

National Aeromodelling & Aviator Society INCORPORATED
(NAAS)
CONSTITUTION

This document was submitted for lodgement on behalf of the
National Aeromodelling & Aviator Society Incorporated by:

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Lodged with the Registrar of Incorporated Associations

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CONSTITUTION

BELCONNEN MODEL AERO CLUB INCORPORATED

1. NAME OF THE ASSOCIATION

The name of the Association shall be the National Aeromodelling & Aviator Society Incorporated (herein after called "the Association")

2. OBJECTS AND PURPOSES OF THE ASSOCIATION

(1) The basic objects of the Association are:

To encourage the building and flying of all forms of model aircraft as a recreational sport in the A.C.T and surrounding area

This Notice has been approved by the Registrar of Companies, dated 18 th day of June 2013.

(2) In addition to the basic objects, the objects and purposes of the Association shall include:

- (a) the purchase, taking on lease or in exchange, and the hiring or otherwise acquiring of any real or personal property that may be deemed necessary or convenient for any of the objects or purposes of the Association;
- (b) the buying, selling and supplying of, and dealing in goods of all kinds;
- (c) the construction, maintenance and alteration of building or works necessary or convenient for any of the objects or purposes of the Association;

- (d) the accepting of any gift, whether subject to a special trust or not, for any one or more of the objects or purposes of the Association;
- (e) the taking of such steps from time to time as the committee or members in general meeting may deem expedient for the purpose of procuring contributions to the funds of the Association, whether by way of donations, subscriptions, or otherwise;
- (f) the printing and publishing of such newspapers, periodicals, books, leaflets, or other documents as the committee or the members in general meeting may think desirable for the promotion of the objects and purposes of the Association;
- (g) the borrowing and raising of money in such a manner and on such terms as the committee may think fit or as may be approved or directed by resolution passed at a general meeting; and securing the repayment of money so raised or borrowed or the payment of a debt or liability of the Association by giving mortgages, charges or securities upon or over all or any of the real or personal property of the Association;
- (h) subject to the provisions of the Trustee Ordinance 1957, the investment of any moneys of the Association not immediately required for any of the objects or purposes in such manner as the committee may from time to time determine;
- (i) the making of gifts, subscriptions, or donations to any of the funds, authorities or institutions to which paragraph (a) of subsection (1) of section 78 of the Income Tax Assessment Act 1936, as amended, of the Commonwealth relates;
- (j) the establishment and support, or aiding in the establishment and support of associations, institutions, funds, trusts, schemes, and conveniences calculated to benefit servants or past servants of the Association and their dependants, and the granting of pensions, allowances or other benefits to servants of the Association and their dependants, and the making of payments towards insurance in relation to any of those purposes;
- (k) the establishment and support or aiding in the establishment or support, of any other association formed for any of the basic objects of the Association;

- (l) the doing of all such other lawful things as are incidental or conducive to the attainment of the basic objects of the Association or any of the objects and purposes specified in the foregoing provisions of this sub-rule.

PART I - PRELIMINARY

2. Interpretation

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

“financial year” means the year ending on 30 June;

“member” means a member, however described, of the Association;

“ordinary committee member” means a member of the committee who is not an office-bearer of the Association as referred to in paragraph 15(2);

“secretary”: means the person holding office under these rules as secretary of the Association or, where no such person holds that office, the public officer of the Association;

“the Act” means the Associations Incorporation Act 1991;

“the Regulations” means the Associations Incorporation Regulations.

- (2) In these rules -

- (a) a reference to a function includes a reference to a power, authority and duty;
- (b) a reference to the exercise of a function includes, where the function is a power, authority or duty, a reference to the exercise of the power or authority or the performance of the duty; and

- (c) expressions referring to writing shall, unless the contrary intention appears, be construed as including references to printing, lithography, photography and other modes of representing or reproducing words in a visible form.
- (3) The provisions of the interpretation Act 1967 apply to and in respect of these rules in the same manner as those provisions would so apply if these rules were as instrument made under the Act.

