

ASSOCIATIONS INCORPORATION ACT, 1984 (NSW)

**RULES & ARTICLES OF ASSOCIATION OF
GOULBURN RUGBY UNION FOOTBALL CLUB (INC.)**

PART I

PRELIMINARY

1. OBJECTS AND INTERPRETATION

- (1) The name of the Association is the Goulburn Rugby Union Football Club Incorporated.
- (2) These rules, in combination with all by-laws and regulations duly created and approved by the Management Committee of the Goulburn Rugby Union Football Club Incorporated, form the Constitution of Goulburn Rugby Union Football Club Incorporated.
- (3) All references to “the Association” or “the Club” refer to Goulburn Rugby Union Football Club Incorporated and each term is to be accepted as having equal meaning.

- (4) In these rules, except in so far as the context or subject-matter otherwise indicates or requires –

“**by laws**” means – any rules duly created by a properly elected Management Committee and which do not conflict with these rules

“**ordinary members**” means – a member of the committee who is not an office-bearer of the Association, referred to in rule 13 (2);

“**secretary**” means –

- (a) the person holding office under these rules as secretary of the Association or
- (b) where no such person holds that office – the public officer of the Association

“**special general meeting**” means – a general meeting of its association other than the annual general meeting

“**the Act**” means the Associations Incorporation Regulation, 1984.

- (3) In these rules –
 - (a) a reference to a function includes a reference to a power, authority and duty; and
 - (b) a reference to the exercise of a function includes, where the function is a duty, a reference to the performance of the duty.
- (4) The provisions of the Interpretation Act, 1897, apply to and in respect of these rules in the same manner as those same provisions would so apply if those rules were an instrument made under the Act.

(5) The objects of the Club shall be as follows:

- (1) to assist in the promotion, conduct and propagation of Rugby Union football in the Rugby Union district of Goulburn and elsewhere and to provide or assist in the provision of training and conditioning for football played in accordance with the rules of the Australian Rugby Union.
- (2) to provide rugby games for all people of all ages that would seek rugby through its various age divisions
- (3) to encourage the playing of rugby in the traditional spirit of the game, and to extend that philosophy to all activities on and off the field.
- (4) to make all players and visitors welcome to the club.
- (5) to maintain a close and strong working relationship with related bodies such as Goulburn Rugby Park Trust, and in doing so, provide top level playing facilities and continue to add to and improve these as resources permit and as demand requires.
- (6) to provide a broad range of skills to its members, starting with the training of playing skills but extending also to coaching, managing and committee based skills.
- (7) to maximise the coverage of all aspects of rugby through all available media (newspaper, radio, internet etc) and to at all times positively represent the code of rugby.
- (8) to develop strong relationships between players both on and off the field with non-rugby activities also valued highly for their team building aspects.
- (9) to develop and acknowledge the loyalty of officials, supporters and sponsors.
- (10) to encourage past players, officials and supporters to be actively involved with the club so that it remain an organisation in which members and supporters can maintain their involvement beyond their playing days.
- (11) to sponsor and support junior clubs, social clubs and other related bodies and encourage members, players and committee members to attend junior games and assist with required duties.
- (12) to encourage and try to attract representative football matches to Goulburn to assist in the development of the code locally
- (13) to encourage and actively promote the provision of end of season trips including but not limited to overseas trips to promote the social aspects of rugby
- (14) to promote, advertise and build upon Goulburn's unique place in Australian rugby history as the first country club in Australia and to actively seek appropriate recognition from the Australian Rugby Union and all affiliated member unions.

