Constitution of Mount Petrie Bowmen Inc.

Adopted at a Special Meeting of the Members of Mount Petrie Bowmen Inc.
on Saturday 20 February, 2016

Approved by the Queensland Department of Fair Trading with effect from 6 April, 2016

1 INTERPRETATION

(1) In these rules —
  (a) **"Act"** – means the Associations Incorporation Act 1981.
  (b) **"present"** -
    (i) at a management committee meeting, see s.6.7(6);or
    (ii) at a general meeting, see s.6.7(7).
  (c) **"casual vacancy"** – means a vacancy that happens when an elected member of the management committee resigns, dies or otherwise stops holding office

(2) A word or expression that is not defined in these model rules, but is defined in the Act has, if the context permits, the meaning given by the Act.

2 NAME

The name of the incorporated association is Mount Petrie Bowmen Inc.

3 OBJECT

(1) The object of the association is to promote archery as a pastime and competitive sport by offering instruction in its practice, and opportunities for competition.

(2) The Association may do all things incidental or conducive to the attainment of the object and the exercises of the powers of the Association.

4 POWERS

(1) The association has the powers of an individual.

(2) The association may –
  (a) enter into contracts; and
  (b) acquire, hold, deal with and dispose of property; and
  (c) make charges for services and facilities it supplies; and
  (d) do other things necessary or convenient to be done in carrying out its affairs.

(3) The association may also issue secured and unsecured notes, debentures and debenture stock for the association.

5 MEMBERSHIP

5.1 Classes of Members

(1) The membership of the association consists of –
  (a) ordinary. Ordinary membership may be granted to persons who have demonstrated their competence in the sport by successfully completing a recognised introductory course, being a full member of a recognised archery organisation, or by an assessment of their competence as determined by the management committee of the association.

(b) life. Life membership may be granted to any present or past member of the association who has rendered outstanding service to the association. A motion to bestow life membership shall consist of a petition presented to the A.G.M. and signed by at least 20% of the membership of the association, stating the outstanding services to the association by the said member over a number of years, which normally should not be less than ten. Life members shall be entitled to freely take part in any or all activities of the association, without further payment of the association's annual fees or subscriptions as long as the terms of the constitution are always fully observed.

(c) temporary. Persons attending an archery instruction activity conducted by the association will be deemed to be temporary members. Temporary membership may be granted to a person who has successfully completed a recognised introductory archery course. A temporary member may shoot without payment of association fees, excepting range and equipment fees, on a number of occasions to be determined by the management committee. Temporary membership provides no rights or privileges other than public liability insurance coverage.

(d) visitor. Visitor members will be full members of –

(i) an Archery Australia affiliated club, or an overseas World Archery affiliated association, or

(ii) a full member of the Archery Alliance of Australia An Archery Alliance visitor member may participate in the association's activities four times in a calendar year.

A visitor member will pay a visitors fee on each occasion.

(e) social. Social members are those members who do not participate in the scheduled shoots and are not affiliated with the parent bodies. Social membership provides no rights or privileges other than public liability insurance coverage.

(2) The number of members in each class shall be unlimited.

5.2 New Membership

An application for membership must be –

(a) in writing and signed by the applicant; and

(b) in the form decided by the management committee.

5.3 Membership and Other Fees

(1) The membership fees for each class of membership (if any) –

(a) is the amount decided by the members from time to time at a general meeting; and

(b) is payable when, and in the way, the management committee decides.

(2) If not paid, a membership ceases on the day after the membership fee is due. An unfinancial member may not use the Club facilities.

(3) Other fees will be determined by the management committee.

5.4 Admission and Rejection of New Members

(1) The management committee must consider an application for membership at the next practicable committee meeting held after it receives –

(a) the application for membership; and

(b) the appropriate membership fee for the application.

(2) The management committee must ensure that, as soon as possible after the person applies to become a member of the association, and before the management committee considers the person's application, the person is advised that the association has liability insurance, and the amount of the insurance.

(3) The management committee must decide at the meeting whether to accept or reject the application.

(4) If a majority of the members of the management committee present at the meeting vote to accept the applicant as a member, the applicant must be accepted as a member for the class of membership applied for.

(5) The applicant must, as soon as practicable after the management committee decides to accept or reject an application, give the applicant a written notice of the decision.

