

RULES OF INCORPORATION
For
AUSTRALIAN DRIVER TRAINERS ASSOCIATION (VICTORIA) INC

(Based on the Model Rules, edited July/August 2017)

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Under section 46 of the **Associations Incorporation Reform Act 2012**, these Rules are taken to constitute the terms of a contract between the Association and its members.

PART 1—PRELIMINARY

1 Name

The name of the incorporated association is "Australian Driver Trainers Association (Victoria) Incorporated" (also known as ADTAV). Association registration number is A0038277W.

Note

Under section 23 of the Act, the name of the association and its registration number must appear on all its business documents.

2 Purposes

The purposes of the Association are:

1. promote cooperation and goodwill between members;
2. keep members informed of matters which may affect them;
3. protect and promote the interests of members with the general public, Government Departments, Statutory Authorities, Government owned Corporations, Ministers of the Crown and Members of Parliament;
4. adopt and maintain a Code of Practice which incorporates a Code of Conduct;
5. promote goodwill between members of the Association and the general public;
6. consider and deal with all questions involving the driving tuition of the general public;
7. adopt and maintain an evolving procedure for the tuition of learner drivers;
8. develop, promote and assist in schemes to increase driver knowledge and skills and to improve road safety;
9. liaise and cooperate with any organisations that are involved in road safety and/or driver training;
10. seek to improve rules, regulations and laws governing anything pertaining to road safety and driver training;
11. be an effective voice for the benefit of the Association and its members with the media;
12. seek out, research, evaluate and store information that can benefit members;
13. institute cooperative and/or concessional buying arrangements for goods and/or services for the benefit of members;
14. cooperate, affiliate or merge with other bodies having similar purposes to that of the Association;
15. encourage and support scholarship and research in driver training and/or road safety;
16. engage professional assistance of any kind and to remunerate any person for services rendered or to be rendered in or about the promotion of the Association, its members or the conduct of Association affairs;
17. adopt trademarks, logos or insignias for use in advancing the interest of the Association and/or its members; and
18. do all such things as are incidental or conducive to the attainment of the aforesaid purposes and which are in the interest of the Association and/or its members.

3 Financial year

The financial year of the Association is each period of 12 months ending on 30 June.

4 Definitions

In these Rules—

absolute majority, of the Council, means a majority of the Council members currently holding office and entitled to vote at the time (as distinct from a majority of Council members present at a Council meeting);

ADTAV means the Australian Driver Trainers Association (Victoria) Inc;

DIA means the Driving Instructor Authority issued by the regulatory authority;

Cert IV means Certificate IV in Transport and Logistics (Car Driving Instruction);

Driver Trainer means a person qualified to train others to drive a vehicle;

Chairperson, of a general meeting or Council meeting, means the person chairing the meeting as required under rule 46;

Class of member means the category of membership as specified in rule 14;

Council means the Committee having management of the business of the Association;

Council meeting means a meeting of the Council held in accordance with these Rules;

Council member means a member of the Council elected or appointed under Division 3 of Part 5;

disciplinary appeal meeting means a meeting of the members of the Association convened under rule 23(3);

disciplinary meeting means a meeting of the Council convened for the purposes of rule 22;

disciplinary subcommittee means the subcommittee appointed under rule 20;

financial year means the 12 month period specified in rule 3;

general meeting means a general meeting of the members of the Association convened in accordance with Part 4 and includes an annual general meeting, a special general meeting and a disciplinary appeal meeting;

member means a member of the ADTAV, with eligibility listed under rule 8;

member entitled to vote means a member who under rule 13(2) is entitled to vote at a general meeting;

returning officer means a person appointed by Council to complete the election process;

special resolution means a resolution that requires not less than three-quarters of the members voting at a general meeting, whether in person or by proxy, to vote in favour of the resolution;

the Act means the **Associations Incorporation Reform Act 2012** and includes any regulations made under that Act;

the Registrar means the Registrar of Incorporated Associations.

PART 2—POWERS OF ASSOCIATION

5 Powers of Association

- (1) Subject to the Act, the Association has power to do all things incidental or conducive to achieve its purposes.
- (2) Without limiting subrule (1), the Association may—

- (a) acquire, hold and dispose of real or personal property;
 - (b) open and operate accounts with financial institutions;
 - (c) invest its money in any security in which trust monies may lawfully be invested;
 - (d) raise and borrow money on any terms and in any manner as it thinks fit;
 - (e) secure the repayment of money raised or borrowed, or the payment of a debt or liability;
 - (f) appoint agents to transact business on its behalf;
 - (g) enter into any other contract it considers necessary or desirable.
- (3) The Association may only exercise its powers and use its income and assets (including any surplus) for its purposes.

6 Not for profit organisation

- (1) The Association must not distribute any surplus, income or assets directly or indirectly to its members.
- (2) Subrule (1) does not prevent the Association from paying a member—
 - (a) reimbursement for expenses properly incurred by the member; or
 - (b) for goods or services provided by the member—
 if this is done in good faith on terms no more favourable than if the member was not a member.

Note

Section 33 of the Act provides that an incorporated association must not secure pecuniary profit for its members. Section 4 of the Act sets out in more detail the circumstances under which an incorporated association is not taken to secure pecuniary profit for its members.

PART 3—MEMBERS, DISCIPLINARY PROCEDURES AND GRIEVANCES

Division 1—Membership

7 Minimum number of members

The Association must have at least 5 members with voting rights.

8 Who is eligible to be a member?

Any person who supports the purposes of the Association is eligible for membership.

Note

Different classes of membership are provided for under rule 14.

9 Application and Nomination for membership

- (1) To apply to become a member of the Association, a person must complete an application form in a format approved by Council stating that the person—
 - (a) wishes to become a member of the Association; and
 - (b) supports the purposes of the Association; and
 - (c) agrees to comply with these Rules and the ADTAV Code of Practice.
- (2) The application must be accompanied by the joining fee and membership subscription.

