

Constitution - Avivo: Live Life Inc.

Lodged effective by Department of Mines, Industry Regulation and Safety 6 July 2017

PART 1 - PRELIMINARY

1. Name of Incorporated Association

- (1) The name of the Association is: Avivo: Live Life Inc.

2. Terms used

- (1) In these rules, unless the contrary intention appears:

Act means the *Associations Incorporation Act 2015*;

Association means the incorporated Association to which these rules apply;

Auditor means the auditor of the Avivo: Live Life Inc.;

Avivo means Avivo: Live Life Inc.;

Board means the Board of the Association;

Board meeting means a meeting of the Board;

Board member means a member of the Board;

books, of the Association, includes the following:

- (a) a register;
- (b) financial records, financial statements or financial reports, however compiled, recorded or stored;
- (c) a document;
- (d) any other record of information;

by-laws means by-laws made by the Association;

chairperson means the Board member holding office as the chairperson of the Association;

chief executive officer or CEO means the Chief Executive Officer of the Association;

Commissioner means the person for the time being designated as the Commissioner under section 153 of the Act;

constitution means the rules of the Association;

deputy chairperson means the Board member holding office as the deputy chairperson of the Association;

financial records includes:

- (a) invoices, receipts, orders for the payment of money, bills of exchange, cheques, promissory notes and vouchers; and
- (b) documents of prime entry; and
- (c) working papers and other documents needed to explain:
 - (i) the methods by which financial statements are prepared; and
 - (ii) adjustments to be made in preparing financial statements;

financial report has the meaning given in section 63 of the Act;

financial statements means the financial statements in relation to the Association required under Part 5 Division 3 of the Act;

financial year, of the Association commences on 1 July and ending on 30 June of each year;

general meeting, of the Association, means a meeting of the Association that all members are entitled to receive notice of and to attend;

life member means a member with full voting rights, elected by the Board as having rendered outstanding service to the Association;

member means a person (including a body corporate) who is an ordinary member of the Association;

ordinary Board member means a Board member who is not an office holder of the Association;

ordinary member means a member with full voting rights;

register of members means the register of members referred to in section 53 of the Act;

rules means these rules of the Association, as in force for the time being;

special general meeting means a general meeting of the Association other than the annual general meeting;

special resolution means a resolution passed by the members at a general meeting in accordance with section 51 of the Act;

subcommittee means a subcommittee appointed by the Board;

tier 3 Association means an incorporated Association to which section 64(3) of the Act applies;

3. Financial year

- (1) The Association's financial year will be the period of 12 months commencing on 1 July and ending on 30 June of each year.

4. Objects of the Association

- (1) The objects of the Association are to:
 - (a) support people living with disability, mental illness, and or ageing and frailty to live as valued citizens, making their own decisions, developing their abilities and growing in their relationships.
 - (b) work in partnership with people who use our services to develop and provide supports they choose to live life.
 - (c) provide quality services at an affordable, fair and competitive price.
 - (d) work collaboratively with others to develop a society that promotes and maintains the citizenship of people with disability, mental illness and/or are aged and frail.

PART 2 - ASSOCIATION TO BE NOT FOR PROFIT BODY

5. Not-for-profit body

- (1) The property and income of the Association must be applied solely towards the promotion of the objects or purposes of the Association and no part of that property or income may be paid or otherwise distributed, directly or indirectly, to any member, except in good faith in the promotion of those objects or purposes.
- (2) A payment may be made to a member out of the funds of the Association only if it is authorised under subrule (3).
- (3) A payment to a member out of the funds of the Association is authorised if it is:
 - (a) the payment in good faith to the member as reasonable remuneration for any services provided to the Association, or for goods supplied to the Association, in the ordinary course of business; or
 - (b) the payment of interest, on money borrowed by the Association from the member, at a rate not greater than the cash rate published from time to time by the Reserve Bank of Australia; or
 - (c) the payment of reasonable rent to the member for premises leased by the member to the Association; or
 - (d) the reimbursement of reasonable expenses properly incurred by the member on behalf of the Association.

6. Powers of the Association

- (1) The effect of incorporation is to give an association a similar legal status to that of a natural person.
- (2) The Act specifically provides that an incorporated association may do all things that are necessary or convenient for carrying out its objects and purposes. It may:
 - (a) acquire, hold, deal with and dispose of any real property (land) or personal property (goods, shares, etc.);
 - (b) open and operate bank accounts;
 - (c) invest its money;
 - (d) invest trust funds under Part III of the Trustees Act 1962; or in any other manner authorised by the rules of the association;
 - (e) borrow money upon such terms and conditions as the association thinks fit;
 - (f) give such security for liabilities incurred by the association as the association thinks fit (eg a mortgage);
 - (g) appoint agents to transact any business of the association on its behalf; and
 - (h) enter into any other contract it considers necessary or desirable.
- (3) In addition, an incorporated association can do almost any lawful act so long as it is necessary or convenient for carrying out the association's objects or purposes.

7. Liabilities of the Association

- (1) A member of the Board, trustee or a member of the Association is not liable in respect of the liabilities of the Association. This does not apply to liabilities incurred by or on behalf of the Association prior to incorporation.

PART 3 - MEMBERS

Division 1 - Membership

8. Eligibility for membership

- (1) Any person who supports the objects or purposes of the Association is eligible to apply to become a member with the exception of employees of the Association whether full-time, part-time or casual.
- (2) An individual who has not reached the age of 15 years is not eligible to apply for a class of membership that confers full voting rights.
- (3) The Board will include a member who is a full member of CPA Australia or Institute of Chartered Accountants, Australia, Institute of Public Accountants or an equivalent overseas accounting body.
- (4) The Association must always have at least six (6) members with full voting rights.
- (5) The Association must comply with all legal and regulatory obligations that may apply to the Association under any other law when assessing eligibility of an applicant for membership.

9. Applying for membership

- (1) A person who wants to become a member must apply in writing to the Association.
- (2) The application must include a member's nomination of the applicant for membership.
- (3) The application must be signed by the applicant and the member nominating the applicant.
- (4) The applicant must specify in the application the class of membership, if there is more than one, to which the application relates.

10. Dealing with membership applications

- (1) The Board must consider each application for membership of the Association and decide whether to accept or reject the application.
- (2) Subject to subrule (3), the Board must consider applications in the order in which they are received by the Association.
- (3) The Board may delay its consideration of an application if the Board considers that any matter relating to the application needs to be clarified by the applicant or that the applicant needs to provide further information in support of the application.
- (4) The Board must not accept an application unless the applicant:
 - (a) is eligible to apply to become a member; and
 - (b) has followed the correct application process.
- (5) The Board may reject an application even if the applicant:
 - (a) is eligible to apply to become a member; and
 - (b) has followed the correct application process.
- (6) The Board must notify the applicant of the Board's decision to accept or reject the application as soon as practicable after making the decision.