PART II
MEMBERSHIP

2. MEMBERSHIP QUALIFICATIONS

- (1) Membership shall be open to any person who wishes to further the interests of the club.
- (2) Any person seeking membership shall make application to the Management Committee, and the Management Committee shall determine whether the application is successful or not.
- (3) Each person admitted to membership shall be;
 - (a) Bound by these Rules and any duly created By-laws (including the Code of Conduct) of the club.
 - (b) Liable for such fees and subscriptions as may be fixed by the club.
 - (c) Entitled to all advantages and privileges of membership.
- (4) Membership Categories shall be as follows:
 - (a) GENERAL MEMBER: Any person who is a financial member of the club and who as such is entitled to hold any office and enjoy the privileges of the Association.
 - (b) HONORARY MEMBER: Persons other than general members who the Management Committee resolves to allow all of the rights and privileges of membership for the period of one year without the person being required to pay membership fees.
 - (c) LIFE MEMBER: Any person who, due to exceptional and distinguished merit regarding services to the club or the code, has been recommended for the honour of Life Membership by the Management Committee and voted a Life Member by a two thirds majority resolution of a General Meeting of the Club. Life Membership bestows all the rights and privileges of membership without any requirement of membership fees. While the rights and privileges of a Life Member shall pass when that Life Member is deceased, their names shall remain recorded on the roll of Life Members (and marked as deceased) to maintain a permanent record of those so recognised.
 - (d) PATRON: The club may, at its discretion, elect a patron/s or vice patron/s of the Association for such period as may be deemed necessary. Persons shall be recognised as Patrons of the club by resolution of a General Meeting for particular or special interest in the objects of the club, or association with or involvement in the sport of Rugby Union. Such patron/s or vice patron/s shall not be eligible to vote unless they are current members of the club under another category of membership.
- (5) The costs of membership for those categories of membership required to pay Membership Fees, and any special rights afforded to all types of members, shall be set by the Management Committee and appear as part of the Club's By-laws.
- (6) A person is qualified to be a member of the Association if, but only if the person has:
 - (i) been nominated for membership of the Club as provided by Rule 3; and
 - (ii) has not previously been expelled from membership for the club; and
 - (ii) has been approved for membership of the Association by the committee of the Association.

3. NOMINATION FOR MEMBERSHIP

- (1) A nomination of a person for membership of the association –
 - (a) shall be made by a member of the Association in writing in the form set out in Appendix 1 to these rules; and
 - (b) shall be lodged with the Secretary of the Association.
- (2) As soon as practicable after receiving a nomination for membership, the secretary shall refer the nomination to the committee which shall determine whether to approve or to reject the nomination.
- (3) Where the committee determines to approve a nomination for membership, the secretary shall, as soon as practicable after that determination, notify the nominee of that approval and request the nominee to pay within the period of 28 days after receipt by the nominee of the notification the sum payable under these rules by a member as entrance fee and annual subscription.
- (4) The secretary shall, on payment by the nominee of the amounts referred to in Rule 3 (3) within the period referred to in that clause, enter the nominee's name in the register of members and, upon the name being so entered, the nominee becomes a member of the Association.

4. CESSATION OF MEMBERSHIP

A person ceases to be a member of the Association if the person –

- (a) dies;
- (b) resigns that membership; or
- (c) is expelled from the Association.

5. MEMBERSHIP ENTITLEMENTS NOT TRANSFERRABLE

A right, privilege or obligation which a person has by reason of being a member of the Association

- (a) is not capable of being transferred or transmitted to another person
- (b) terminates upon cessation of the person's membership

6. RESIGNATION OF MEMBERSHIP

- (1) A member of the Association is not entitled to resign that membership except in accordance with this rule.
- (2) A member of the Association who has paid all amounts payable by the member to the Association in respect of the member's membership may resign from membership of the Association by first giving notice (being not less than one month or not less than such other period as the committee may determine) in writing to the Secretary of the member's intention to resign and, upon the expiration of the period of notice, the member ceases to be a member.

- (3) Where a member of the Association ceases to be a member pursuant to clause (2), and in every other case where a member ceases to hold membership, the Secretary shall make an appropriate entry in the register of members recording the date on which the member ceased to be a member.

7. REGISTER OF MEMBERS

- (1) The public officer of the officer shall establish and maintain a register of members of the Association specifying the name and address of each person who is a member of the association together with the date on which the person became a member.
- (2) The register of members shall be kept at the principal place of administration of the Association and shall be open for inspection, free of charge, by any member of the Association at any reasonable hour.

8. FEES, SUBSCRIPTIONS ETC.

- (1) All fees and subscriptions shall be set by the Management Committee and included in the Club's By-Laws.
- (2) All fees and subscriptions shall cover the period 1st April to 31st March regardless of which month they are paid in. Fees and subscriptions only bestow membership for the remainder of the current financial year.