Note

The joining fee is the fee determined by the Association under rule 12(1).

- (3) Any member may nominate a person for Honorary or Life Membership. A person becomes an Honorary or Life Member if a majority of members who vote at a General Meeting vote in favour of the resolution to appoint the person as an Honorary or Life Member.

10 Consideration of application

- (1) As soon as practicable after an application for membership is received, the Council must decide by resolution whether to accept or reject the application.
- (2) The Council must notify the applicant in writing of its decision as soon as practicable after the decision is made.
- (3) If the Council rejects the application, it must return any money accompanying the application to the applicant.
- (4) No reason need be given for the rejection of an application.

11 New membership

- (1) If an application for membership is approved by the Council—
 - (a) the resolution to accept the membership must be recorded in the minutes of the Council meeting; and
 - (b) the Secretary must, as soon as practicable, enter the name and address of the new member, and the date of becoming a member, in the register of members.
- (2) A person becomes a member of the Association and, subject to rule 13(2), is entitled to exercise his or her rights of membership from the date, whichever is the later, on which—
 - (a) the Council approves the person's membership; or
 - (b) the person pays the joining fee.

12 Annual subscription and fee on joining

- (1) The joining fee and annual subscription shall be set by the Council.
- (2) The annual subscription is due and payable on 1 July each year.
- (3) The Council may determine that subscriptions can be paid by instalments.
- (4) The Council may determine different subscription fees for the different classes of membership referred to in rule 14.
- (5) The Association may determine that any new member who joins after the start of a financial year must, for that financial year, pay a fee equal to—
 - (a) the full annual subscription; or
 - (b) a pro rata annual subscription based on the remaining part of the financial year; or
 - (c) a fixed amount determined from time to time by the Association.
- (6) The rights of a member (including the right to vote) who has not paid the annual subscription within 60 days of the due date are suspended until the subscription is paid.

13 General rights of members

- (1) A member of the Association who is entitled to vote has the right—
 - (a) to receive notice of general meetings and of proposed special resolutions in the manner and time prescribed by these Rules; and
 - (b) to submit items of business for consideration at a general meeting; and
 - (c) to attend and be heard at general meetings; and
 - (d) to vote at a general meeting; and

- (e) to have access to the minutes of general meetings and other documents of the Association as provided under rule 75; and
 - (f) to inspect the register of members.
- (2) A member is entitled to vote if—
- (a) the member is a member other than a class of member not entitled to vote; and
 - (b) more than 10 business days have passed since he or she became a member of the Association; and
 - (c) the member's membership rights are not suspended for any reason.

Note

The Classes of membership are determined by the Association under rule 14.

14 Classes of membership

- (1) Classes of membership of the Association are determined by special resolution at a general meeting, noting that some classes have unrestricted rights and some classes have restricted rights.
- (2) The rights of the different classes of membership are determined by resolution at a general meeting.
- (3) The member benefits of the different classes of members may be determined by Council from time to time and listed on the Association's website.
- (4) There are different classes of membership.

- (a) **Full Memberships** – these are unrestricted memberships, with all the rights of a member under these Rules, including the right to vote at General Meetings and elections, and to stand for election to Council.

Personal Membership – a person is eligible to be a Personal Member if that person holds a DIA or is employed in any area involving road safety or driver training.

Life Membership – a person is eligible to be a Life Member if that person has been a member of the ADTAV for not less than five years and in the opinion of the Council has rendered meritorious service to the driving instruction industry. A Life Member is not required to pay annual subscription.

Corporate Membership – a business, corporation or government entity is eligible to be a Corporate Member if the organisation is involved in road safety or driver training or supports the purposes of the Association in another way. Corporate Members will nominate a representative who is able to exercise all the rights of Full Memberships.

- (b) **Restricted Memberships** – these memberships have restricted rights and member benefits.

Industry Membership – an organisation is eligible to be an Industry Member if it is joining multiple employees/contractors who are directly involved with driver training in Victoria, for example, but not limited to, large drive schools. Industry Members will pay a reduced subscription fee per person and will have limited voting rights depending on the level of Industry Membership:

Gold – over 100 members = total 20 votes

Silver – over 50 members = total 10 votes

Bronze – over 20 members = total 4 votes

Industry Members will nominate a representative who will have the discretion to apportion the allocated votes on behalf of its members. The Industry Membership representative is eligible for election to Council, not individual members.

Honorary Membership - a person is eligible to be an Honorary Member, if that person supports the purposes of the ADTAV, and, in the opinion of the Council, that person's

reputation, knowledge, skill or expertise may further or enhance the status of the ADTAV. Honorary Members are not required to pay the joining fee or the annual subscription. Honorary Members have the right to vote, but are not eligible for election to Council.

Associate Membership – a person or not-for-profit organisation is eligible to be an Associate Member if they are interested in road safety, driver training or area related to the purposes of the Association but not actively working in the industry. Associate members will have access to limited member benefits. Associate Members do not have the right to vote or the ability to stand for Council.

Note

Nominations for Honorary and Life memberships are provided under rule 9 subrule (3).

15 Rights not transferable

The rights of a member are not transferable and end when membership ceases.

16 Ceasing membership

(1) The membership of a person ceases:

- (a) on resignation, expulsion or death; or
- (b) depending on the member classification, the member ceases to meet the requirements of that class of membership—
 - (i) in the case of a driver trainer with a DIA, the member's DIA has been cancelled; or
 - (ii) in the case of an Industry/Corporate Member, the member ceases to be employed/contracted by or be the appointed delegate of the Corporation; or
 - (iii) in the case of an Honorary Member, membership ceases at the end of three years from the date of appointment, unless the person is accepted as a member of another class before that date, or is re-appointed as an Honorary Member.