- (7) If the Board rejects the application, the Board is not required to give the applicant its reasons for doing so.

11. Becoming a member

- (1) An applicant for membership of the Association immediately becomes a member when:
 - (a) the Board accepts the application; and
 - (b) the applicant pays any membership fees payable to the Association.
- (2) Members are entitled to exercise all the rights and privileges of membership, including the right to vote (if applicable) and must comply with all of the obligations of membership under these rules.
- (3) The Association must give each person who becomes a member of the Association a copy of the rules (by electronic transmission, on the website or in hard copy) in force at the time their membership commences.

12. Classes of membership

- (1) An ordinary member has full voting rights and any other rights conferred on members by these rules or approved by resolution at a general meeting or determined by the Board.
- (2) The number of members is not limited unless otherwise approved by resolution at a general meeting.
- (3) The Board may elect any member to be a life member who, in the opinion of the Board, has rendered outstanding service to the Association.

13. When membership ceases

- (1) A person ceases to be a member when any of the following takes place:
 - (a) for a member who is an individual, the individual dies;
 - (b) for a member who is a body corporate, the body corporate is wound up;
 - (c) the person resigns from the Association;
 - (d) the person is expelled from the Association;
 - (e) the person ceases to be a member.
- (2) The CEO must keep a record, for at least one year after a person ceases to be a member, of:
 - (a) the date on which the person ceased to be a member; and
 - (b) the reason why the person ceased to be a member.

14. Resignation

- (1) A member may resign from membership of the Association by giving written notice of the resignation to the Chairperson or CEO.
- (2) The resignation takes effect:
 - (a) when the Chairperson or CEO receives the notice; or
 - (b) if a later time is stated in the notice, at that later time.
- (3) A person who has resigned from membership of the Association remains liable for any fees that are owed to the Association (the owed amount) at the time of resignation.
- (4) The owed amount may be recovered by the Association in a court of competent jurisdiction as a debt due to the Association.
- (5) Outgoing Board members must transfer all assets and records of the Association to the new Board on ceasing to be a Board member.

15. Rights not transferable

- (1) The rights of a member are not transferable and end when membership ceases.

Division 2 - Membership fees

16. Membership fees

- (1) The Board must determine the annual membership fee (if any) to be paid for membership of the Association.
- (2) The fees determined under subrule (1) may be different for different classes of membership.
- (3) A member must pay the annual membership fee by the date (the **due date**) determined by the Board.
- (4) If a member has not paid the annual membership fee within the period of one (1) month after the due date, the member ceases to be a member on the expiry of that period.
- (5) If a person who has ceased to be a member under subrule (4) offers to pay the annual membership fee after the period referred to in that subrule has expired:
 - (a) the Board may, at its discretion, accept that payment; and
 - (b) if the payment is accepted, the person's membership is reinstated from the date the payment is accepted.[bt from paying membership fees.](#)

Division 3 - Register of members

17. Register of members

- (1) The CEO, or another person authorised by the Board, must maintain the register of members' names, residential, business, postal or email address and record, within 28 days, in that register any change in the membership of the Association.
- (2) In addition to the matters referred to in subrule (1), the register of members must include the class of membership (if applicable) to which each member belongs and the date on which each member becomes a member.
- (3) The register of members must be kept at the CEO's principle office, or at another place determined by the Board.
- (4) A member who wishes to inspect the register of members must contact the CEO to make the necessary arrangements.
- (5) If:
 - (a) a member inspecting the register of members wishes to make a copy of, or take an extract from, the register; or
 - (b) a member makes a written request to be provided with a copy of the register of members,
 - (c) the Board may require the member to provide a statutory declaration setting out the purpose for which the copy or extract is required and declaring that the purpose is connected with the affairs of the Association.
- (6) The Board is authorised to determine a reasonable charge for providing a copy of the register.

PART 4 - DISCIPLINARY ACTION, DISPUTES AND MEDIATION

Division 1 - Term used

18. Term used: member

(1) In this Part:

member, in relation to a member who is expelled from the Association, includes former member.

Division 2 - Disciplinary action

19. Suspension or expulsion

- (1) The Board may decide to suspend a member's membership or to expel a member from the Association if:
 - (a) the member contravenes any of these rules; or
 - (b) the member acts detrimentally to the interests of the Association.
- (2) The CEO must give the member written notice of the proposed suspension or expulsion at least 28 days before the Board meeting at which the proposal is to be considered by the Board.
- (3) The notice given to the member must state:
 - (a) when and where the Board meeting is to be held; and
 - (b) the grounds on which the proposed suspension or expulsion is based; and
 - (c) that the member, or the member's representative, may attend the meeting and will be given a reasonable opportunity to make written or oral (or both written and oral) submissions to the Board about the proposed suspension or expulsion;
- (4) At the Board meeting, the Board must:
 - (a) give the member, or the member's representative, a reasonable opportunity to make written or oral (or both written and oral) submissions to the Board about the proposed suspension or expulsion; and
 - (b) give due consideration to any submissions so made; and
 - (c) decide:
 - (i) whether or not to suspend the member's membership and, if the decision is to suspend the membership, the period of suspension; or
 - (ii) whether or not to expel the member from the Association.
- (5) A decision of the Board to suspend the member's membership or to expel the member from the Association takes immediate effect.
- (6) The Board must give the member written notice of the Board's decision, and the reasons for the decision, within 7 days after the Board meeting at which the decision is made.
- (7) A member whose membership is suspended or who is expelled from the Association may, within 14 days after receiving notice of the Board's decision under subrule (6), give written notice to the CEO requesting the appointment of a mediator.
- (8) If notice is given under subrule (7), the member who gives the notice and the Board are the parties to the mediation.

20. Consequences of suspension

- (1) During the period a member's membership is suspended, the member:
 - (a) loses any rights (including voting rights) arising as a result of membership; and

- (b) is not entitled to a refund, rebate, relief or credit for membership fees paid, or payable, to the Association.
- (2) When a member's membership is suspended, the CEO must record in the register of members:
 - (a) that the member's membership is suspended; and
 - (b) the date on which the suspension takes effect; and
 - (c) the period of the suspension.
- (3) When the period of the suspension ends, the CEO must record in the register of members that the member's membership is no longer suspended.

Division 3 - Resolving disputes

21. Terms used

- (1) In Division Three (3):
 - grievance procedure*** means the procedures set out in this Division;
 - party to a dispute*** includes a person –
 - (a) who is a party to the dispute; and
 - (b) who ceases to be a member within six (6) months before the dispute has come to the attention of each party to the dispute.