PART II - MEMBERSHIP

4. Membership Qualifications

A person is qualified to be a member if:

- (a) the person is a person referred to in paragraph 21(2)(a) or (b) of the Act and has not ceased to be a member of the Association at any time after incorporation of the Association under the Act; or
- (b) the person,
 - (i) has been nominated for membership in accordance with sub rule 6(1); and
 - (ii) has been approved for membership of the Association by the committee of the Association.

5. Classes of Members

There shall be the following classes of members:

- (a) “ members “ –
- (b) are entitled to hold any office in the Association and to vote on any question
- (c) are entitled to all other privileges of membership of the Association;
- (d) “flying members” –
 - i. are not entitled to hold any office in the Association or to vote on any question
 - ii. are entitled to all other privileges of membership of the Association;
- (e) “junior members” –

- i. are flying members that are under the age of 18 years during the year of membership
- (f) “honorary members” -
- i. a person may be made a honorary member of the Association at the discretion of the committee;
 - ii. no fee is payable by an honorary member;
 - iii. honorary members are not entitled to hold any office in the Association or to vote on any question. Neither are they affiliated with the Model Aeronautical Association of Australia Incorporated by virtue of their honorary membership. Except as aforesaid, honorary members are entitled to all the privileges of membership of the Association;
 - iv. the committee may cancel an honorary membership at any time without assigning any reason;

Note: All members except “honorary members” are affiliate with Model Aeronautical Association of Australia Incorporated.

6. **Nomination for Membership**

- (1) A nomination of a person for membership of the Association:
 - (a) shall be made in writing substantially in the form set out in Appendix 1 to these rules; and
 - (b) shall be lodged with the treasurer of the Association together with the relevant subscription and fees.
- (2) As soon as is 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 enter the

nominee's name in the register of members and, upon the name being so entered, the nominee shall become a member of the Association.

- (4) Where the committee rejects the nomination the secretary shall inform the nominee in writing and refund all moneys lodged with the nomination.

7. **Membership Entitlements not Transferable**

- (2) 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, transmitted to another person; and
 - (b) terminates upon cessation of the person's membership.

8. **Cessation of Membership**

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

- (a) dies or, in the case of a body corporate, is wound up;
- (b) resigns from membership of the Association;
- (c) is expelled from the Association; or
- (c) fails to renew membership of the Association.

9. **Resignation of Membership**

- (1) A member is not entitled to resign from membership of the Association except in accordance with this rule.
- (2) A member who has paid all amounts payable by the member to the Association may resign from membership of the Association by first giving notice (being not less than 1 month or, if the committee has determined a shorter period, that shorter period) in writing to the secretary of the member's

intention to resign and, upon expiration of the period of notice, the member ceases to be a member.

- (3) Where a person ceases to be a member, the secretary shall make an appropriate entry in the register of members recording the date on which the member ceased to be a member.

10. **Fee, Subscriptions, etc**

- (1) The entrance fee to the Association is \$1, or if any other amount has been determined by resolution of the committee, such other amounts.
- (2) The annual membership fee of the Association is \$2, or if any other amount has been determined by resolution of the committee, that other amount.
- (3) The annual membership fee is payable -
 - (a) except as provided by paragraph 3 (b), before 1 July in each calendar year; or
 - (b) where a person becomes a member on or after 1 July in any calendar year, before 1 July in each succeeding calendar year.

11. **Members' Liabilities**

The liability of a member 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 10.

12. **Disciplining of Members**

- (1) Where the committee is of the opinion that a member –
 - (a) has persistently refused to comply with the provisions of these rules; or
 - (b) has persistently and wilfully acted in a manner prejudicial to the interests of the Association,