(6) Membership which has lapsed, been resigned or terminated under this Constitution may be reinstated at the discretion of the management committee, on application in accordance with s. 5.2.

5.5 When Membership Ends

(1) A member may resign from the association by giving a written notice of resignation to the secretary.

(2) The resignation takes effect at –

(a) the time the notice is received by the secretary; or

(b) if a later time is stated in the notice, the later time.

(3) The management committee may terminate a member's membership if the member –

(a) is convicted of an indictable offence; or

(b) does not comply with any of the provisions of this constitution; or

(c) has membership fees in arrears for at least 2 months, or

(d) conducts himself or herself in a way considered to be injurious or prejudicial to the character or interests of the association.

(4) Before the management committee terminates a member's membership, excepting unfinancial members whose membership is being terminated under s.5.5(3)(c), the committee must give the member a full and fair opportunity to show cause to the committee why the membership should not be terminated.

(5) The Secretary will give notice in writing of the management committee's intention to terminate a member's membership and will offer the member the opportunity to show cause in writing to the next practicable meeting of the association committee, why the membership should not be terminated. The member will be invited to make an oral presentation to the meeting.

(6) If, after considering all representations made by the member, the management committee decides to terminate the membership, the secretary of the committee must give the member a written notice of the decision.

5.6 Appeal Against Rejection or Termination of Membership

(1) A person whose application for membership has been rejected, or whose membership has been terminated, may give the secretary written notice of the person's intention to appeal against the decision.

(2) A notice of intention to appeal must be given to the secretary within one month after the person receives written notice of the decision.

(3) If the secretary receives a notice of intention to appeal, the secretary must, within one month after receiving the notice, call a general meeting to decide the appeal.

5.7 General Meeting to Decide Appeal

(1) The general meeting to decide an appeal must be held within three months after the secretary receives the notice of intention to appeal.

(2) At the meeting, the applicant must be given a full and fair opportunity to show why the application should not be rejected or the membership should not be terminated.

(3) Also, the management committee and the members of the committee who rejected the application or terminated the membership must be given a full and fair opportunity to show why the application should be rejected or the membership should be terminated.

(4) An appeal must be decided by a majority vote of the members present and eligible to vote at the meeting.

(5) If a person whose application for membership has been rejected does not appeal against the decision within one month after receiving written notice of the decision, or the person appeals but the appeal is unsuccessful, the secretary must, as soon as practicable, refund the membership fee paid by the person.

5.8 Register of Members

(1) The management committee must keep a register of members of the association.

(2) The register must include the following particulars for each member –

(a) the full name of the member;

(b) the postal or residential address of the member;

(c) the date of admission as a member;

(d) the date of death or time of resignation of the member;

(e) details about the termination or reinstatement of membership;

(f) any other particulars the management committee or the members at a general meeting decide.

(3) The register must be open for inspection (but not copying) by members of the association at all reasonable times.

(4) A member must contact the secretary to arrange an inspection of the register.

(5) However, the management committee may, on the application of a member of the association, withhold information about members (other than members' full names) from the register available for inspection if the management committee has reasonable grounds for believing the disclosure of the information would put the member at risk of harm.

5.9 Prohibition on Use of Information on Register of Members

(1) A member of the association must not -

(a) use information obtained from the register of members of the association to contact, or send material to, another member of the association for the purpose of advertising for political, religious, charitable or commercial purposes; or

(b) disclose information obtained from the register to someone else, knowing that the information is likely to be used to contact, or send material to, another member of the association for the purpose of advertising for political, religious, charitable or commercial purposes.

(2) s.5.9(1) does not apply if the use or disclosure of the information is approved by the association.

6 MANAGEMENT COMMITTEE

6.1 Membership of Management Committee

(1) The management committee consists of a president, treasurer, secretary and any other members the association members elected at a general meeting.

(2) The number of management committee members shall not be less than six and not more than twelve.

(3) A member of the management committee must be a member of the association.

(4) At each annual general meeting of the association, no less than four members of the management committee must retire from office, but are eligible, on nomination, for re-election.

(5) The members to retire shall be those who have been longest in office since their last election. As between members who were last elected on the same day, those required to retire (unless they otherwise agree among themselves) are determined by lot in any manner determined by the President.