22. Application of Division

- (1) The procedure set out in this Division (the grievance procedure) applies to disputes:
 - (a) between members; or
 - (b) between one or more members and the Association.

23. Parties to attempt to resolve dispute

- (1) The parties to a dispute must attempt to resolve the dispute between themselves within 14 days after the dispute has come to the attention of each party.

24. How grievance procedure is started

- (1) If the parties to a dispute are unable to resolve the dispute between themselves within the time required, any party to the dispute may start the grievance procedure by giving written notice to the CEO of:
 - (a) the parties to the dispute; and
 - (b) the matters that are the subject of the dispute.
- (2) Within 28 days after the CEO is given the notice, a Board meeting must be convened to consider and determine the dispute.
- (3) The CEO must give each party to the dispute written notice of the Board meeting at which the dispute is to be considered and determined at least seven (7) days before the meeting is held.
- (4) The notice given to each party to the dispute must state:
 - (a) when and where the Board meeting is to be held; and
 - (b) that the party, or the party's representative, may attend the meeting and will be given a reasonable opportunity to make written or oral (or both written and oral) submissions to the Board about the dispute.
- (5) If:
 - (a) the dispute is between one or more members and the Association; and
 - (b) any party to the dispute gives written notice to the CEO stating that the party:
 - (i) does not agree to the dispute being determined by the Board; and
 - (ii) requests the appointment of a mediator,

the Board must not determine the dispute.

25. Determination of dispute by Board

- (1) At the Board meeting at which a dispute is to be considered and determined, the Board must:
 - (a) give each party to the dispute, or the party's representative, a reasonable opportunity to make written or oral (or both written and oral) submissions to the Board about the dispute; and
 - (b) give due consideration to any submissions so made; and
 - (c) determine the dispute.
- (2) The Board must give each party to the dispute written notice of the Board's determination, and the reasons for the determination, within seven (7) days after the Board meeting at which the determination is made.
- (3) A party to the dispute may, within 14 days after receiving notice of the Board's determination under subrule (1)(c), give written notice to the CEO requesting the appointment of a mediator.
- (4) If notice is given under subrule (3), each party to the dispute is a party to the mediation.

Division 4 - Mediation

- (1) In Division Four (4):

mediation procedure means the procedures set out in this Division;

party to a dispute includes a person –

 - (a) who is a party to the dispute; and
 - (b) who ceases to be a member within six (6) months before the dispute has come to the attention of each party to the dispute.

26. Application of Division

- (1) This Division applies if written notice has been given to the CEO requesting the appointment of a mediator:
 - (a) by a member; or
 - (b) by a party to a dispute
- (2) If this Division applies, a mediator must be chosen or appointed.

27. Appointment of mediator

- (1) The mediator must be a person chosen:
 - (a) if the appointment of a mediator was requested by a member - by agreement between the Member and the Board; or
 - (b) if the appointment of a mediator was requested by a party to a dispute - by agreement between the parties to the dispute.
- (2) If there is no agreement for the purposes of subrule (1)(a) or (b), then, subject to subrules (3) and (4), the Board must appoint the mediator.
- (3) The person appointed as mediator by the Board must be a person who acts as a mediator for another not-for-profit body, such as a community legal centre, if the appointment of a mediator was requested by:
 - (a) a member; or
 - (b) a party to a dispute; or
 - (c) a party to a dispute and the dispute is between one or more members and the Association.
- (4) The person appointed as mediator by the Board may be a member or former member of the Association but must not:
 - (a) have a personal interest in the matter that is the subject of the mediation; or
 - (b) be biased in favour of or against any party to the mediation.

28. Mediation process

- (1) The parties to the mediation must attempt in good faith to settle the matter that is the subject of the mediation.
- (2) Each party to the mediation must give the mediator a written statement of the issues that need to be considered at the mediation at least five (5) days before the mediation takes place.
- (3) In conducting the mediation, the mediator must:
 - (a) give each party to the mediation every opportunity to be heard; and
 - (b) allow each party to the mediation to give due consideration to any written statement given by another party; and
 - (c) ensure that natural justice is given to the parties to the mediation throughout the mediation process.
- (4) The mediator cannot determine the matter that is the subject of the mediation.
- (5) The mediation must be confidential, and any information given at the mediation cannot be used in any other proceedings that take place in relation to the matter that is the subject of the mediation.
- (6) The costs of the mediation are to be paid by the party or parties to the mediation that requested the appointment of the mediator.
- (7) An application may be made to the State Administrative Tribunal (SAT) to have a dispute determined if the dispute has not been resolved under the procedure provided for in the incorporated Association's rules.

29. If mediation results in decision to suspend or expel being revoked

- (1) If:
 - (a) mediation takes place because a member whose membership is suspended or who is expelled from the Association gives notice; and
 - (b) as the result of the mediation, the decision to suspend the member's membership or expel the member is revoked,

that revocation does not affect the validity of any decision made at a Board meeting or general meeting during the period of suspension or expulsion.

PART 5 - BOARD

Division 1 - Powers of Board

30. Board

- (1) The Board members are the persons who, as the Board of the Association, have the power to manage the affairs of the Association.
- (2) Subject to the Act, these rules, the by-laws (if any) and any resolution passed at a general meeting, the Board has power to do all things necessary or convenient to be done for the proper management of the affairs of the Association.
- (3) The Board must take all reasonable steps to ensure that the Association complies with the Act, these rules and the by-laws (if any).

Division 2 - Composition of Board and duties of members

31. Board members

- (1) The Board must consist of not less than five (5) and not more than nine (9) ordinary Board members.
- (2) The Board members consist of:
 - (a) the office holders of the Association; and
 - (b) at least three (3) ordinary Board members.
- (3) The following are the office holders of the Association:
 - (a) the chairperson;
 - (b) the deputy chairperson;
- (4) A person may be a Board member if the person is:
 - (a) an individual who has reached 18 years of age; and
 - (b) an ordinary member.
- (5) A person must not hold two (2) or more of the offices mentioned in subrule (3) at the same time.
- (6) The following persons must not, without leave of the Commissioner, accept an appointment or act as a member of a Board of an Association:
 - (a) A person who is, according to the *Interpretation Act 1984 section 13D*, a bankrupt or person whose affairs are under insolvency laws;
 - (b) A person who has been convicted, within or outside the State, of:
 - (i) An indictable offence in relation to the promotion, formation or management of a body corporate; or
 - (ii) An offence involving fraud or dishonesty punishable by imprisonment for a period of not less than three months; or
 - (iii) An offence under Part 4 Division 3 (the duties of officers provisions) or section 127 (the duty with respect to incurring of debt) of the Act
 - (c) Subrule (6)(b) applies to a person who has been convicted of the above offences only for a period of 5 years from the time of the person's conviction, or if the conviction results in a term of imprisonment, from the time of the person's release from custody.