the committee may, by resolution

 - (c) expel the member from the Association; or
 - (d) suspend the member from such rights and privileges of membership of the Association as the committee may determine for a specified period.
- (2) A resolution of the committee under sub rule (1), is of no effect unless the committee, at the meeting held not earlier than 14 days and not later than 28 days after service on the member of a notice under sub rule (3), confirms the resolution in accordance with this rule.
- (3) Where the committee passes a resolution under sub rule (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) Subject to section 50 of the Act, at a meeting of the committee mentioned in sub rule (2), the committee shall-
 - (a) give to the member mentioned in sub rule (1) an opportunity to make oral representations;
 - (b) give due consideration to any written representations submitted to the committee by that member at or prior to the meeting; and
 - (c) by resolution determine whether to confirm or to revoke the resolution of the committee made under sub rule (1).
- (5) Where the committee confirms a resolution under sub rule (4), the secretary shall, within 7 days after that confirmation, by notice in writing inform the member of that confirmation and of the member's right of appeal under rule 13.
- (6) A resolution confirmed by the committee under sub rule (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 with that period; or
 - (b) where within that period the member exercises the right of appeal, unless and until the Association confirms the resolution in accordance with sub rule 13(4).

13. **Right of Appeal of Disciplined Member**

- (1) A member (other than an honorary member) may appeal to the Association in general meeting against a resolution of the committee which is confirmed under sub rule 12(4), within 7 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 under sub rule (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 or as soon as possible after that date.
- (3) Subject to section 50 of the Act, at a general meeting of the Association convened under sub rule (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 make representations in relation to the appeal orally or in writing, or both; and
 - (c) the members present shall vote by secret ballot on the question of whether the resolution made under sub rule 12(4) shall be confirmed or revoked.
- (4) If the meeting passes a special resolution in favour of the confirmation of the resolution made under sub rule 12(4), that resolution is confirmed.

PART III - THE COMMITTEE

14. Powers of the Committee

The committee, subject to the Act, the Regulations, 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 the Association in general meeting; 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.

15. Constitution and Membership

- (1) The committee shall consist of –
 - (a) the officer-bearers of the Association; and
 - (b) four (4) ordinary committee members; each of whom shall be elected pursuant to rule 16 or appointed in accordance with sub rule (4). Ordinary committee members may also hold the position as an office-bearer of the Association.
- (2) The office-bearers of the Association shall be -
 - (a) the president;
 - (b) the vice-president;
 - (c) the treasurer;
 - (c) the secretary; or
 - (d) the secretary/treasurer
 - (f) the field officer.
- (2) 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.
- (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 vacancy 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 the appointment.

16. **Election of Committee Members**

- (1) Nominations of candidates for election as office-bearers of the Association or as ordinary committee members:-
 - (a) shall be made in writing, signed by 2 members of the Association and accompanied by a written consent of the candidate (which may be endorsed on the nomination form); and
 - (b) shall be delivered to the secretary of the Association not less than 7 days before the date fixed for the annual general meeting at which the election is to take place.
- (2) If insufficient further nominations are received, any vacant positions remaining on the committee shall be deemed to be vacancies.
- (3) If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated shall be taken as 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 committee members shall be conducted at the annual general meeting in such a manner as the committee may direct.

17. **Secretary**

- (1) The secretary of the Association shall, as soon as practicable after being appointed as secretary, notify the Association of his or her address.
- (2) The secretary shall keep minutes of
 - (a) all elections and appointment of office-bearers and ordinary committee members;

- (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 person presiding at the meeting or by the person presiding at the next succeeding meeting.
- (4) Subject to section 57 of the Act, the person appointed as secretary of the Association shall be the public officer of the Association. If the secretary is not eligible to be the public officer, the committee shall, for the purpose of section 57 of the Act, appoint a member of the Association to be the public officer.

18. **Treasurer**

- (1) The treasurer of the Association shall -
- (a) collect and receive all moneys due to the Association and make all payments authorised by the Association; and
 - (b) keep correct accounts and books showing the financial affairs of the Association with full details of all receipts and expenditure connected with the activities of the Association. An assets register is to be maintained and presented for audit annually as arranged by the treasurer.

19. **Vacancies**

- (1) For the purpose of these rules, a 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) resigns the office;
 - (d) is removed from office pursuant to rule 20;

- (e) is absent without the consent of the committee from all meetings of the committee held during a period of 6 months.
- (f) becomes an insolvent under administration within the meaning of the Corporation Law;
- (h) is disqualified from office under subsection 63(1) of the Act.