(2) If a person ceases to be a member of the Association, the Secretary must, as soon as practicable, enter the date the person ceased to be a member in the register of members.

17 Resigning as a member

(1) A member may resign by notice in writing given to the Association.

Note

Rule 74(3) sets out how notice may be given to the Association. It includes by post or by handing the notice to a member of the Council.

(2) A member is taken to have resigned if—

- (a) the member's annual subscription is more than 12 months in arrears; or
- (b) where no annual subscription is payable—
 - (i) the Secretary has made a written request to the member to confirm that he or she wishes to remain a member; and
 - (ii) the member has not, within three months after receiving that request, confirmed in writing that he or she wishes to remain a member.

Note

Rule 12 subrule (6) states the rights of a member (including the right to vote) who has not paid the annual subscription within 60 days of the due date are suspended until the subscription is paid.

18 Register of members

(1) The Secretary must keep and maintain a register of members that includes for each current member—

- (a) the member's name;
 - (b) the address for notice last given by the member;
 - (c) the date of becoming a member;
 - (d) class of membership; and
 - (e) any other information determined by the Council.
- (2) Any member may, at a reasonable time and free of charge, inspect the register of members (ie name, date of becoming a member and class of membership).

Note

Under Section 59 of the Act, access to the personal information of a person recorded in the register of members may be restricted in certain circumstances. Section 58 of the Act provides that it is an offence to make improper use of information about a person obtained from the Register of Members.

Division 2—Disciplinary action

19 Grounds for taking disciplinary action

The Association may take disciplinary action against a member in accordance with this Division if it is determined that the member—

- (a) has failed to comply with these Rules or the ADTAV Code of Practice; or
- (b) refuses to support the purposes of the Association; or
- (c) has engaged in conduct prejudicial to the Association; or
- (d) has been guilty of conduct unbecoming a member, as determined by a resolution of Council.

20 Disciplinary subcommittee

- (1) If the Council is satisfied that there are sufficient grounds for taking disciplinary action against a member, the Council must appoint a disciplinary subcommittee to hear the matter and determine what action, if any, to take against the member.
- (2) The members of the disciplinary subcommittee—
 - (a) may be Council members, members of the Association or anyone else; but
 - (b) must not be biased against, or in favour of, the member concerned.

21 Notice to member

- (1) Before disciplinary action is taken against a member, the Secretary must give written notice to the member—
 - (a) stating that the Association proposes to take disciplinary action against the member; and
 - (b) stating the grounds for the proposed disciplinary action; and
 - (c) specifying the date, place and time of the meeting at which the disciplinary subcommittee intends to consider the disciplinary action (the **disciplinary meeting**); and
 - (d) advising the member that he or she may do one or both of the following—
 - (i) attend the disciplinary meeting and address the disciplinary subcommittee at that meeting;
 - (ii) give a written statement to the disciplinary subcommittee at any time before the disciplinary meeting; and
 - (e) setting out the member's appeal rights under rule 23.

- (2) The notice must be given no earlier than 28 days, and no later than 14 days, before the disciplinary meeting is held.

22 Decision of subcommittee

- (1) At the disciplinary meeting, the disciplinary subcommittee must—
 - (a) give the member an opportunity to be heard; and
 - (b) consider any written statement submitted by the member.
- (2) After complying with subrule (1), the disciplinary subcommittee may—
 - (a) take no further action against the member; or
 - (b) subject to subrule (3)—
 - (i) reprimand the member; or
 - (ii) suspend the membership rights of the member for a specified period; or
 - (iii) expel the member from the Association.
- (3) The disciplinary subcommittee may not fine the member.
- (4) The suspension of membership rights or the expulsion of a member by the disciplinary subcommittee under this rule takes effect immediately after the vote is passed.

23 Appeal rights

- (1) A person whose membership rights have been suspended or who has been expelled from the Association under rule 22 may give notice to the effect that he or she wishes to appeal against the suspension or expulsion.
- (2) The notice must be in writing and given—
 - (a) to the disciplinary subcommittee immediately after the vote to suspend or expel the person is taken; or
 - (b) to the Secretary not later than 48 hours after the vote.
- (3) If a person has given notice under subrule (2), a disciplinary appeal meeting must be convened by the Council as soon as practicable, but in any event not later than 21 days, after the notice is received.
- (4) Notice of the disciplinary appeal meeting must be given to each member of the Association who is entitled to vote as soon as practicable and must—
 - (a) specify the date, time and place of the meeting; and
 - (b) state—
 - (i) the name of the person against whom the disciplinary action has been taken; and
 - (ii) the grounds for taking that action; and
 - (iii) that at the disciplinary appeal meeting the members present must vote on whether the decision to suspend or expel the person should be upheld or revoked.

24 Conduct of disciplinary appeal meeting

- (1) At a disciplinary appeal meeting—
 - (a) no business other than the question of the appeal may be conducted; and
 - (b) the Council must state the grounds for suspending or expelling the member and the reasons for taking that action; and
 - (c) the person whose membership has been suspended or who has been expelled must be given an opportunity to be heard.

- (2) After complying with subrule (1), the members present and entitled to vote at the meeting must vote by secret ballot on the question of whether the decision to suspend or expel the person should be upheld or revoked.
- (3) A member may not vote by proxy at the meeting.
- (4) The decision is upheld if not less than three quarters of the members voting at the meeting vote in favour of the decision.

Division 3—Grievance procedure

25 Application

- (1) The grievance procedure set out in this Division applies to disputes under these Rules between—
 - (a) a member and another member;
 - (b) a member and the Council;
 - (c) a member and the Association.
- (2) A member must not initiate a grievance procedure in relation to a matter that is the subject of a disciplinary procedure until the disciplinary procedure has been completed.

26 Parties must attempt to resolve the dispute

The parties to a dispute must attempt to resolve the dispute between themselves within 14 days of the dispute coming to the attention of each party.