32. Duties of Board members and Officers

- (1) The following duties apply to Board members and to those persons who have the ability to influence the Board but who do not hold a formal Board position.
- (2) An officer of an Association must exercise his or her powers and discharge his or her duties with a degree of care and diligence that a reasonable person would exercise if that person-

- (a) were an officer of the Association in the Association's circumstances; and
 - (b) occupied the office held by, and had the same responsibilities within the Association as, the officer.
- (3) An officer of an Association must exercise his or her powers and discharge his or her duties-
- (a) in good faith in the best interests of the Association; and
 - (b) for a proper purpose.
- (4) An officer of an Association must not improperly use his or her position to-
- (a) gain an advantage for the officer or another person; or
 - (b) cause detriment to the Association.
- (5) A person who obtains information because the person is, or has been, an officer of an Association must not improperly use the information to-
- (a) gain an advantage for the person or another person; or
 - (b) cause detriment to the Association.

33. Chairperson

- (1) It is the duty of the chairperson to consult with the CEO regarding the business to be conducted at each Board meeting and general meeting.
- (2) The chairperson has the powers and duties relating to convening and presiding at Board meetings and presiding at general meetings provided for in these rules.

34. Chief Executive Officer

- (1) The CEO has the following duties:
- (a) dealing with the Association's correspondence;
 - (b) consulting with the chairperson regarding the business to be conducted at each Board meeting and general meeting;
 - (c) preparing the notices required for meetings and for the business to be conducted at meetings;
 - (d) unless another member is authorised by the Board to do so, maintaining on behalf of the Association the register of members, and recording in the register any changes in the membership;
 - (e) maintaining on behalf of the Association an up-to-date copy of these rules;
 - (f) unless another member is authorised by the Board to do so, maintaining on behalf of the Association a record of Board members and other persons authorised to act on behalf of the Association;
 - (g) maintaining full and accurate minutes of Board meetings and general meetings;
 - (h) ensuring that any amounts payable to the Association are collected and issuing receipts for those amounts in the Association's name;
 - (i) ensuring that any amounts paid to the Association are credited to the appropriate account of the Association, as directed by the Board;
 - (j) ensuring that any payments to be made by the Association that have been authorised by the Board or at a general meeting are made on time;
 - (k) ensuring that the Association complies with the relevant requirements of Part 5 of the Act;
 - (l) ensuring the safe custody of the Association's financial records, financial statements and financial reports, as applicable to the Association;
 - (m) coordinating the preparation of the Association's financial report before its submission to the Association's annual general meeting;
 - (n) providing any assistance required by an auditor or reviewer conducting an audit or review of the Association's financial statements or financial report under Part 5 Division 5 of the Act;
 - (o) carrying out any other duty given to the CEO under these rules or by the Board.

Division 3 - Election of Board members and tenure of office

35. How members become Board members

- (1) A member becomes a Board member if the member:

- (a) is elected to the Board at a general meeting; or
- (b) is appointed to the Board by the Board to fill a casual vacancy.

36. Nomination of Board members

- (1) At least 42 days before an annual general meeting, the CEO must send written notice to all the members:
 - (a) calling for nominations for election to the Board; and
 - (b) stating the date by which nominations must be received by the CEO to comply with subrule (2).
- (2) A member who wishes to be considered for election to the Board at the annual general meeting must nominate for election by sending written notice of the nomination to the CEO at least 28 days before the annual general meeting.
- (3) The written notice must include a statement by another member in support of the nomination.
- (4) A member may nominate for one specified position of office holder of the Association or to be an ordinary Board member.
- (5) A member whose nomination does not comply with this rule is not eligible for election to the Board, unless the Chairperson has called for nominations from the ordinary members at the meeting.

37. Election of office holders

- (1) At the first meeting of the Board following each Annual General Meeting of the Association, the Board shall elect a Chairperson and Deputy Chairperson.
- (2) If there is no nomination for a position, the chairperson of the meeting may call for nominations from the ordinary members at the meeting.
- (3) If only one member has nominated for a position, the chairperson of the meeting must declare the Member elected to the position.
- (4) If more than one member has nominated for a position, the ordinary members at the meeting must vote in accordance with procedures that have been determined by the Board to decide who is to be elected to the position.
- (5) Each ordinary member present at the meeting may vote for one member who has nominated for the position.
- (6) A member who has nominated for the position may vote for himself or herself.
- (7) On the member's election, the new chairperson of the Association may take over as the chairperson of the meeting.

38. Election of ordinary Board members

- (1) At the annual general meeting, the Association must decide by resolution the number of ordinary Board members (if any) to hold office for the next year.
- (2) If the number of members nominating for the position of ordinary Board member is not greater than the number to be elected, the chairperson of the meeting:
 - (a) must declare each of those members to be elected to the position; and
 - (b) may call for further nominations from the ordinary members at the meeting to fill any positions remaining unfilled after the elections under paragraph (a).
- (3) If:
 - (a) the number of members nominating for the position of ordinary Board member is greater than the number to be elected; or
 - (b) the number of members nominating under subrule (2)(b) is greater than the number of positions remaining unfilled,

the ordinary members at the meeting must vote in accordance with procedures that have been determined by the Board to decide the members who are to be elected to the position of ordinary Board member.

- (4) A member who has nominated for the position of ordinary Board member may vote in accordance with that nomination.

39. Term of office

- (1) The term of office of a Board member begins when the member:
 - (a) is elected at an annual general meeting or under subrule 36(3)(b); or
 - (b) is appointed to fill a casual vacancy.
- (2) Subject to a Board member ceasing their membership, a Board member holds office until the positions on the Board are declared vacant at the next annual general meeting.
- (3) The term of office is three (3) years.
- (4) A Board member may be re-elected two (2) times to a total of nine (9) years.
- (5) If the Board member is Chairperson at the end of their third term they are entitled to one additional term, to a total of twelve (12) years, to ensure appropriate planning for succession.
- (6) Exceptions to subrule (4) and (5) above may be made with the agreement of the full Board and election at the next annual general meeting.