9. MEMBER'S LIABILITIES

The liability of a member of the Association to contribute towards the payment of the debts and liabilities of the Association, or the costs, charges and expenses of the winding up of the Association is limited to the amount, if any, unpaid by the member in respect of the membership of the Association as required by Rule 8.

10. DISCIPLINING OF MEMBERS

- (1) Where the committee is of the opinion that a member of the Association –
- (a) has persistently refused or neglected to comply with a provision or provisions of these rules; or
 - (b) has persistently or wilfully failed to comply with the By-laws of the Club (including the Code of Conduct); or
 - (c) has persistently and wilfully acted in a manner prejudicial to the interests of the Association
- the committee may, by resolution –
- (d) expel the member from the Association; or
 - (e) suspend the member from membership of the Association for a specified period.

- (2) A resolution of the committee under clause (1) is of no effect unless the committee, at a meeting held not earlier than 14 days and not later than 28 days after service on the member of a notice under clause (3), confirms the resolution in accordance with this rule.
- (3) Where the committee passes a resolution under clause (1), the Secretary shall, as soon as practicable, cause a notice in writing to be served on the member –
 - (a) setting out the resolution of the committee and the grounds on which it is based
 - (b) stating that the member may address the committee at a meeting to be held not earlier than 14 days and not later than 28 days after service of the notice;
 - (c) stating the date, place and time of that meeting; and
 - (d) informing the member that the member may do either or both of the following
 - (i) attend and speak at that meeting;
 - (ii) submit to the committee at or prior to the date of that meeting written representations relating to the resolution
- (4) At a meeting of the committee held as referred to in clause (3), the committee shall –
 - (a) give to the member an opportunity to make oral representations;
 - (b) give due consideration to any written representations submitted to the committee by the member at or prior to the meeting; and
 - (c) by resolution, determine whether to confirm or to revoke the resolution.
- (5) Where the committee confirms a resolution under clause (4), the Secretary shall, within seven days after that confirmation, by notice in writing inform the member of the fact and of the member's right to appeal under rule 11.
- (6) A resolution confirmed by the committee under clause (4) does not take effect –
 - (a) until the expiration of the period within which the member is entitled to appeal against the resolution where the member does not exercise the right of appeal within that period; or
 - (b) where within that period the member exercises the right of appeal, unless and until the Association confirms the resolution pursuant to rule 11 (4).

11. RIGHT OF APPEAL OF DISCIPLINED MEMBER

11. (1) A member may appeal to the Association in general meeting against a resolution of the committee which is confirmed under rule 10 (4), within seven days after notice of the resolution is served on the member, by lodging with the Secretary a notice to that effect.
- (2) Upon receipt of a notice from a member under clause (1), the secretary shall notify the committee which shall convene a general meeting of the association to be held within 21 days after the date on which the Secretary received the notice.
- (3) At a general meeting of the Association convened under clause (2) –
 - (a) no business other than the question of the appeal shall be transacted;
 - (b) the committee and the member shall be given the opportunity to state their respective cases orally or in writing, or both; and
 - (c) the members present shall vote by secret ballot on the question of whether the resolution should be confirmed or revoked.
- (4) If at the General Meeting the Association passes a special resolution in favour of the confirmation of the resolution, the resolution is confirmed.

PART III

THE COMMITTEE

12. POWERS OF THE COMMITTEE

The committee shall be called the committee of management of the Association and, subject to the Act, the Regulation and these rules and to any resolution passed by the association in general meeting –

- (a) shall control and manage the affairs of the Association
- (b) may exercise all such functions as may be exercised by the Association other than those functions that are required by these rules to be exercised by a general meeting of members of the Association; and
- (c) has power to perform all such acts and do all such things as appear to the committee to be necessary or desirable for the proper management of the affairs of the Association

13. CONSTITUTION AND MEMBERSHIP OF THE COMMITTEE

- (1) Subject in the case of the first members of the committee to section 21 of the Act, the committee shall consist of –

- (a) the office-bearers of the Association; and
- (b) six ordinary members

Each of whom shall be elected at the annual general meeting of the Association pursuant to rule 14.