6.2 Electing the Management Committee

(1) A member of the management committee may only be elected as follows –

(a) any two members of the association may nominate another member (the ***candidate***) to serve as a member of the management committee;

(b) the nomination must be –

(i) in writing; and

(ii) signed by the candidate and the members who nominated him or her; and

(iii) given to the secretary at least fourteen days before the annual general meeting at which the election is to be held;

(c) each member of the association present and eligible to vote at the annual general meeting may vote for one candidate for each vacant position on the management committee;

(d) if, at the start of the meeting, there are not enough candidates nominated, nominations may be taken from the floor of the meeting.

(2) A person may be a candidate only if the person –

(a) is an adult; and

(b) is not ineligible to be elected as a member under section 61A of the Act.

(3) A list of the candidates' names in alphabetical order, with the names of the members who nominated each candidate, must be posted in a conspicuous place in the office or usual place of meeting of the association for at least seven days immediately preceding the annual general meeting.

(4) If required by the management committee, balloting lists must be prepared containing the names of the candidates in alphabetical order.

(5) The management committee must ensure that, before a candidate is elected as a member of the management committee, the candidate is advised -

(a) whether or not the association has public liability insurance; and

(b) if the association has public liability insurance, the amount of the insurance.

6.3 Appointment or Election, Removal and Functions of Secretary

(1) The secretary must be an individual residing in Queensland, or in another State but not more than 65km from the Queensland border, who is -
   (a) a member of the association's management committee appointed by the management committee as secretary; or
   (b) another member of the association appointed by the management committee of the association

(2) If a vacancy happens in the office of secretary, the members of the management committee must ensure a secretary is appointed within one month after the vacancy happens.

(3) If the management committee appoints a person mentioned in s 6.3(1)(b) as secretary, other than to fill a casual vacancy on the management committee, the person does not become a member of the management committee.

(4) However, if the management committee appoints a person mentioned in s.6.3(1)(b) as secretary to fill a casual vacancy on the management committee, the person becomes a member of the management committee.

(5) The management committee of the association may at any time remove a person appointed by the committee as the secretary.

(6) If the management committee removes a secretary who is a person mentioned in s.6.3(1)(a), the person remains a member of the management committee.

(7) If the management committee removes a secretary who is a person mentioned in s.6.3(1)(b) and who has been appointed to a casual vacancy on the management committee under s.6.5(1), the person remains a member of the management committee.

(8) The secretary's functions include, but are not limited to-
   (a) calling meetings of the association, including preparing notices of a meeting and of the business to be conducted at the meeting in consultation with the president of the association; and
   (b) keeping minutes of each meeting; and
   (c) keeping copies of all correspondence and other documents relating to the association; and
   (d) maintaining the register of members of the association.

(9) The secretary may delegate a function to another member of the management committee.

6.4 Resignation, Removal or Vacation of Office of Management Committee Member

(1) A member of the management committee may resign from the committee by giving written notice of resignation to the secretary.

(2) The resignation takes effect at -
   (a) the time the notice is received by the secretary; or
   (b) if a later time is stated in the notice, the later time.

(3) A member may be removed from office at a general meeting of the association if a majority of the members present and eligible to vote at the meeting vote in favour of removing the member.

(4) Before a vote of members is taken about removing the member from office, the member must be given a full and fair opportunity to show cause why he or she should not be removed from office.

(5) A member has no right of appeal against the member's removal from office under this rule.

(6) A member immediately vacates the office of member in the circumstances mentioned in rule 64(2) of the Act.

6.5 Vacancies on Management Committee

(1) If a casual vacancy happens on the management committee, the continuing members of the committee may appoint another member of the association to fill the vacancy until the next annual general meeting.

(2) The continuing members of the management committee may act despite a casual vacancy on the management committee.

(3) However, if the number of committee members is less than the number fixed under s.6.8(1) as a quorum of the management committee, the continuing members may act only to –

(a) increase the number of management committee members to the number required for a quorum; or

(b) call a general meeting of the association.

(4) A management committee member appointed in accordance with rule s.6.5(1) shall hold office only until the next following annual general meeting and shall then be required to be nominated for re-election.

6.6 Functions of Management Committee

(1) The management committee may elect a president, secretary (subject to s.6.3) and treasurer from amongst its number, and determine the period during which they hold office.