40. Resignation and removal from office

- (1) A Board member may resign from the Board by written notice given to the CEO or, if the resigning member is the CEO, given to the chairperson.
- (2) The resignation takes effect:
 - (a) when the notice is received by the CEO or chairperson; or
 - (b) if a later time is stated in the notice, at the later time.
- (3) At a general meeting, the Association may by resolution:
 - (a) remove a Board member from office; and
 - (b) elect a member who is eligible to fill the vacant position.
- (4) A Board member who is the subject of a proposed resolution under subrule (3)(a) may make written representations (of a reasonable length) to the CEO or chairperson and may ask that the representations be provided to the members.
- (5) The CEO or chairperson may give a copy of the representations to each member or, if they are not so given, the Board member may require them to be read out at the general meeting at which the resolution is to be considered.

41. When membership of Board ceases

- (1) A person ceases to be a Board member if the person:
 - (a) dies or otherwise ceases to be a member; or
 - (b) resigns from the Board or is removed from office; or
 - (c) becomes ineligible to accept an appointment or act as a Board member;
 - (d) becomes permanently unable to act as a Board member because of a mental or physical disability; or
 - (e) fails to attend three (3) consecutive Board meetings, of which the person has been given notice, without having notified the Board that the person will be unable to attend.
- (2) Where a person ceases to be a member of the Association, that person should, as soon as practicable after their membership ceases, deliver to a member of the Board all of the relevant documents and records they hold pertaining to the management of the Association's affairs.

42. Filling casual vacancies

- (1) The Board may appoint a member who is eligible to fill a position on the Board that:
 - (a) has become vacant; or
 - (b) was not filled by election at the most recent annual general meeting.
- (2) Subject to the requirement for a quorum, the Board may continue to act despite any vacancy in its membership.
- (3) If there are fewer Board members than required for a quorum, the Board may act only for the purpose of:
 - (a) appointing Board members under this rule; or
 - (b) convening a general meeting.

43. Validity of acts

- (1) The acts of a Board or subcommittee, or of a Board member or member of a subcommittee, are valid despite any defect that may afterwards be discovered in the election, appointment or qualification of a Board member or member of a subcommittee.

44. Payments to Board members

- (1) In this rule:
 - Board member* includes a member of a subcommittee;
 - Board meeting* includes a meeting of a subcommittee.
- (2) A Board member is entitled to be paid out of the funds of the Association for any out-of-pocket expenses for travel and accommodation properly incurred:
 - (a) in attending a Board meeting or
 - (b) in attending a general meeting; or
 - (c) otherwise in connection with the Association's business.
- (3) Any payment to a Board member from the Association's funds can only occur if the payment is authorised by a resolution of the Association.

Division 4 - Board meetings

45. Board meetings

- (1) The Board must meet at least six (6) times in each year on the dates and at the times and places determined by the Board.
- (2) The date, time and place of the first Board meeting must be determined by the Board members as soon as practicable after the annual general meeting at which the Board members are elected.
- (3) Special Board meetings may be convened by the chairperson or any two (2) Board members.

46. Notice of Board meetings

- (1) Notice of each Board meeting must be given to each Board member at least 48 hours before the time of the meeting.
- (2) The notice must state the date, time and place of the meeting and must describe the general nature of the business to be conducted at the meeting.
- (3) Unless subrule (4) applies, the only business that may be conducted at the meeting is the business described in the notice.

- (4) Urgent business that has not been described in the notice may be conducted at the meeting if the Board members at the meeting unanimously agree to treat that business as urgent.

47. Procedure and order of business

- (1) The chairperson or, in the chairperson's absence, the deputy-chairperson must preside as chairperson of each Board meeting.
- (2) If the chairperson and deputy chairperson are absent or are unwilling to act as chairperson of a meeting, the Board members at the meeting must choose one of them to act as chairperson of the meeting.
- (3) The procedure to be followed at a Board meeting must be determined from time to time by the Board.
- (4) The order of business at a Board meeting may be determined by the Board members at the meeting.
- (5) A member or other person who is not a Board member may attend a Board meeting if invited to do so by the Board.
- (6) A person invited under subrule (5) to attend a Board meeting:
 - (a) has no right to any agenda, minutes or other document circulated at the meeting; and
 - (b) must not comment about any matter discussed at the meeting unless invited by the Board to do so; and
 - (c) cannot vote on any matter that is to be decided at the meeting.

48. Material Personal Interests of Board Members

- (1) A member of the Board who has a material personal interest in a matter being considered at a Board meeting must:
 - (a) as soon as he or she becomes aware of that interest, disclose the nature and extent of his or her interest to the Board;
 - (b) disclose the nature and extent of the interest at the next general meeting of the Association
- (2) This rule does not apply in respect of a material personal interest
 - (a) that exists only because the member-
 - (i) is an employee of the incorporated Association; or
 - (ii) is a member of a class of persons for whose benefit the Association is established;or
 - (b) that the member has in common with all, or a substantial proportion of, the members of the Association.
- (3) A member of the Board who has a material personal interest in a matter being considered at a meeting of the Board must not be present while the matter is being considered at the meeting or vote on the matter.
- (4) The Association must record every disclosure made by a Board member of a material personal interest in the minutes of the Board meeting at which the disclosure is made.

49. Use of technology to be present at Board meetings

- (1) The presence of a Board member at a Board meeting need not be by attendance in person but may be by that Board member and each other Board member at the meeting being simultaneously in contact by telephone or other means of instantaneous communication.
- (2) A member who participates in a Board meeting as allowed under subrule (1) is taken to be present at the meeting and, if the member votes at the meeting, the member is taken to have voted in person.

50. Quorum for Board meetings

- (1) No business is to be conducted at a Board meeting unless a quorum is present.

- (2) A majority of Board members constitute a quorum for the conduct of the business of a Board meeting.
- (3) If a quorum is not present within 30 minutes arrangements are made to reconvene.

51. Voting at Board meetings

- (1) Each Board member present at a Board meeting has one vote on any question arising at the meeting.
- (2) A motion is carried if a majority of the Board members present at the Board meeting vote in favour of the motion.
- (3) If the votes are divided equally on a question, the chairperson of the meeting has a second or casting vote.
- (4) A vote may take place by the Board members present indicating their agreement or disagreement or by a show of hands, unless the Board decides that a secret ballot is needed to determine a particular question.
- (5) If a secret ballot is needed, the chairperson of the meeting must decide how the ballot is to be conducted.

52. Minutes of Board meetings

- (1) The Board must ensure that minutes are taken and kept of each Board meeting.
- (2) The minutes must record the following:
 - (a) the names of the Board members present at the meeting;
 - (b) the name of any person attending the meeting;
 - (c) the business considered at the meeting;
 - (d) any motion on which a vote is taken at the meeting and the result of the vote.
- (3) The minutes of a Board meeting must be entered in the Association's minute book within 30 days after the meeting is held.
- (4) The chairperson must ensure that the minutes of a Board meeting are reviewed and signed as correct by:
 - (a) the chairperson of the meeting; or
 - (b) the chairperson of the next Board meeting.
- (5) When the minutes of a Board meeting have been signed as correct they are, until the contrary is proved, evidence that:
 - (a) the meeting to which the minutes relate was duly convened and held; and
 - (b) the matters recorded as having taken place at the meeting took place as recorded; and
 - (c) any appointment purportedly made at the meeting was validly made.