- (2) The office bearers of the Association shall be –

- (a) the president
- (b) one senior vice-president and two junior vice-presidents
- (c) the treasurer; and
- (d) the secretary.

- (3) Each member of the committee shall, subject to these rules, hold office until the conclusion of the annual general meeting following the date of the member's election, but is eligible for re-election.

- (4) In the event of a casual vacancy occurring in the membership of the committee, the committee may appoint a member of the Association to fill the vacancy and the member so appointed shall hold office, subject to these rules, until the conclusion of the annual general meeting next following the date of appointment.

14. ELECTION OF MEMBERS TO THE COMMITTEE

- (1) Nominations of candidates for election as office-bearers of the Association or as ordinary members of the committee
 - (a) shall be made in writing, signed by two members of the Association and accompanied by the written consent of the candidate (which may be endorsed on the form of nomination); and
 - (b) shall be delivered to the Secretary of the Association not less than 7 days before the date fixed for the holding of the annual general meeting at which the election is to take place.
- (2) If insufficient nominations are received to fill all vacancies on the committee, the candidate's nominations shall be deemed to be elected and further nominations shall be received at the annual general meeting
- (3) If insufficient further nominations are received, any vacant positions remaining on the committee shall be deemed to be elected.
- (4) If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated shall be deemed to be elected.
- (5) If the number of nominations received exceeds the number of vacancies to be filled, a ballot shall be held.
- (6) The ballot for the election of office-bearers and ordinary members of the committee shall be conducted at the annual general meeting in such usual and proper manner as the committee may direct.
- (7) A nomination of a candidate for election under this clause is not valid if that candidate has been nominated for election to another office at the same election.

15. SECRETARY

- (1) The Secretary of the Association shall, as soon as practicable after being appointed as Secretary, lodge notice with the Association of his or her address.
- (2) It is the duty of the Secretary to keep minutes of –
 - (a) all appointments of office-bearers and members of the committee;
 - (b) the names of members of the committee present at a committee meeting or a general meeting; and
 - (c) all proceedings at committee meetings and general meetings
- (3) Minutes of proceedings at a meeting shall be signed by the chairman of the meeting or by the chairperson of the next succeeding meeting.

16. TREASURER

It is the duty of the Treasurer of the Association to ensure that –

- (a) all money due to the Association is collected and received and that all payments authorised by the Association are made; and
- (b) correct books and accounts are kept showing the financial affairs of the Association including full details of all receipts and expenditure connected with the activities of the Association.

17. CASUAL VACANCIES

For the purposes of these rules, a casual vacancy in the office of a member of the committee occurs if the member –

- (a) dies;
- (b) ceases to be a member of the Association;
- (c) becomes an insolvent under Administration within the meaning of the Companies (New South Wales) Code;
- (d) resigns office by notice in writing given to the Secretary;
- (e) becomes of unsound mind or a person whose person or estate is liable to be dealt with in any way under the law relating to mental health; or
- (f) is absent without consent of the committee from all meetings of the committee held during a period of 6 months

18. REMOVAL OF MEMBER

- (1) The Association in general meeting may by resolution remove any member of the committee from the office of member before the expiration of the member's term of office and may by resolution appoint another person to hold office until the expiration of the term of office of the member so removed..
- (2) Where a member of the committee to whom a proposed resolution referred to in clause (1) makes representations in writing to the Secretary or President (not exceeding a reasonable length) and requests that the representations be notified to the members of the Association, the Secretary or the President may send a copy of the representations to each member of the Association or, if they are not so sent, the member is entitled to require that the representations are read out at the meeting at which the resolution is considered.