27 Appointment of mediator

- (1) If the parties to a dispute are unable to resolve the dispute between themselves within the time required by rule 26, the parties must within 10 days—
 - (a) notify the Council of the dispute; and
 - (b) agree to or request the appointment of a mediator; and
 - (c) attempt in good faith to settle the dispute by mediation.
- (2) The mediator must be—
 - (a) a person chosen by agreement between the parties; or
 - (b) in the absence of agreement—
 - (i) if the dispute is between a member and another member—a person appointed by the Council; or
 - (ii) if the dispute is between a member and the Council or the Association—a person appointed or employed by the Dispute Settlement Centre of Victoria.
- (3) A mediator appointed by the Council may be a member or former member of the Association but in any case must not be a person who—
 - (a) has a personal interest in the dispute; or
 - (b) is biased in favour of or against any party.

28 Mediation process

- (1) The mediator to the dispute, in conducting the mediation, must—
 - (a) give each party every opportunity to be heard; and
 - (b) allow due consideration by all parties of any written statement submitted by any party; and
 - (c) ensure that natural justice is accorded to the parties throughout the mediation process.

- (2) The mediator must not determine the dispute.

29 Failure to resolve dispute by mediation

If the mediation process does not resolve the dispute, the parties may seek to resolve the dispute in accordance with the Act or otherwise at law.

PART 4—GENERAL MEETINGS OF THE ASSOCIATION

30 Annual general meetings

- (1) The Council must convene an annual general meeting of the Association to be held within 5 months after the end of each financial year.
- (2) Despite subrule (1), the Association may hold its first annual general meeting at any time within 18 months after its incorporation.
- (3) The Council may determine the date, time and place of the annual general meeting.
- (4) 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;
 - (b) to receive and consider—
 - (i) the annual report of the Council on the activities of the Association during the preceding financial year; and
 - (ii) the financial statements of the Association for the preceding financial year submitted by the Council in accordance with Part 7 of the Act;
 - (c) to elect the members of the Council;
 - (d) to appoint an auditor for the following financial year.
- (5) The annual general meeting may also conduct any other business of which notice has been given in accordance with these Rules.

31 Special general meetings

- (1) Any general meeting of the Association, other than an annual general meeting or a disciplinary appeal meeting, is a special general meeting.
- (2) The Council may convene a special general meeting whenever it thinks fit.
- (3) No business other than that set out in the notice under rule 33 may be conducted at the meeting.

Note

General business may be considered at the meeting if it is included as an item for consideration in the notice under rule 33 and the majority of members at the meeting agree.

32 Special general meeting held at request of members

- (1) The Council must convene a special general meeting if a request to do so is made in accordance with subrule (2) by at least 10% of the total number of members.
- (2) A request for a special general meeting must—
 - (a) be in writing; and
 - (b) state the business to be considered at the meeting and any resolutions to be proposed; and
 - (c) include the names and signatures of the members requesting the meeting; and
 - (d) be given to the Secretary.

- (3) If the Council does not convene a special general meeting within one month after the date on which the request is made, the members making the request (or any of them) may convene the special general meeting.
- (4) A special general meeting convened by members under subrule (3)—
 - (a) must be held within 3 months after the date on which the original request was made; and
 - (b) may only consider the business stated in that request.
- (5) The Association must reimburse all reasonable expenses incurred by the members convening a special general meeting under subrule (3).

33 Notice of general meetings

- (1) The Secretary (or, in the case of a special general meeting convened under rule 32(3), the members convening the meeting) must give to each member of the Association—
 - (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 a special resolution is to be proposed—
 - (i) state in full the proposed resolution; and
 - (ii) state the intention to propose the resolution as a special resolution; and
 - (d) comply with rule 34(5).
- (3) This rule does not apply to a disciplinary appeal meeting.

Note

Rule 23(4) sets out the requirements for notice of a disciplinary appeal meeting.

34 Proxies

- (1) A member may appoint another member as his or her proxy to vote and speak on his or her behalf at a general meeting other than at a disciplinary appeal 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, otherwise the proxy may vote on behalf of the member in any matter as he or she sees fit.
- (4) If the Council has approved a form for the appointment of a proxy, the member may use any other form that clearly identifies the person appointed as the member's proxy, has been signed by the member and includes any other information requested on the Council's approved form.
- (5) Notice of a general meeting given to a member under rule 33 must—
 - (a) state that the member may appoint another member as a proxy for the meeting; and
 - (b) include a copy of any form that the Council has approved for the appointment of a proxy.
- (6) A form appointing a proxy must be given to the Chairperson of the meeting before or at the commencement of the meeting.

- (7) A form appointing a proxy sent by post or electronically is of no effect unless it is received by the Association no later than 24 hours before the commencement of the meeting.

35 Use of technology

- (1) A member not physically present at a general meeting may be permitted to participate in the meeting by the use of technology that allows that member and the members present at the meeting to clearly and simultaneously communicate with each other.
- (2) For the purposes of this Part, a member participating in a general meeting as permitted under subrule (1) is taken to be present at the meeting and, if the member votes at the meeting, is taken to have voted in person.

36 Quorum at general meetings

- (1) No business may be conducted at a general meeting unless a quorum of members is present.
- (2) The quorum for a general meeting is the presence (physically, by proxy or as allowed under rule 35) of 10% of the members entitled to vote.
- (3) If a quorum is not present within 30 minutes after the notified commencement time of a general meeting—
- (a) in the case of a meeting convened by, or at the request of, members under rule 32—the meeting must be dissolved;

Note

If a meeting convened by, or at the request of, members is dissolved under this subrule, the business that was to have been considered at the meeting is taken to have been dealt with. If members wish to have the business reconsidered at another special meeting, the members must make a new request under rule 32.