Division 5 - Subcommittees and subsidiary offices

53. Subcommittees and subsidiary offices

- (1) To help the Board in the conduct of the Association's business, the Board may, in writing, do either or both of the following:
 - (a) appoint one or more subcommittees;
 - (b) create one or more subsidiary offices and appoint people to those offices.
- (2) A subcommittee may consist of the number of people, whether or not members, that the Board considers appropriate.
- (3) A person may be appointed to a subsidiary office whether or not the person is a member.

- (4) Subject to any directions given by the Board:
 - (a) a subcommittee may meet and conduct business as it considers appropriate; and
 - (b) the holder of a subsidiary office may carry out the functions given to the holder as the holder considers appropriate.

54. Delegation to subcommittees and holders of subsidiary offices

- (1) In this rule:
non-delegable duty means a duty imposed on the Board by the Act or another written law.
- (2) The Board may, in writing, delegate to a subcommittee or the holder of a subsidiary office the exercise of any power or the performance of any duty of the Board other than:
 - (a) the power to delegate; and
 - (b) a non-delegable duty.
- (3) A power or duty, the exercise or performance of which has been delegated to a subcommittee or the holder of a subsidiary office under this rule, may be exercised or performed by the subcommittee or holder in accordance with the terms of the delegation.
- (4) The delegation may be made subject to any conditions, qualifications, limitations or exceptions that the Board specifies in the document by which the delegation is made.
- (5) The delegation does not prevent the Board from exercising or performing at any time the power or duty delegated.
- (6) Any act or thing done by a subcommittee or by the holder of a subsidiary office, under the delegation has the same force and effect as if it had been done by the Board.
- (7) The Board may, in writing, amend or revoke the delegation.

PART 6 - GENERAL MEETINGS OF ASSOCIATION

55. Annual general meeting

- (1) The Board must determine the date, time and place of the annual general meeting.
- (2) If it is proposed to hold the annual general meeting more than 6 months after the end of the Association's financial year, the CEO must apply to the Commissioner for permission within 4 months after the end of the financial year.
- (3) The ordinary business of the annual general meeting is as follows:
 - (a) to confirm the minutes of the previous annual general meeting and of any special general meeting held since then if the minutes of that meeting have not yet been confirmed;
 - (b) to receive and consider:
 - (i) the Board's annual report on the Association's activities during the preceding financial year; and
 - (ii) the financial report of the Association for the preceding financial year presented under Part 5 of the Act;
 - (iii) if required to be presented for consideration under Part 5 of the Act, a copy of the report of the review or auditor's report on the financial statements or financial report;
 - (c) to elect the office holders of the Association and other Board members;
 - (d) if applicable, to appoint or remove a reviewer or auditor of the Association in accordance with the Act;
 - (e) to confirm or vary the entrance fees, subscriptions and other amounts (if any) to be paid by members.
- (4) Any other business of which notice has been given in accordance with these rules may be conducted at the annual general meeting.

56. Special general meetings

- (1) The Board may convene a special general meeting.
- (2) The Board must convene a special general meeting if at least 20% of the members require a special general meeting to be convened.
- (3) The members requiring a special general meeting to be convened must:
 - (a) make the requirement by written notice given to the CEO; and
 - (b) state in the notice the business to be considered at the meeting; and
 - (c) each sign the notice.
- (4) The special general meeting must be convened within 28 days after notice is given under subrule (3)(a).
- (5) If the Board does not convene a special general meeting within that 28 day period, the members making the requirement (or any of them) may convene the special general meeting.
- (6) A special general meeting convened by members under subrule (5):
 - (a) must be held within three (3) months after the date the original requirement was made; and
 - (b) may only consider the business stated in the notice by which the requirement was made.
- (7) The Association must reimburse any reasonable expenses incurred by the members convening a special general meeting under subrule (5).

57. Notice of general meetings

- (1) The CEO or, in the case of a special general meeting, the members convening the meeting, must give to each member:
 - (a) at least 21 days' notice of a general meeting if a special resolution is to be proposed at the meeting; or
 - (b) at least 14 days' notice of a general meeting in any other case.

- (2) The notice must:
 - (a) specify the date, time and place of the meeting; and
 - (b) indicate the general nature of each item of business to be considered at the meeting; and
 - (c) if the meeting is the annual general meeting, include the names of the members who have nominated for election to the Board; and
 - (d) if a special resolution is proposed:
 - (i) set out the wording of the proposed resolution; and
 - (ii) state that the resolution is intended to be proposed as a special resolution; and
 - (iii) state that the member may appoint a proxy and include a copy of a proxy form.
- (3) The notice must be given in writing and can be hand delivered, posted to a member's nominated address or emailed to a member's nominated email address.
- (4) The auditor of an incorporated Association is entitled to receive all notices of and other communications relating to any general meetings of the Association that a member is entitled to receive.

58. Proxies

- (1) Subject to subrule (2), an ordinary member may appoint an individual who is an ordinary member as his or her proxy to vote and speak on his or her behalf at a general meeting.
- (2) The appointment of a proxy must be in writing and signed by the member making the appointment.
- (3) The member appointing the proxy may give specific directions as to how the proxy is to vote on his or her behalf.
- (4) If no instructions are given to the proxy, the proxy may vote on behalf of the member in any matter as the proxy sees fit.
- (5) If the Board has approved a form for the appointment of a proxy, the member may use that form or any other form:
 - (a) that clearly identifies the person appointed as the member's proxy; and
 - (b) that has been signed by the member.
- (6) Notice of a general meeting given to an ordinary member must:
 - (a) state that the member may appoint an individual who is an ordinary member as a proxy for the meeting; and
 - (b) include a copy of any form that the Board has approved for the appointment of a proxy.
- (7) A form appointing a proxy must be given to the CEO before the commencement of the general meeting for which the proxy is appointed.
- (8) A form appointing a proxy sent by post or electronically is of no effect unless it is received by the Association not later than 24 hours before the commencement of the meeting.

59. Use of technology to be present at general meetings

- (1) The presence of a member at a general meeting need not be by attendance in person but may be by that member and each other member at the meeting being simultaneously in contact by telephone or other means of instantaneous communication.
- (2) A member who participates in a general meeting as allowed under subrule (1) is taken to be present at the meeting and, if the member votes at the meeting, the member is taken to have voted in person.