20. **Removal of Committee Members**

The Association in general meeting may by resolution, subject to section 50 of the Act, remove any member of the committee from the office of member of the committee before the expiration of the members term of office.

21. **Committee Meetings and Quorums**

- (1) The committee shall meet on such date and at such place and time as the committee may determine.
- (2) Additional meetings of the committee may be convened 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 members of the committee) before the time appointed for the holding of a meeting.
- (4) Any 4 members of the committee constitute a quorum for the transaction of the business of a meeting of the committee.
- (5) No business shall be transacted by the committee unless a quorum is present and if within half an hour after the time appointed for the meeting a quorum is not present the meeting stands adjourned
- (6) If at the adjourned meeting a quorum is not present within half an hour after the time appointed for the meeting, the meeting shall be dissolved.
- (7) At meetings of the committee:-

- (a) the president or in the absence of the president, a vice-president shall preside; or
- (b) if the president and both vice-presidents are absent, 1 of the remaining members of the committee may be chosen by the members present to preside.

22. **Delegation by Committee to Sub-Committee**

- (1) The committee may delegate to 1 or more sub-committees (consisting of such member or members of the Association as the committee thinks
 - (a) the power of delegation; and
 - (b) a function which is a function imposed on the committee by the Act, by any other law of the territory, or by resolution of the Association in general meeting.
- (2) A function, the exercise of which has been delegated to a subcommittee under this rule may, while the delegation remains unrevoked, be exercised from time to time by the sub-committee in accordance with the terms of the delegation.
- (3) A delegation under this rule may be made subject to such conditions or limitations as to the exercise of any function, or as to time or circumstances, as may be specified.
- (4) Notwithstanding any delegation under this rule, the committee may continue to exercise any function delegated.
- (5) Any act or thing done or suffered by a sub-committee acting in the exercise of a delegation under this rule has the same force and effect as it would have if it had been done or suffered by the committee.
- (6) The committee may revoke wholly or in part any delegation under this rule.
- (7) A sub-committee may meet and adjourn as it thinks proper.

23. **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 the 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 1 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 sub rule 21(5), the committee may act notwithstanding any vacancy on the committee.
- (4) Any act or thing done or suffered, or purporting to 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 the sub-committee.

24. **Disclosure of Interest**

- (1) A member of the committee who has any direct or indirect pecuniary interest in a contract or proposed contract to which the Association is or may be a party is subject to the provisions of section 65 of the Act, and must disclose the nature and extent of that interest to the next general meeting. The committee shall not take part in the making of a decision in regard to the contract.

PART IV - GENERAL MEETINGS

25. 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 5 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 a period of 18 months after its incorporation under the Act; and
 - (b) within the period of 5 months after expiration of the first financial year of the Association.
- (3) Sub rules (1) and (2) have effect subject to the powers of the Registrar of Incorporated Associations under section 120 of the Act in relation to extensions of time.

26. Annual General Meetings - Calling of and Business at

- (1) The annual general meeting of the Association shall, subject to the Act, 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 meeting shall be -
 - (a) to confirm the minutes of the last preceding annual general meeting
 - (b) to receive from the committee reports on the activities of the Association during the last preceding financial year;
 - (c) to elect members of the committee, including office-bearers;

- (d) to receive and consider the statement of accounts and the reports that are required to be submitted to members pursuant to subsection 73(1) of the Act.
- (3) An annual general meeting shall be specified as such in the notice convening it in accordance with rule 28.
- (4) An annual general meeting shall be conducted in accordance with the provisions of this Part.

27. General Meetings – Calling of and Business at

- (1) The committee may, whenever it thinks fit, convene a general meeting of the Association.
- (2) The committee shall, on the requisition in writing of not less than 5 per cent of the total number of members, convene a general meeting of the Association.
- (3) A requisition of members for a 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 1 or more of the members making the requisition.
- (4) If the committee fails to convene a general meeting within 1 month after the date on which a requisition of the members for the meeting is lodged with the secretary, any 1 or more of the members who made the requisition may convene a general meeting to be held not later than 3 months after that date.
- (5) A general meeting convened by a member or members referred to in sub rule (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 reasonable expense so incurred.