- (b) in any other case—
- (i) the meeting must be adjourned to a date not more than 21 days after the adjournment; and
- (ii) notice of the date, time and place to which the meeting is adjourned must be given at the meeting and confirmed by written notice given to all members as soon as practicable after the meeting.
- (4) If a quorum is not present within 30 minutes after the time to which a general meeting has been adjourned under subrule (3)(b), the members present at the meeting (if not fewer than 3) may proceed with the business of the meeting as if a quorum were present.

37 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 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.

Example

The members may wish to have more time to examine the financial statements submitted by the Council at an annual general meeting.

- (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 notice of the meeting must be given in accordance with rule 33.

38 Voting at general meeting

- (1) On any question arising at a general meeting—
 - (a) subject to subrule (3), each member who is entitled to vote has one vote; and
 - (b) members may vote personally or by proxy; and
 - (c) except in the case of a special resolution, the question must be decided on a majority of votes.
- (2) If votes are divided equally on a question, the Chairperson of the meeting has a second or casting vote.
- (3) If the question is whether or not to confirm the minutes of a previous meeting, only members who were present at that meeting may vote.
- (4) This rule does not apply to a vote at a disciplinary appeal meeting conducted under rule 24.

39 Special resolutions

A special resolution is passed if not less than three quarters of the members voting at a general meeting (whether in person or by proxy) vote in favour of the resolution.

Note

In addition to certain matters specified in the Act, a special resolution is required—

- (a) to remove a Council member from office;
- (b) to alter these Rules, including changing the name or any of the purposes of the Association.

40 Determining whether resolution carried

- (1) Subject to subsection (2), the Chairperson of a general meeting may, on the basis of 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—and an entry to that effect in the minutes of the meeting is conclusive proof of that fact.
- (2) If a poll (where votes are cast in writing) is demanded by three or more members on any question—
 - (a) the poll must be taken at the meeting in the manner determined by the Chairperson of the meeting; and
 - (b) the Chairperson must declare the result of the resolution on the basis of the poll.
- (3) A poll demanded on the election of the Chairperson or on a question of an adjournment must be taken immediately.
- (4) A poll demanded on any other question must be taken before the close of the meeting at a time determined by the Chairperson.

41 Minutes of general meeting

- (1) The Council must ensure that minutes are taken and kept 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 include—
 - (a) the names of the members attending the meeting; and
 - (b) proxy forms given to the Chairperson of the meeting under rule 34(6); and

- (c) the financial statements submitted to the members in accordance with rule 30(4)(b)(ii); and
- (d) the certificate signed by two Council members certifying that the financial statements give a true and fair view of the financial position and performance of the Association; and
- (e) any audited accounts and auditor's report or report of a review accompanying the financial statements that are required under the Act.

PART 5—COUNCIL

Division 1—Powers of Council

42 Role and powers

- (1) The business of the Association must be managed by or under the direction of a Council.
- (2) The Council may exercise all the powers of the Association except those powers that these Rules or the Act require to be exercised by general meetings of the members of the Association.
- (3) The Council may—
 - (a) appoint and remove staff;
 - (b) establish subcommittees consisting of members with terms of reference it considers appropriate.
- (4) The Council may appoint an Executive Officer for an initial term of not more than three years, and may determine the terms and conditions on which that person is appointed. The Executive Officer is a non-voting member of Council and is entitled to attend all Council, General and subcommittee meetings.

43 Delegation

- (1) The Council may delegate to a member of the Council, a subcommittee, or staff, any of its powers and functions other than—
 - (a) this power of delegation; or
 - (b) a duty imposed on the Council by the Act or any other law.
- (2) The delegation must be in writing and may be subject to the conditions and limitations the Council considers appropriate.
- (3) The Council may, in writing, revoke a delegation wholly or in part.

Division 2—Composition of Council and duties of members

44 Composition of Council

- (1) The Council shall consist of 12 members—
 - (a) eight members to represent Metropolitan Melbourne; and
 - (b) four members to represent Regional Victoria, one from each of four general areas (West, North West, East and North East regional Victoria).
- (3) Positions on Council will be filled by members who reside or work in the relevant area, unless no-one in that area nominates for the position, which will then enable a member outside of the area to be elected at the annual general meeting, or appointed by Council to fill the position on a casual basis (refer to rule 57).
- (2) The Council shall consist of 4 officers—
 - (a) a President; and

- (b) a Vice-President; and
- (c) a Secretary; and
- (d) a Treasurer

to be elected from among the 12 Council members as provided in Rule 54.

45 General Duties

- (1) As soon as practicable after being elected or appointed to the Council, each Council member must become familiar with these Rules and the Act.
- (2) The Council is collectively responsible for ensuring that the Association complies with the Act and that individual members of the Council comply with these Rules.
- (3) Council members must exercise their powers and discharge their duties with reasonable care and diligence.
- (4) Council members must exercise their powers and discharge their duties—
 - (a) in good faith in the best interests of the Association; and
 - (b) for a proper purpose.
- (5) Council members and former Council members must not make improper use of—
 - (a) their position; or
 - (b) information acquired by virtue of holding their position—
 so as to gain an advantage for themselves or any other person or to cause detriment to the Association.

Note

See also Division 3 of Part 6 of the Act which sets out the general duties of the office holders of an incorporated association.

- (6) In addition to any duties imposed by these Rules, a Council member must perform any other duties imposed from time to time by resolution at a general meeting.

46 President and Vice-President

- (1) Subject to subrule (2), the President or, in the President's absence, the Vice-President is the Chairperson for any general meetings and for any Council meetings.
- (2) If the President and the Vice-President are both absent, or are unable to preside, the Chairperson of the meeting must be—
 - (a) in the case of a general meeting—a member elected by the other members present; or
 - (b) in the case of a Council meeting—a Council member elected by the other Council members present.