60. Presiding member and quorum for general meetings

- (1) The chairperson or, in the chairperson's absence, the deputy chairperson must preside as chairperson of each general meeting.

- (2) If the chairperson and deputy chairperson are absent or are unwilling to act as chairperson of a general meeting, the Board members at the meeting must choose one of them to act as chairperson of the meeting.
- (3) No business is to be conducted at a general meeting unless a quorum is present.
- (4) If a quorum is not present within 30 minutes after the notified commencement time of a general meeting:
 - (a) in the case of a special general meeting, the meeting lapses; or
 - (b) in the case of the annual general meeting, the meeting is adjourned to:
 - (i) the same time and day in the following week; and
 - (ii) the same place, unless the chairperson specifies another place at the time of the adjournment or written notice of another place is given to the members before the day to which the meeting is adjourned.
- (5) If:
 - (a) a quorum is not present within 30 minutes after the commencement time of an annual general meeting held under subrule (4)(b); and
 - (b) at least two (2) ordinary members are present at the meeting,those members present are taken to constitute a quorum.
- (6) One third of members personally present or by proxy (being members entitled to vote under these rules at a general meeting) will constitute a quorum for the conduct of business at a general meeting.

61. Adjournment of general meeting

- (1) The chairperson of a general meeting at which a quorum is present may, with the consent of a majority of the ordinary members present at the meeting, adjourn the meeting to another time at the same place or at another place.
- (2) Without limiting subrule (1), a meeting may be adjourned:
 - (a) if there is insufficient time to deal with the business at hand; or
 - (b) to give the members more time to consider an item of business.
- (3) No business may be conducted on the resumption of an adjourned meeting other than the business that remained unfinished when the meeting was adjourned.
- (4) Notice of the adjournment of a meeting under this rule is not required unless the meeting is adjourned for 14 days or more, in which case at least 21 days' notice must be given if a special resolution is to be proposed, or at least 14 days' notice of a general meeting in any other case.

62. Voting at general meeting

- (1) On any question arising at a general meeting:
 - (a) subject to subrule (6), each ordinary member has one vote unless the member may also vote on behalf of a body corporate under subrule (2); and
 - (b) ordinary members may vote personally or by proxy.
- (2) An ordinary member that is a body corporate may, in writing, appoint an individual, whether or not the individual is a member, to vote on behalf of the body corporate on any question at a particular general meeting or at any general meeting, as specified in the document by which the appointment is made.
- (3) A copy of the document by which the appointment is made must be given to the CEO before any general meeting to which the appointment applies.
- (4) The appointment has effect until:
 - (a) the end of any general meeting to which the appointment applies; or
 - (b) the appointment is revoked by the body corporate and written notice of the revocation is given to the CEO.

- (5) Except in the case of a special resolution, a motion is carried if a majority of the ordinary members present at a general meeting vote in favour of the motion.
- (6) If votes are divided equally on a question, the chairperson of the meeting has a second or casting vote.
- (7) If the question is whether or not to confirm the minutes of a previous general meeting, only members who were present at that meeting may vote.
- (8) For a person to be eligible to vote at a general meeting as an ordinary member, or on behalf of an ordinary member that is a body corporate under subrule (2), the ordinary member:
 - (a) must have been an ordinary member at the time notice of the meeting was given; and
 - (b) must have paid any fee or other money payable to the Association by the member.

63. When special resolutions are required

- (1) A special resolution is required if it is proposed at a general meeting:
 - (a) to affiliate the Association with another body; or
 - (b) to request the Commissioner to apply to the State Administrative Tribunal for the appointment of a statutory manager.
- (2) Subrule (1) does not limit the matters in relation to which a special resolution may be proposed.
- (3) Under the Act, a special resolution is required if an incorporated Association proposes to do any of the following:
 - (a) to adopt these model rules;
 - (b) to alter its rules, including changing the name of the Association;
 - (c) to decide to apply for registration or incorporation as a prescribed body corporate;
 - (d) to approve the terms of an amalgamation with one or more other incorporated Associations;
 - (e) to be wound up voluntarily or by the Supreme Court;
 - (f) to cancel its incorporation.
- (4) A resolution is a special resolution if it is passed:
 - (a) at a general meeting of an incorporated Association; and
 - (b) by the votes of not less than three-fourths of the members of the Association who cast a vote at the meeting.

64. Determining whether resolution carried

- (1) In this rule:

poll means the process of voting in relation to a matter that is conducted in writing.
- (2) Subject to subrule (4), the chairperson of a general meeting may, on the basis of general agreement or disagreement or by a show of hands, declare that a resolution has been:
 - (a) carried; or
 - (b) carried unanimously; or
 - (c) carried by a particular majority; or
 - (d) lost.
- (3) If the resolution is a special resolution, the declaration under subrule (2) must identify the resolution as a special resolution.
- (4) If a poll is demanded on any question by the chairperson of the meeting or by at least three (3) other ordinary members present in person or by proxy:
 - (a) the poll must be taken at the meeting in the manner determined by the chairperson;
 - (b) the chairperson must declare the determination of the resolution on the basis of the poll.
- (5) If a poll is demanded on the election of the chairperson or on a question of an adjournment, the poll must be taken immediately.

- (6) If a poll is demanded on any other question, the poll must be taken before the close of the meeting at a time determined by the chairperson.
- (7) A declaration under subrule (2) or (4) must be entered in the minutes of the meeting, and the entry is, without proof of the voting in relation to the resolution, evidence of how the resolution was determined.

65. Minutes of general meeting

- (1) The CEO, or a person authorised by the Board from time to time, must take and keep minutes of each general meeting.
- (2) The minutes must record the business considered at the meeting, any resolution on which a vote is taken and the result of the vote.
- (3) In addition, the minutes of each annual general meeting must record:
 - (a) the names of the ordinary members attending the meeting; and
 - (b) any proxy forms given to the chairperson of the meeting; and
 - (c) the financial statements or financial report presented at the meeting; and
 - (d) any report of the review or auditor's report on the financial statements or financial report presented at the meeting.
- (4) The minutes of a general meeting must be entered in the Association's minute book within 30 days after the meeting is held.
- (5) The chairperson must ensure that the minutes of a general meeting are reviewed and signed as correct by:
 - (a) the chairperson of the meeting; or
 - (b) the chairperson of the next general meeting.
- (6) When the minutes of a general meeting have been signed as correct they are, in the absence of evidence to the contrary, taken to be proof that:
 - (a) the meeting to which the minutes relate was duly convened and held; and
 - (b) the matters recorded as having taken place at the meeting took place as recorded; and
 - (c) any election or appointment purportedly made at the meeting was validly made.