(2) Subject to this constitution or a resolution of the members of the association carried at a general meeting, the management committee has the general control and management of the administration of the affairs, property and funds of the association.

(3) The management committee has authority to interpret the meaning of these rules and any matter relating to the association on which the rules are silent, but any interpretation must have regard to the Act, including any regulation made under the Act.

(4) The Act prevails if the association's rules are inconsistent with the Act – see section 1B of the Act.

(5) The management committee may exercise the powers of the association –

(a) to borrow, raise or secure the payment of amounts in a way the members of the association decide; and

(b) to secure the amounts mentioned in paragraph (a) or the payment or performance of any debt, liability, contract, guarantee or other engagement incurred or to be entered into by the association in any way, including by the issue of debentures (perpetual or otherwise) charged upon the whole or part of the associations property, both present and future; and

(c) to purchase, redeem or pay off any securities issued; and

(d) to borrow amounts from members and pay interest on the amounts borrowed; and

(e) to mortgage or charge the whole or part of its property; and

(f) to issue debentures and other securities, whether outright or as security for any debt, liability or obligation of the association; and

(g) to provide and pay off any securities issued; and

(h) to invest in a way the members of the association may from time to time decide.

(6) For s.6.6(5)(d), the rate of interest must not be more than the current rate being charged for overdrawn accounts on money lent (regardless of the term of the loan) by –
   (a) the financial institution for the association; or
   (b) if there is more than one financial institution for the association – the financial institution nominated by the management committee.

6.7 Meetings of Management Committee

(1) Subject to this rule, the management committee may meet and conduct its proceedings as it considers appropriate.
(2) The management committee must meet at least once every four months to exercise its functions.
(3) The management committee must decide how a meeting is to be called.
(4) Notice of a meeting is to be given in the way decided by the management committee.
(5) The management committee may hold meetings, or permit a committee member to take part in its meetings, by using any technology that reasonably allows the member to hear and take part in discussions as they happen.
(6) A committee member who participates in the meeting as mentioned in s.6.7(5) is taken to be present at the meeting.
(7) A question arising at a committee meeting is to be decided by a majority vote of members of the committee present at the meeting and, if the votes are equal, the question is decided in the negative.
(8) The management committee may pass a resolution without a meeting being held if a document containing the proposed resolution is provided to all members of the committee who are, for the time being, present in Australia (being not less than a quorum) and a majority of those committee members sign the document, which contains a statement that they are in favour of the resolution set out in the document.
(9) A member of the management committee must not vote on a question about a contract or proposed contract with the association if the member has an interest in the contract or proposed contract and, if the member does vote, the members vote must not be counted.
(10) The president is to preside as chairperson at a management committee meeting.
(11) If there is no president or if the president is not present within 10 minutes after the time fixed for a management committee meeting, the members may choose one of their number to preside as chairperson at the meeting.

6.8 Quorum for, and Adjournment of, Management Committee Meeting

(1) At a management committee meeting, more than 50% of the members elected to the committee as at the close of the last general meeting of the members form a quorum.
(2) If there is no quorum within 30 minutes after the time fixed for a management committee meeting called on the request of members of the committee, the meeting lapses.
(3) If there is no quorum within 30 minutes after the time fixed for a management committee meeting called other than on the request of the members of the committee -
   (a) the meeting is to be adjourned for at least one day; and

(b) the members of the management committee who are present are to decide the day, time and place of the adjourned meeting.

(4) If, at an adjourned meeting mentioned in s.6.8(3), there is no quorum within 30 minutes after the time fixed for the meeting, the meeting lapses.

6.9 Special Meeting of Management Committee

(1) If the secretary receives a written request signed by at least 33% of the members of the management committee, the secretary must call a special meeting of the committee by giving each member of the committee notice of the meeting within fourteen days after the secretary receives the request.

(2) If the secretary is unable or unwilling to call the special meeting, the president must call the meeting.

(3) A request for a special meeting must state –
   (a) why the special meeting is called; and
   (b) the business to be conducted at the meeting.

(4) A notice of a special meeting must state –
   (a) the day, time and place of the meeting; and
   (b) the business to be conducted at the meeting.

(5) A special meeting of the management committee must be held within fourteen days after notice of the meeting is given to the members of the management committee.

6.10 Minutes of Management Committee Meetings

(1) The secretary must ensure full and accurate minutes of all questions, matters, resolutions and other proceedings of each management committee meeting are entered in a minute book.