47 Secretary

- (1) The Secretary must perform any duty or function required under the Act to be performed by the secretary of an incorporated association.

Example

Under the Act, the secretary of an incorporated association is responsible for lodging documents of the association with the Registrar.

- (2) The Secretary must—
 - (a) maintain the register of members in accordance with rule 18; and
 - (b) keep custody of the common seal (if any) of the Association and, except for the financial records referred to in rule 70(3), all books, documents and securities of the Association in accordance with rules 72 and 75; and

- (c) subject to the Act and these Rules, provide members with access to the register of members, the minutes of general meetings and other books and documents; and
 - (d) perform any other duty or function imposed on the Secretary by these Rules.
- (3) The Secretary must give to the Registrar notice of his or her appointment within 14 days after the appointment.

48 Treasurer

- (1) The Treasurer must—
- (a) receive all moneys paid to or received by the Association and issue receipts for those moneys in the name of the Association; and
 - (b) ensure that all moneys received are paid into the account of the Association within 5 working days after receipt; and
 - (c) make any payments authorised by the Council or by a general meeting of the Association from the Association's funds; and
 - (d) ensure cheques are signed by 2 Council members, or 1 Council member and the Executive Officer if determined by resolution of the Council.
- (2) The Treasurer must—
- (a) ensure that the financial records of the Association are kept in accordance with the Act; and
 - (b) ensure that audited financial statements are presented to the Annual General Meeting.
- (3) The Treasurer must ensure that at least one other Council member has access to the accounts and financial records of the Association.

Division 3—Election of Council members and tenure of office

49 Who is eligible to be a Council member.

A member is eligible to be elected or appointed as a Council member if the member—

- (a) is 18 years or over; and
- (b) is entitled to vote at a general meeting (according to their class of membership referred to in rule 14).

50 Positions to be declared vacant

- (1) This rule applies to any annual general meeting of the Association, after the annual report and financial statements of the Association have been received.
- (2) The Chairperson of the meeting must declare all positions on the Council vacant and the returning officer (as appointed by Council) will announce results of the election conducted prior to the annual general meeting for those positions in accordance with rules 51 to 54.

51 Nominations of members of Council

- (1) Nominations of candidates for election as members of the Council must be:
- a) made in writing in a form approved by the Council, signed by a financial member and accompanied by the written consent of the candidate; and
 - b) delivered to the Secretary not less than 28 days before the date fixed for the holding of the annual general meeting.
- (2) If the number of nominations received is equal to the number of vacancies to be filled, the candidates nominated shall be deemed to be elected.
- (3) If the number of nominations exceeds the number of vacancies to be filled, a ballot must be held in accordance with rule 53.

- (4) The ballot shall be by post conducted as the Council determines and the results shall be declared at the annual general meeting.
- (5) A member who is nominated for a position and fails to be elected to that position may be nominated for any other position for which an election is yet to be held.

52 Election of Council members

- (1) An election will be held each year to fill all Council positions, noting the composition of the Council in rule 44 subrules (b) and (c).
- (2) If the number of members nominated for the positions on Council is less than or equal to the number to be elected for each region, the returning officer must declare at the annual general meeting each of those members to be elected to the position.
- (3) If the number of members nominated exceeds the number to be elected for all regions, a ballot must be held in accordance with rule 53.

Note

Rule 44 subrule (3) enables positions will be filled by members who reside or work in the relevant area, unless no-one in that area nominates for the position. Members outside of the area may then be elected at the annual general meeting, or appointed by Council to fill the position on a casual basis.

53 Ballot

- (1) If a ballot is required for the election for a position, Council must appoint a returning officer to conduct the ballot.
- (2) The returning officer must not be a member nominated for the position.
- (3) Before the ballot is taken, each candidate may make a short written submission in support of his or her election.
- (4) The election must be by post on the form approved by Council.
- (5) Ballot papers that do not comply with subrule (4) are not to be counted.
- (6) Each ballot paper counts as one vote for that candidate.
- (7) The returning officer must declare elected the candidate or, in the case of an election for more than one position, the candidates who received the most votes, at the annual general meeting.
- (8) If the returning officer is unable to declare the result of an election under subrule (7) because 2 or more candidates received the same number of votes, a secret ballot will be held at the annual general meeting.
 - (a) The returning officer must give a blank piece of paper to—
 - (i) each member present in person; and
 - (ii) each proxy appointed by a member.

Example

If a member has been appointed the proxy of 5 other members, the member must be given 6 ballot papers—one for the member and one each for the other members.

- (b) The voter must write on the ballot paper the name of the candidate for whom they wish to vote.
- (c) Each ballot paper on which the name of a candidate has been written counts as one vote for that candidate.
- (d) The returning officer must declare elected the candidate who received the most votes at the annual general meeting.
- (e) In the case of another tied result, the returning officer must decide by lot which candidate is to be elected.

Examples

The choice of candidate may be decided by the toss of a coin, drawing straws or drawing a name out of a hat.

54 Election of Office Bearers

- (1) The officers shall be elected by and from the Council at the first meeting of the incoming Council which shall take place as soon as possible following the annual general meeting.
- (2) Separate elections must be held for each of the following positions—
 - (a) President;
 - (b) Vice-President;
 - (c) Secretary;
 - (d) Treasurer.
- (2) If only one member is nominated for the position, the returning officer as Chairperson of the meeting must declare the member elected to the position.
- (3) If more than one member is nominated, a ballot must be held.
- (4) On his or her election, the new President may take over as Chairperson of the meeting.

55 Term of office

- (1) Subject to subrule (3) and rule 56, a Council member holds office until the positions of the Council are declared vacant at the next annual general meeting.
- (2) A Council member may be re-elected.
- (3) A general meeting of the Association may—
 - (a) by special resolution remove a Council member from office; and
 - (b) elect an eligible member of the Association to fill the vacant position in accordance with this Division.
- (4) A member who is the subject of a proposed special resolution under subrule (3)(a) may make representations in writing to the Secretary or President of the Association (not exceeding a reasonable length) and may request that the representations be provided to the members of the Association.
- (5) The Secretary or the President may give a copy of the representations to each member of the Association or, if they are not so given, the member may require that they be read out at the meeting at which the special resolution is to be proposed.