28. **General Meetings – Calling of 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 7 days before the date fixed for the holding of the general meeting, shall be notified 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 sub rule (1) specifying, in addition to the matter required under that sub rule, 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 sub rule 26(2).
- (4) A member desiring 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.

29. **General Meetings - Procedure and Quorum**

- (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) 10 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 to the same day in the following month at the same time and (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 8) shall constitute a quorum.

30. Presiding Member

- (1) The president, or in the absence of the president, a vice-president, shall preside at each general meeting of the Association.
- (2) If the president and both vice-presidents are absent from a general meeting, the members present shall elect 1 of their number to preside at the meeting.

31. Adjournment

- (1) A person presiding at 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 adjournment took place.
- (2) Where a general meeting is adjourned for 28 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 sub rules (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.

32. **Making of Decisions**

- (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 person presiding 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 fact 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 person presiding or by not less than 3 members present in person.
- 3) Where the 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 person to preside at 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 person presiding directs, and the resolution of the poll on the matter shall be deemed to be the resolution of the meeting on that matter.

33. **Voting**

- (1) Subject to subrule (3), upon any question arising at a general meeting of the Association a member has 1 vote only.
- (2) All votes shall be given personally
- (3) In the case of an equality of votes on a question at a general meeting, the person presiding is entitled to exercise a second or casting vote.
- (4) A member is not entitled to vote at any general meeting of the Association unless all money due and payable by the member to the Association has been paid, other than the amount of the annual subscription payable in respect of the then current year.

PART V - MISCELLANEOUS

34. **Funds**

- (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 and subject to section 114 of the Act, such other source 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 accounts.
- (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) Except with the authority of the committee, no payment of a sum exceeding \$50 shall be made from the funds of the Association otherwise than by cheque drawn or electronic transfer drawn on the Association's bank account; but the committee may provide the treasurer with a sum to meet urgent expenditure, subject to any conditions that the committee may impose.
- (3) All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments shall be signed by the treasurer and one other office-bearer of the Association, or in the absence of the treasurer, by any two of the office-bearers of the Association.
- (4) The President of the Association may authorise the expenditure of funds without any further reference to the committee. This sum is to be determined and agreed annually by the Executive and Committee prior to the AGM. The

treasurer is to be notified at the first available opportunity on any such expenditure which the President may have authorised.

- (5) The Committee may also authorise the expenditure of funds without further reference to club members. This sum is to be determined and agreed by the members at the AGM annually. Any expenditure authorised in this manner is to be reported at the next general monthly meeting of the Association.
- (6) Any member of the Association may put forward a proposal to expend funds on matters pertaining to the Association. The proposal must be formally tabled at the Association's general monthly meetings through the Association's Form provided by the treasurer. A sample copy of the form to expend funds is at Appendix 2 to this constitution. Such proposals and questions arising will be put before the members at a general meeting for considered discussion and decision in accordance with Clause 32 of this constitution.

36. Alteration of Objects and Rules

Neither the objects of the Association referred to in section 29 of the Act nor these rules shall be altered except in accordance with the Act.

37. Common Seal

- (1) The common seal of the Association shall be kept in the custody of the secretary.
- (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 committee and of the secretary.

38. Custody of Books

- (1) Subject to the Act, the Regulations and these rules, a committee member 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**

- (1) The records, books and other documents of the Association shall be open to inspection at a place in the Territory, free of charge, by a member of the Association at any reasonable hour.

40. **Service of Notices**

- (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 the post.

41. **Surplus Property**

- (1) The Association shall pass a special resolution in general meeting nominating:-
 - (a) another association for the purpose of paragraph 92(1)(a) of the Act; or
 - (b) a fund, authority or institution for the purpose of paragraph 92(1)(b) of the Act, in which it is to vest surplus property in the event of the dissolution or winding up of the Association.
- (2) An Association nominated under paragraph (1)(a) must fulfil the requirements specified in subsection 92(2) of the Act.