19. MEETINGS AND QUORUM

- (1) The committee shall meet at least three times in each period of 12 months at such place and time as the committee may determine.
- (2) Additional meetings of the committee may be convened by the president or by any member of the committee.
- (3) Oral or written notice of a meeting of the committee shall be given by the Secretary to each member of the committee at least 48 hours (or such other period as may be unanimously agreed upon by the members of the committee) before the time appointed for the holding of the meeting.
- (4) Notice of a meeting given under clause (3) shall specify the general nature of the business to be transacted at the meeting and no business other than that business shall be transacted at the meeting, except business which the committee members present at the meeting unanimously agree to treat as urgent business.
- (5) A majority of the committee constitute a quorum for the transaction of the business of a meeting of the committee.
- (6) No business shall be transacted by the committee unless a quorum is present and if, within half an hour of the time appointed for the meeting, a quorum is not present the meeting stands adjourned to the same place and at the same hour of the day in the following week.
- (7) If at the adjourned meeting a quorum is not present within half an hour of the time appointed for the meeting, the meeting shall be dissolved.
- (8) At a meeting of the committee –
 - (a) the President or, in the President's absence, a Vice-President shall preside; or
 - (b) if the President and the Vice-Presidents are absent or unwilling to act such, one of the committee as may be chosen by the members present at the meeting, shall preside.

21. VOTING AND DECISIONS

- (1) Questions arising at a meeting of the committee or of any sub-committee appointed by the committee shall be determined by a majority of the votes of members of the committee or sub-committee present at the meeting.
- (2) Each member present at a meeting of the committee or of any sub-committee appointed by the committee (including the person presiding at the meeting) is entitled to one vote but, in the event of an equality of votes on any question, the person presiding may exercise a second or casting vote.
- (3) Subject to rule 19(5), the committee may act notwithstanding any vacancy on the committee.
- (4) Any act or thing done or suffered, or purporting to be have been done or suffered, by the committee or by a sub-committee appointed by the committee, is valid and effectual notwithstanding any defect that may afterwards be discovered in the appointment or qualification of any member of the committee or sub-committee.

PART IV

GENERAL MEETINGS

22. ANNUAL GENERAL MEETINGS – holding of

- (1) With the exception of the first Annual General Meeting of the Association, the Association shall, at least once in each calendar year and within the period of 6 months after the expiration of each financial year of the Association, convene an Annual General Meeting of its members.
- (2) The Association shall hold its first Annual General Meeting –
 - (a) within the period of 18 months after its incorporation under the Act; and
 - (b) within the period of two months after the expiration of the first financial year of the Association.
- (3) Clauses (1) and (2) have effect subject to any extension or permission granted by the Commission under section 26(3) of the Act.

23. ANNUAL GENERAL MEETINGS – calling of and business at

- (1) The Annual General Meeting of the Association shall, subject to the Act and to rule 22, be convened on such date and at such place and time as the committee thinks fit.
- (2) In addition to any other business which may be transacted at an Annual General Meeting, the business of an Annual General Business shall be –
 - (a) to confirm the minutes of the last preceding Annual General Meeting and of any Special General Meetings held since that meeting;
 - (b) to receive from the committee reports upon the activities of the Association during the last preceding financial year;
 - (c) to elect office-bearers of the Association and ordinary members of the committee; and
 - (d) to receive and consider the statement which is required to be submitted to members pursuant to section 26(6) of the Act.
- (3) An Annual General Meeting shall be specified as such in the notice convening it.

24. SPECIAL GENERAL MEETINGS – calling of

- (1) The committee may, whenever it thinks fit, convene a Special General Meeting of the Association.
- (2) The committee shall, on the requisition in writing of not less than five per cent of the total number of members, convene a Special General Meeting of the Association.

- (3) A requisition of members for a Special General Meeting –
 - (a) shall state the purpose or purposes of the meeting
 - (b) shall be signed by the members making the requisition
 - (c) shall be lodged with the Secretary; and
 - (d) may consist of several documents in a similar form, each signed by one or more of the members making the requisition.
- (4) If the committee fails to convene a Special General Meeting to be held within one month after the date on which a requisition of members for the meeting is lodged with the Secretary, any one or more of the members who made the requisition may convene a Special General Meeting to be held not later than three months after that date.
- (5) A Special General Meeting convened by a member or members as referred to in clause (4) shall be convened as nearly as is practicable in the same manner as general meetings are convened by the committee and any member who thereby incurs expense is entitled to be reimbursed by the Association for any expense so incurred.