56 Vacation of office

- (1) A Council member may resign from the Council by written notice addressed to the Council.
- (2) A person ceases to be a Council member if he or she—
 - (a) ceases to be a member of the Association; or
 - (b) fails to attend 3 consecutive Council meetings (other than special or urgent Council meetings) without leave of absence under rule 67; or
 - (c) otherwise ceases to be a Council member by operation of section 78 of the Act.

Note

A Council member may not hold the office of secretary if they do not reside in Australia.

57 Filling casual vacancies

- (1) The Council may appoint an eligible member of the Association to fill a position on the Council that—
 - (a) has become vacant under rule 56; or
 - (b) was not filled by election at the last annual general meeting.

- (2) If the position of Secretary becomes vacant, the Council must appoint a member to the position within 14 days after the vacancy arises.
- (3) Rule 55 applies to any Council member appointed by the Council under subrule (1) or (2).
- (4) The Council may continue to act despite any vacancy in its membership.

Division 4—Meetings of Council

58 Meetings of Council

- (1) The Council must meet at least 4 times in each year at the dates, times and places determined by the Council.
- (2) The date, time and place of the first Council meeting must be determined by the members of the Council as soon as practicable after the annual general meeting of the Association at which the members of the Council were elected.
- (3) Special Council meetings may be convened by the President or by any 4 members of the Council.

59 Notice of meetings

- (1) Notice of each Council meeting must be given to each Council member no later than 7 days before the date of the meeting.
- (2) Notice may be given of more than one Council meeting at the same time.
- (3) The notice must state the date, time and place of the meeting.
- (4) If a special Council meeting is convened, the notice must include the general nature of the business to be conducted.
- (5) The only business that may be conducted at the meeting is the business for which the meeting is convened.

60 Urgent meetings

- (1) In cases of urgency, a meeting can be held without notice being given in accordance with rule 59 provided that as much notice as practicable is given to each Council member by the quickest means practicable.
- (2) Any resolution made at the meeting must be passed by an absolute majority of the Council.
- (3) The only business that may be conducted at an urgent meeting is the business for which the meeting is convened.

61 Procedure and order of business

- (1) The procedure to be followed at a meeting of a Council must be determined from time to time by the Council.
- (2) The order of business may be determined by the members present at the meeting.

62 Use of technology

- (1) A Council member who is not physically present at a Council meeting may participate in the meeting by the use of technology that allows that Council member and the Council members present at the meeting to clearly and simultaneously communicate with each other.
- (2) For the purposes of this Part, a Council member participating in a Council meeting as permitted under subrule (1) is taken to be present at the meeting and, if the member votes at the meeting, is taken to have voted in person.

63 Quorum

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

- (2) The quorum for a Council meeting is the presence (in person or as allowed under rule 62) of a majority of the Council members holding office.
- (3) If a quorum is not present within 30 minutes after the notified commencement time of a Council meeting—
 - (a) in the case of a special meeting—the meeting lapses;
 - (b) in any other case—the meeting must be adjourned to a date no later than 14 days after the adjournment and notice of the time, date and place to which the meeting is adjourned must be given in accordance with rule 59.

64 Voting

- (1) On any question arising at a Council meeting, each Council member present at the meeting has one vote.
- (2) A motion is carried if a majority of Council members present at the meeting vote in favour of the motion.
- (3) Subrule (2) does not apply to any motion or question which is required by these Rules to be passed by an absolute majority of the Council.
- (4) If votes are divided equally on a question, the Chairperson of the meeting has a second or casting vote.
- (5) Voting by proxy is not permitted.

65 Conflict of interest

- (1) A Council member who has a material personal interest in a matter being considered at a Council meeting must disclose the nature and extent of that interest to the Council.
- (2) The member—
 - (a) must not be present while the matter is being considered at the meeting; and
 - (b) must not vote on the matter.

Note

Under section 81(3) of the Act, if there are insufficient Council members to form a quorum because a member who has a material personal interest is disqualified from voting on a matter, a general meeting may be called to deal with the matter.

- (3) This rule does not apply to a material personal interest—
 - (a) that exists only because the member belongs to 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.

66 Minutes of meeting

- (1) The Council must ensure that minutes are taken and kept of each Council meeting.
- (2) The minutes must record the following—
 - (a) the names of the members in attendance at the meeting;
 - (b) the business considered at the meeting;
 - (c) any resolution on which a vote is taken and the result of the vote;
 - (d) any material personal interest disclosed under rule 65.

67 Leave of absence

- (1) The Council may grant a Council member leave of absence from Council meetings for a period not exceeding 3 months.

- (2) The Council must not grant leave of absence retrospectively unless it is satisfied that it was not feasible for the Council member to seek the leave in advance.

PART 6—FINANCIAL MATTERS

68 Source of funds

The funds of the Association may be derived from joining fees, annual subscriptions, donations, fund-raising activities, grants, interest and any other sources approved by the Council.

69 Management of funds

- (1) The Association must open an account with a financial institution from which all expenditure of the Association is made and into which all of the Association's revenue is deposited.
- (2) Subject to any restrictions imposed by a general meeting of the Association, the Council may approve expenditure on behalf of the Association.
- (3) The Council may authorise the Treasurer to expend funds on behalf of the Association (including by electronic funds transfer) up to a specified limit without requiring approval from the Council for each item on which the funds are expended.
- (4) All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments must be signed by 2 Council members or by 1 Council member and the Executive Officer if determined by resolution of the Council.
- (5) All funds of the Association must be deposited into the financial account of the Association no later than five working days after receipt.
- (6) With the approval of the Council, the Treasurer may maintain a cash float provided that all money paid from or paid into the float is accurately recorded at the time of the transaction.

