. Updated title

37.2. Corrections 26 November 2009

- 37.2.1. Corrected cross reference numbering in 5.1
- 37.2.2. Corrected numbering in Section 8.3 adding 8.3.1 and 8.3.2, causing change of numbering in all subsequent paragraphs of Section 8
- 37.2.3. Updated title

37.3. Additions 27 May 2010

- 37.3.1. Added sections 4.3 (non-profit clause) and 4.4 (dissolution clause) to clarify non-profit status
- 37.3.2. Updated title

37.4. Amendments 10 July 2010

- 37.4.1. Amended section 8.7 and deleted section 8.8 re signatories on cheques.
- 37.4.2. Immediate Past President removed from executive committee (Section 22.1.5 and 29.1)
- 37.4.3. Amended Section 22.1.4 – Secretary is to be Public Officer of the Association
- 37.4.4. Delete 11.5.6 – determine subscription amount at AGM
- 37.4.5. Updated title