PART 7 - FINANCIAL MATTERS

66. Source of funds

- (1) The funds of the Association may be derived from entrance fees, annual subscriptions, donations, fund-raising activities, grants, interest and any other sources approved by the Board.

67. Control of funds

- (1) The Association must open an account in the name of the Association with a financial institution from which all expenditure of the Association is made and into which all funds received by the Association are deposited.
- (2) Subject to any restrictions imposed at a general meeting, the Board may approve expenditure on behalf of the Association.
- (3) The Board may authorise the CEO to expend funds on behalf of the Association up to a specified limit without requiring approval from the Board for each item on which the funds are expended.
- (4) All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments of the Association must be signed by two persons authorised by the Board.
- (5) All funds of the Association must be deposited into the Association's account within 5 working days after their receipt.

68. Financial statements and financial reports

- (1) For each financial year, the Board must ensure that the requirements imposed on the Association relating to the financial statements or financial report of the Association are met.
- (2) Without limiting subrule (1), those requirements include:
 - (a) the preparation of the financial report; and
 - (b) if required, the review or auditing of the financial statements or financial report, as applicable; and
 - (c) the presentation to the annual general meeting of the financial statements or financial report, as applicable; and
 - (d) if required, the presentation to the annual general meeting of the copy of the report of the review or auditor's report, as applicable, on the financial statements or financial report.
- (3) An incorporated Association must keep financial records that:
 - (a) correctly record and explain its transactions and financial position and performance; and
 - (b) enable true and fair financial statements to be prepared.

PART 8 - GENERAL MATTERS

69. By-laws

- (1) The Association may, by resolution at a general meeting, make, amend or revoke by-laws.
- (2) By-laws may:
 - (a) provide for the rights and obligations that apply to any classes of approved membership; and
 - (b) impose restrictions on the Board's powers, including the power to dispose of the Association's assets; and
 - (c) impose requirements relating to the financial reporting and financial accountability of the Association and the auditing of the Association's accounts; and
 - (d) provide for any other matter the Association considers necessary or convenient to be dealt with in the by-laws.
- (3) A by-law is of no effect to the extent that it is inconsistent with the Act, the regulations or these rules.
- (4) Without limiting subrule (3), a by-law made for the purposes of subrule (2)(c) may only impose requirements on the Association that are additional to, and do not restrict, a requirement imposed on the Association.
- (5) At the request of a member, the Association must make a copy of the by-laws available for inspection by the member.

70. Executing documents

- (1) The Association may execute a document without using a common seal if the document is signed by:
 - (a) Two (2) Board members; or
 - (b) One (1) Board member and a person authorised by the Board.

71. Giving notices to members

- (1) In this rule:

recorded means recorded in the register of members.
- (2) A notice or other document that is to be given to a member under these rules is taken not to have been given to the member unless it is in writing and:
 - (a) delivered by hand to the recorded address of the member; or
 - (b) sent by prepaid post to the recorded postal address of the member; or
 - (c) sent by facsimile or electronic transmission to an appropriate recorded number or recorded electronic address of the member.

72. Custody of books and securities

- (1) Subject to subrule (2), the books and any securities of the Association must be kept in the CEO's custody or under the CEO's control.
- (2) The financial records and, as applicable, the financial statements or financial reports of the Association must be kept in the CEO's custody or under the CEO's control.
- (3) Subrules (1) and (2) have effect except as otherwise decided by the Board.
- (4) The books of the Association must be retained for at least seven (7) years.

73. Record of office holders

- (1) An Association must maintain a record of:

- (a) the names and addresses of the persons who are members of its Board; or hold other offices of the Association provided for by its rules;
 - (b) the name and address of any person who is authorised to use the common seal of the Association (if it has a common seal); and
 - (c) the name and address of any person who is appointed or acts as trustee on behalf of the Association.
- (2) The record of Board members and other persons authorised to act on behalf of the Association that is required to be maintained must be kept in the CEO's custody or under the CEO's control.

74. Inspection of records and documents

- (1) Subrule (2) applies to a member who wants to inspect:
- (a) the register of members; or
 - (b) the record of the names and addresses of Board members, and other persons authorised to act on behalf of the Association; or
 - (c) any other record or document of the Association.
- (2) The member must contact the CEO to make the necessary arrangements for the inspection.
- (3) The inspection must be free of charge.
- (4) If the member wants to inspect a document that records the minutes of a Board meeting, the right to inspect that document is subject to any decision the Board has made about minutes of Board meetings generally, or the minutes of a specific Board meeting, being available for inspection by members.
- (5) The member may make a copy of or take an extract from a record or document referred to in subrule (1)(c) but does not have a right to remove the record or document for that purpose.
- (6) The member must not use or disclose information in a record or document referred to in subrule (1)(c) except for a purpose:
- (a) that is directly connected with the affairs of the Association; or
 - (b) that is related to complying with a requirement of the Act.

75. Publication by Board members of statements about Association business prohibited

- (1) A Board member must not publish, or cause to be published, any statement about the business conducted by the Association at a general meeting or Board meeting unless:
- (a) the Board member has been authorised to do so at a Board meeting; and
 - (b) the authority given to the Board member has been recorded in the minutes of the Board meeting at which it was given.

76. Distribution of surplus property on cancellation of incorporation or winding up

- (1) In this rule:
- surplus property**, in relation to the Association, means property remaining after satisfaction of:
- (a) the debts and liabilities of the Association; and
 - (b) the costs, charges and expenses of winding up or cancelling the incorporation of the Association,
- but does not include books relating to the management of the Association.
- (2) On the cancellation of the incorporation or the winding up of the Association, its surplus property must be distributed as determined to one or more of the following:
- (a) an incorporated Association;
 - (b) a company limited by guarantee that is registered as mentioned in the Corporations Act section 150;
 - (c) a company holding a licence that continues in force under the Corporations Act section 151;
 - (d) a body corporate that at the time of the distribution is the holder of a licence under the Charitable Collections Act 1946;
 - (e) a body corporate that:

- (i) is a member or former member of the incorporated Association; and
 - (ii) at the time of the distribution of surplus property, has rules that prevent the distribution of property to its members;
- (f) a trustee for a body corporate referred to in paragraph (e);
 - (i) a co-operative registered under the Co-operatives Act 2009 that, at the time of the distribution of surplus property, is a non-distributing co-operative as defined in that Act.

77. Alteration of rules

- (1) If the Association wants to alter or rescind any of these rules, or to make additional rules, the Association may do so only by special resolution and by otherwise complying with Act.
- (2) Amendments to the rules do not take effect until required documents are lodged with the Commissioner, even if the amendments do not require the approval of the Commissioner.
- (3) The required documents must be lodged within one month after the special resolution is passed.