70 Financial records

- (1) The Association must keep financial records that—
 - (a) correctly record and explain its transactions, financial position and performance; and
 - (b) enable financial statements to be prepared as required by the Act.
- (2) The Association must retain the financial records for 7 years after the transactions covered by the records are completed.
- (3) The Treasurer must keep in his or her custody, or under his or her control—
 - (a) the financial records for the current financial year; and
 - (b) any other financial records as authorised by the Council.

71 Financial statements

- (1) For each financial year, the Council must ensure that the requirements under the Act relating to the financial statements of the Association are met.
- (2) Without limiting subrule (1), those requirements include—
 - (a) the preparation of the financial statements;
 - (b) if required, the review or auditing of the financial statements;
 - (c) the certification of the financial statements by the Council;
 - (d) the submission of the financial statements to the annual general meeting of the Association;
 - (e) the lodgement with the Registrar of the financial statements and accompanying reports, certificates, statements and fee.

PART 7—GENERAL MATTERS

72 Common seal

- (1) The Association may have a common seal.
- (2) If the Association has a common seal—
 - (a) the name of the Association must appear in legible characters on the common seal;
 - (b) a document may only be sealed with the common seal by the authority of the Council and the sealing must be witnessed by the signatures of two Council members;
 - (c) the common seal must be kept in the custody of the Secretary.

73 Registered address

The registered address of the Association is—

- (a) the address determined from time to time by resolution of the Council; or
- (b) if the Council has not determined an address to be the registered address—the postal address of the Secretary.

74 Notice requirements

- (1) Any notice required to be given to a member or a Council member under these Rules may be given—
 - (a) by handing the notice to the member personally; or
 - (b) by sending it by post to the member at the address recorded for the member on the register of members; or
 - (c) by email or facsimile transmission.
- (2) Subrule (1) does not apply to notice given under rule 60.
- (3) Any notice required to be given to the Association or the Council may be given—
 - (a) by handing the notice to a member of the Council; or
 - (b) by sending the notice by post to the registered address; or
 - (c) by leaving the notice at the registered address; or
 - (d) if the Council determines that it is appropriate in the circumstances—
 - (i) by email to the email address of the Association or the Secretary; or
 - (ii) by facsimile transmission to the facsimile number of the Association.

75 Custody and inspection of books and records

- (1) Members may on request inspect free of charge—
 - (a) the register of members;
 - (b) the minutes of general meetings;
 - (c) subject to subrule (2), the financial records, books, securities and any other relevant document of the Association, including minutes of Council meetings.

Note

See note following rule 18 for details of access to the register of members.

- (2) The Council may refuse to permit a member to inspect records of the Association that relate to confidential, personal, employment, commercial or legal matters or where to do so may be prejudicial to the interests of the Association.
- (3) The Council must on request make copies of these rules available to members and applicants for membership free of charge.

- (4) Subject to subrule (2), a member may make a copy of any of the other records of the Association referred to in this rule and the Association may charge a reasonable fee for provision of a copy of such a record.

- (5) For purposes of this rule—

relevant documents means the records and other documents, however compiled, recorded or stored, that relate to the incorporation and management of the Association and includes the following—

- (a) its membership records;
- (b) its financial statements;
- (c) its financial records;
- (d) records and documents relating to transactions, dealings, business or property of the Association.

76 Audit

- (1) An audit must be conducted each financial year and the report of the auditor presented to the annual general meeting.
- (2) The auditor must be appointed at the annual general meeting for the following financial year.

77 Code of Practice

A Code of Practice shall be developed and adopted by special resolution at a Special General Meeting and shall be binding on all members.

78 Affiliation with a national body

- (1) The ADTAV may affiliate with any national associations with similar purposes to that of the ADTAV.
- (2) The ADTAV's delegates to national conventions, organised by any national associations with similar purposes to that of the ADTAV, will be appointed by the Council.
- (3) Resolutions carried at meetings of any national associations will not be binding on the ADTAV until ratified by the members of the ADTAV in General Meeting.

79 Trade Mark Licence

- (1) In consideration of the payment of the annual subscription, a member shall be entitled to use the trademarks owned or licensed by the Association within the State of Victoria for the sole purpose of promoting the business of the member and the objectives of the Association.
- (2) A Member shall—
 - (a) Use the trademarks only in such manners as the Council shall reasonably direct;
 - (b) recognise the Association's unqualified ownership of the trademarks and the validity of its rights therein (even if the trademarks have not been registered);
 - (c) not, upon ceasing to be a member of the Association, use or register any trademark which through its similarity with the trademarks might confuse or might be confused with them;
 - (d) give the Council any information as to the member's use of the trademarks which the Council may reasonably require; and
 - (e) not use any other trademarks which are substantially identical with or deceptively similar to the trademarks or which nearly resemble the trademarks as to be likely to deceive or cause confusion.

80 Winding up and cancellation

- (1) The Association may be wound up voluntarily by special resolution.
- (2) In the event of the winding up or the cancellation of the incorporation of the Association, the surplus assets of the Association must not be distributed to any members or former members of the Association.
- (3) Subject to the Act and any court order made under section 133 of the Act, the surplus assets must be given to a body that has similar purposes to the Association and which is not carried on for the profit or gain of its individual members.
- (4) The body to which the surplus assets are to be given must be decided by special resolution.

81 Alteration of Rules

These Rules may only be altered by special resolution of a general meeting of the Association.

Note

An alteration of these Rules does not take effect unless or until it is approved by the Registrar. If these Rules (other than rule 1, 2 or 3) are altered, the Association is taken to have adopted its own rules, not the model rules.

End of Document