(2) To ensure the accuracy of the minutes, the minutes of each management committee meeting must be signed by the chairperson of the meeting, or the chairperson of the next management committee meeting, verifying their accuracy.

6.11 Appointment of Subcommittees

(1) The management committee may appoint a subcommittee consisting of members of the association considered appropriate by the committee to help with the conduct of the association's operations.

(2) A member of the subcommittee who is not a member of the management committee is not entitled to vote at a management committee meeting.

(3) A subcommittee may elect a chairperson of its meetings.

(4) If a chairperson is not elected, or if the chairperson is not present within ten minutes after the time fixed for a meeting, the members present may choose one of their number to be chairperson of the meeting.

(5) A subcommittee may meet and adjourn as it considers appropriate.

(6) A question arising at a subcommittee meeting is to be decided by a majority vote of the members present at the meeting and, if the votes are equal, the question is decided in the negative.

(7) A decision made by a subcommittee must be ratified by the management committee

6.12 Acts Not Affected by Defects or Disqualifications

(1) An act performed by the management committee, a subcommittee subject to ratification by the management committee, or a person acting as a member of the management committee is taken to have been validly performed.

(2) s.6.12(1) applies even if the act was performed when –
   (a) there was a defect in the appointment of a member of the management committee, subcommittee or person acting as a member of the management committee; or
   (b) a management committee member, subcommittee member or person acting as a member of the management committee was disqualified from being a member.

6.13 Resolutions of Management Committee Without Meeting

(1) A written resolution signed by each member of the management committee is as valid and effectual as if it had been passed at a committee meeting that was properly called and held.
(2) A resolution mentioned in s.6.13(1) may consist of several documents in like form, each signed by one or more members of the committee.

7 ANNUAL GENERAL MEETING

7.1 Timing of Annual General Meeting

Each annual general meeting must be held –
   (a) at least once each year; and
   (b) within 6 months after the end date of the association's reportable financial year.

7.2 Business to be Conducted at Annual General Meeting

The following business must be conducted at each annual general meeting of the association –
   (a) adopting the minutes of the previous annual general meeting
   (b) presenting the financial statement and audit report for the last financial year to the meeting for adoption;
   (c) electing members of the management committee;
   (d) appointing an auditor or an accountant for the present financial year.

8 GENERAL MEETING

8.1 Notice of General Meeting

(1) The secretary may call a general meeting of the association.
(2) The secretary must give at least fourteen days' notice of the meeting to each member of the association.
(3) If the secretary is unable or unwilling to call the meeting, the president must call the meeting.
(4) The management committee may decide the way in which the notice must be given.
(5) However, notice of the following meetings must be given in writing –
   (a) a meeting called to hear and decide the appeal of a person against the management committee's decision -
   (i) to reject the person's application for membership of the association; or
   (ii) to terminate the person's membership of the association;
   (b) a meeting called to hear and decide a proposed special resolution of the association.
(6) A notice of a general meeting must –
   (a) set out the place, date and time of the meeting
   (b) state the business to be conducted at the meeting

(c) if a special resolution is to be proposed at the meeting – set out an intention to propose the special resolution and state the resolution

(d) state that a member may appoint a proxy and that the proxy must be a financial member of the association

(7) The management committee may by notice in writing to the members postpone any meeting which has been convened to a date specified in the notice, or cancel the meeting.

(8) The following persons are entitled to receive notice of every general meeting –

(a) financial ordinary members

(b) life members who have paid affiliation fees

(c) the auditor for the association

(9) The accidental omission to give notice of any general meeting to, or the non-receipt of any such notice by, any person entitled to be notified does not invalidate the meeting or any resolution passed at that meeting

8.2 Quorum for, and Adjournment of, General Meeting

(1) The quorum for a general meeting is at least the number of members elected or appointed to the management committee at the close of the association's last general meeting plus one.

(2) However, if all members of the association are members of the management committee, the quorum is the total number of members less one.

(3) No business may be conducted at a general meeting unless there is a quorum of members when the meeting proceeds to business.

(4) If there is no quorum within thirty minutes after the time fixed for a general meeting called on the request of members of the management committee or the association, the meeting lapses.