25. NOTICE

- (1) Except where the nature of the business proposed to be dealt with at a general meeting requires a special resolution of the Association, the Secretary shall, at least 14 days before the date fixed for the holding of the general meeting, cause to be sent by pre-paid post to each member at the member's address appearing in the register of members, a notice specifying the place, date and time of the meeting and the nature of the business proposed to be transacted at the meeting.
- (2) Where the nature of the business proposed to be dealt with at a general meeting requires a special resolution of the Association, the Secretary shall, at least 21 days before the date fixed for the holding of the general meeting, cause notice to be sent to each member in the manner provided in clause (1) specifying, in addition to the matter required under clause (1), the intention to propose the resolution as a special resolution.
- (3) No business other than that specified in the notice convening a general meeting shall be transacted at the meeting except, in the case of an Annual General Meeting, business which may be transacted pursuant to rule 23 (2).
- (4) A member wishing to bring any business before a general meeting may give notice in writing of that business to the Secretary who shall include that business in the next notice calling a general meeting given after receipt of the notice from the member.

26. PROCEDURE

- (1) No item of business shall be transacted at a general meeting unless a quorum of members entitled under these rules to vote is present during the time the meeting is considering that item.
- (2) Twenty members present in person (being members entitled under these rules to vote at a general meeting) constitute a quorum for the transaction of the business of a general meeting.

- (3) If within half an hour after the appointed time for the commencement of a general meeting a quorum is not present, the meeting if convened upon the requisition of members shall be dissolved and in any other case shall stand adjourned until the same day in the following week and at the time (unless another place is specified at the time of the adjournment by the person presiding at the meeting or communicated by written notice to members given before the day to which the meeting is adjourned) at the same place.
- (4) If at the adjourned meeting a quorum is not present within half an hour after the time appointed for the commencement of the meeting, the members present (being not less than 3) shall constitute a quorum.

27. PRESIDING MEMBER

- (1) The president or, in the president's absence, a vice-president, shall preside as chairperson at each general meeting of the association.
- (2) If the president and the vice-presidents are absent from a general meeting or unwilling to act, the members present shall elect one of their number to preside as chairperson at the meeting.

28. ADJOURNMENT

- (1) The chairperson of a general meeting at which a quorum is present may, with the consent of the majority of members present at the meeting, adjourn the meeting from time to time and place to place, but no business shall be transacted at an adjourned meeting other than the business left unfinished at the meeting at which the adjourning took place.
- (2) Where a general meeting is adjourned for 14 days or more, the secretary shall give written or oral notice of the adjourned meeting to each member of the association, stating the place, date and time of the meeting and the nature of the business to be transacted at the meeting.
- (3) Except as provided in clauses (1) and (2), notice of an adjournment of a general meeting or of the business to be transacted at an adjourned meeting is not required to be given.

29. MAKING OF DECISIONS

29. (1) A question arising at a general meeting of the association shall be determined on a show of hands and, unless before or on the declaration 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, or 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 favour of or against that resolution.
- (2) At a general meeting of the association, a poll may be demanded by the chairperson or by not less than 3 members present in person or by proxy at the meeting.
- (3) Where a poll is demanded at a general meeting, the poll shall be taken –
 - (a) immediately in the case of a poll which relates to the election of the chairperson of the meeting or to the question of an adjournment; or

- (b) in any other case, in such manner and at such time before the close of the meeting as the chairperson directs,

And the resolution of the poll on the matter shall be deemed to be the resolution of the meeting on that matter.

30. SPECIAL RESOLUTION

A resolution of the association is a special resolution if –

- (a) it is passed by a majority which comprises not less than three-quarters of such members of the association as, being entitled under these rules so to do, vote in person or by proxy at a general meeting of which not less than 21 days written notice specifying the intention to propose the resolution as a special resolution was given in accordance with these rules; or
- (b) where it is made to appear to the Commission that it is not possible or practicable for the resolution to be passed in the manner specified in paragraph (a) – the resolution is passed in a manner specified by the Commission.