(5) If there is no quorum within thirty minutes after the time fixed for a general meeting called other than on the request of members of the management committee or the association -

(a) the meeting is to be adjourned for at least seven days; and

(b) the management committee is to decide the day, time and place of the adjourned meeting.

(6) The chairperson may, with the consent of any meeting at which there is a quorum, and must if directed by the meeting, adjourn the meeting from time to time and from place to place.

(7) If a meeting is adjourned under s.8.2(6), only the business left unfinished at the meeting from which the adjournment took place may be conducted at the adjourned meeting.

(8) The secretary is not required to give the members notice of an adjournment or of the business to be conducted at an adjourned meeting unless a meeting is adjourned for at least thirty days.

(9) If a meeting is adjourned for at least thirty days, notice of the adjourned meeting must be given in the same way notice is given for an original meeting.

8.3 Procedure at General Meeting

(1) A member may take part and vote in a general meeting in person, by proxy, by attorney or by using any technology that reasonably allows the member to hear and take part in discussions as they happen.

(2) A member who participates in a meeting as mentioned in s.8.3(1) is taken to be present at the meeting.

(3) At each general meeting –
   (a) the president is to preside as chairperson; and
   (b) if there is no president or if the president is not present within fifteen minutes after the time fixed for the meeting or is unwilling to act, the members present must elect one of their number to be chairperson of the meeting; and
   (c) the chairperson must conduct the meeting in a proper and orderly way.

8.4 Voting at General Meeting

(1) At a general meeting, each question, matter or resolution, other than a special resolution, must be decided by a majority of votes of the members present.
(2) Each member present and eligible to vote is entitled to one vote only and, if the votes are equal, the chairperson has a casting vote as well as a primary vote.
(3) A member is not entitled to vote at a general meeting if the member's annual subscription is in arrears at the date of the meeting.
(4) The method of voting is to be decided by the management committee.
(5) However, if at least 20% of the members present demand a secret ballot, voting must be by secret ballot.
(6) If a secret ballot is held, the chairperson must appoint two members to conduct the secret ballot in the way the chairperson decides.
(7) The result of a secret ballot as declared by the chairperson is taken to be a resolution of the meeting at which the ballot was held.

9 SPECIAL GENERAL MEETING

(1) The secretary must call a special general meeting by giving each member of the association notice of the meeting within fourteen days after -
   (a) being directed to call the meeting by the management committee; or
   (b) being given a written request signed by –
      (i) at least 33% of the number of members of the management committee when the request is signed; or
      (ii) at least the number of ordinary members of the association equal to double the number of members of the association on the management committee when the request is signed plus one; or
   (c) being given a written notice of an intention to appeal against the decision of the management committee -
      (i) to reject an application for membership; or
      (ii) to terminate a person's membership.
(2) A request mentioned in s.9(1)(b) must state –
   (a) why the special general meeting is being called; and
   (b) the business to be conducted at the meeting.
(3) A special general meeting must be held within three months after the secretary –
   (a) is directed to call the meeting by the management committee; or
   (b) is given the written request mentioned in s.9(1)(b); or
   (c) is given the written notice of an intention to appeal mentioned in s.9(1)(c).
(4) If the secretary is unable or unwilling to call the special meeting, the president must call the meeting.

10 PROXIES

(1) An instrument appointing a proxy must be in writing and be in the following form –

Mount Petrie Bowmen Inc – Proxie Form

I …….. of ..... ……. being a financial member of the association, appoint *…….. as my proxy to vote for me on my behalf at the annual/general/special meeting of the association, to be held on the …….. day of …… 20….. and at any adjournment of the meeting or failing him/her the Chairman of the meeting

Signed this …….. day of …… 20…….

Signature ……..

* The proxy holder must be a financial member of the association.
This form is to be used in favour of/against [*strike out whichever is not wanted*] the following resolutions –
[*List relevant resolutions*]

(2) The instrument appointing a proxy must be signed by the appointor or the appointor's attorney properly authorised in writing.
(3) A proxy must be a member of the association.
(4) The instrument appointing a proxy is taken to confer authority to demand or join in demanding a secret ballot.
(5) Each instrument appointing a proxy must be given to the secretary before the start of the meeting or adjourned meeting at which the person named in the instrument proposes to vote.
(6) Unless otherwise instructed by the appointor, the proxy may vote as the proxy considers appropriate.
(7) If a member wants a proxy to vote for or against a resolution, the instrument appointing the proxy must include an instruction on how the proxy must vote.

11 MINUTES OF GENERAL MEETINGS

(1) The secretary must ensure full and accurate minutes of all questions, matters, resolutions and other proceedings of each general meeting are entered in a minute book.
(2) To ensure the accuracy of the minutes-
    (a) the minutes of each general meeting must be signed by the chairperson of the meeting, or the chairperson of the next general meeting, verifying their accuracy; and
    (b) the minutes of each annual general meeting must be signed by the chairperson of the meeting, or the chairperson of the next meeting of the association that is a general meeting or annual general meeting, verifying their accuracy.
(3) If asked by a member of the association, the secretary must, within twenty-eight days after the request is made -
    (a) make the minute book for a particular general meeting available for inspection by the member at a mutually agreed time and place; and

(b) give the member copies of the minutes of the meeting.

(4) The association may require the member to pay the reasonable costs of providing copies of the minutes.

12 NOTICES – MODE OF SERVICE

The Association may give a certificate, cheque, warrant, notice or other document to any member by:

(a) serving it on the member personally; or

(b) sending it by post, courier or airmail to the member at the address recorded in the register or the address supplied by the member to the Company for the giving of notices to the member; or

(c) by electronic mail to the electronic address supplied by the member to the Company for the giving of notices to the member.

13 BY-LAWS

(1) The management committee may make, amend or repeal by-laws, not inconsistent with these rules, for the internal management of the association.

(2) A by-law may be set aside by a vote of members at a general meeting of the association.

14 ALTERATION OF CONSTITUTION

(1) Subject to the Act, this constitution may be amended, repealed or added to by a special resolution carried at a general meeting.

(2) However an amendment, repeal or addition is valid only if it is registered by the chief executive.

15 COMMON SEAL

(1) The management committee must ensure the association has a common seal.

(2) The common seal must be –

(a) kept securely by the management committee; and

(b) used only under the authority of the management committee.

(3) Each instrument to which the seal is attached must be signed by a member of the management committee and countersigned by –

(a) the secretary; or

(b) another member of the management committee; or

(c) someone authorised by the management committee.

16 FUNDS AND ACCOUNTS

(1) The funds of the association must be kept in an account in the name of the association in a financial institution decided by the management committee.

(2) Records and accounts must be kept in the English language showing full and accurate particulars of the financial affairs of the association.

(3) All amounts must be deposited in the financial institution account as soon as practicable after receipt.

(4) A payment by the association of $100 or more must be made by cheque or electronic funds transfer.

(5) If a payment of $100 or more is made by cheque, the cheque must be signed by any two of the following –
   (a) the president;
   (b) the secretary;
   (c) the treasurer;
   (d) any one of three other members of the association who have been authorised by the management committee to sign cheques issued by the association.

(6) However, one of the persons who signs the cheque must be the president, the secretary or the treasurer.

(7) Cheques, other than cheques for wages, allowances or petty cash recoupment, must be crossed not negotiable.

(8) A petty cash account must be kept on the imprest system, and the management committee must decide the amount of petty cash to be kept in the account.

(9) All expenditure must be approved or ratified at a management committee meeting.

17 GENERAL FINANCIAL MATTERS

(1) On behalf of the management committee, the treasurer must, as soon as practicable after the end date of each financial year, ensure a financial statement for its last reportable financial year is prepared.

(2) The income and property of the association must be used solely in promoting the association's objects and exercising the association's powers.

18 DOCUMENTS

The management committee must ensure the safe custody of books, documents, instruments of title and securities of the association.

19 FINANCIAL YEAR

The end date of the association's financial year is 31st December in each year.

20 DISTRIBUTION OF SURPLUS ASSETS TO ANOTHER ENTITY

(1) This section applies if the association -
   (a) is wound-up under part 10 of the Act; and
   (b) has surplus assets.

(2) The surplus assets must not be distributed among the members of the association.

(3) The surplus assets must be given to another entity—
   (a) having objects similar to the association's objects; and
   (b) the rules of which prohibit the distribution of the entity's income and assets to its members.

(4) In this rule— ***surplus assets*** see section 92(3) of the Act.

21 PATRONS AND SUB-PATRONS

The management committee may appoint a Patron and sub-Patrons.