31. VOTING

- (1) Upon any question arising at a general meeting of the association a member has one vote only.
- (2) All votes shall be given personally or by proxy but no member may hold more than five proxies.
- (3) In the case of an equality of votes on a question at a general meeting, the chairperson of the meeting is entitled to exercise a second or casting vote.
- (4) A member or proxy is not entitled to vote at any general meeting of the association unless all money due and payable by the member or proxy to the association has been paid, other than the amount of the annual subscription payable in respect of the then current year.

32. APPOINTMENT OF PROXIES

- (1) Each member shall be entitled to appoint another member as proxy by notice given to the secretary no later than 24 hours before the time of the meeting in respect of which the proxy is appointed.
- (2) The notice appointing the proxy shall be in the form set out in Appendix 2 to these rules.

Part V.

MISCELLANEOUS

33. INSURANCE

- (1) The association shall effect and maintain insurance pursuant to section 44 of the Act.
- (2) In addition to the insurance required under clause (1), the association may effect and maintain other insurance.

34. FUNDS - Source

- (1) The funds of the association shall be derived from entrance fees and annual subscriptions of members, donations and, subject to any resolution passed by the association in general meeting, such other sources as the committee determines.
- (2) All money received by the association shall be deposited as soon as practicable and without deduction to the credit of the association's bank account.
- (3) The association shall, as soon as practicable after receiving any money, issue an appropriate receipt.

35. FUNDS – Management.

- (1) Subject to any resolution passed by the association in general meeting, the funds of the association shall be used in pursuance of the objects of the association in such manner as the committee determines.
- (2) All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments shall be signed by any 2 members of the committee or employees of the association, being members or employees authorised to do so by the committee.

36. ALTERATION OF OBJECTS AND RULES

The statement of objects and these rules may be altered, rescinded or added to only by a special resolution of the Association.

37. COMMON SEAL

- (1) The common seal of the association shall be kept in the custody of the public officer.
- (2) The common seal shall not be affixed to any instrument except by the authority of the committee and the affixing of the common seal shall be attested by the signatures either of 2 members of the committee or of 1 member of the public officer or secretary.

38. CUSTODY OF BOOKS ETC.

Except as otherwise provided by these rules, the public officer shall keep in his or her custody or under his or her control all records, books and other documents relating to the association.

39. INSPECTION OF BOOKS ETC.

The records, books and other documents of the association shall be open to inspection, free of charge, by a member of the association at any reasonable hour.

40. SERVICE OF NOTICE

- (1) For the purpose of these rules, a notice may be served by or on behalf of the association upon any member either personally or by sending it by post to the member at the member's address shown in the register of members.
- (2) Where a document is sent to a person by properly addressing, prepaying and posting to the person a letter containing the document, the document shall, unless the contrary is proved, be deemed for the purposes of these rules to have been served on the person at the time at which the letter would have been delivered in the ordinary course of post.

41. SURPLUS PROPERTY

- (1) At the first general meeting of the association, the association shall pass a special resolution nominating an incorporated association as the association in which is to vest its surplus property pursuant to section 53 (2) of the Act in the event of the winding up or the cancellation of the incorporated of the association.
- (2) The incorporated association so nominated shall be one which fulfils the requirements specified in section 53 (2) (a) – (c) of the Act.

Part VI.

ADDITIONAL RULES APPLICABLE TO CHARITIES

42. APPLICATION OF PART

This part applies where the association is registered under or is exempted from registration by or under the Charitable Collection Act, 1934.

43. PAYMENT ETC. OF OFFICE BEARERS AND MEMBERS

A member of the committee shall not be appointed to any salaried office of the Association or any office of the associated paid by fees, and no remuneration or other benefit in money or money's worth shall be given by the Association to any member of the committee except –

- (a) repayment of out-of-pocket expenses;
- (b) interest at a rate not exceeding interest at the rate for the time being which is or would be charged by the association's bankers for money lent to the association' and
- (c) reasonable and proper rent for premises let to the association.

44. VACATION OF OFFICE

Without limiting the operation of rule 17, the office of a member of the committee shall become vacant if –

- (a) the member holds an office of profit in the association; or
- (b) the member is directly or indirectly interested in any contract or proposed contract with the association.