

CONSTITUTION of the Astronomical Society of NSW Incorporated
registered with Fair Trading and effective from 5th May 2014

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Objects of the Society

The ASNSW exists to bring together people interested in Astronomy and related sciences, and to promote public interest and education in Astronomy. The ASNSW provides members and the general public access to Astronomical observing facilities, educational lectures, and assistance in selecting, using and even building telescopes and related instruments.

Requirements of the Association Incorporation Act

This constitution meets the following requirements of the Association Incorporation Act (relevant sections of this constitution are shown).

Schedule 1 Requirement	Sections(s) of Constitution
Membership qualifications	3
Register of members	8
Fees, subscriptions, etc.	9
Members' liabilities	10
Disciplining of members	11 and 12
Committee	13, 14, 15, 18, 20 and 22
General meetings - calling of	24 and 25
General meetings - procedure	27, 30, 32 and 33
General meetings - notices	26 and 41
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CONSTITUTION

PART I - PRELIMINARY

1. Interpretation

- (1) In these rules, except in so far as the context or subject-matter otherwise indicates or requires:
 - “association” means the Astronomical Society of New South Wales Incorporated;
 - “Ordinary member” means a member of the committee who is not an office-bearer of the association, as referred to in rule 14(2);
 - “secretary“ means-
 - (a) the person holding office under these rules as secretary of the association; or
 - (b) where no such person holds that office-- the public officer of the association;
 - “special general meeting” means a general meeting of the association other than the annual general meeting;
 - “the act” means the Associations Incorporation Act, 1984;
 - “the Regulation” means the Associations Incorporation Regulation, 1985.
- (2) In these rules:
 - (a) a reference to a function includes a reference to a power, authority and duty; and

- (b) a reference to the exercise of a function includes, where the function is a duty, a reference to the performance of the duty.
- (3) The provisions of the Interpretation Act, 1987, apply to and in respect of these rules in the same manner as those provisions would so apply if these rules were an instrument made under the Act.

PART II - MEMBERSHIP

2. Types of Membership

- (1) There shall be five types of membership of the association - Full membership, Associate membership, Student membership, Honorary membership and Life membership.
- (2) Full membership entitles the member to voting rights and access to all the association's functions and facilities upon payment of such fee as may be charged.
- (3) Associate membership entitles the member to all the rights of full membership with the exception of voting rights.
- (4) Student membership entitles the member to all the rights of associate membership.
- (5) Honorary membership entitles the member to all the rights of full membership except:
 - (a) voting rights if, at the time of being accepted as an Honorary member, the person did not have voting rights.
- (6) Life membership entitles the member to all the rights of full membership, including full voting rights.

3. Membership Qualifications

- (1) A person is qualified to be a member of the association if, but only if:
 - (a) the person is a person referred to in section 15(1)(a), (b) or (c) of the Act and has not ceased to be a member of the association at any time after incorporation of the association under the Act; or
 - (b) the person is a natural person who:
 - (i) has been nominated for membership of the association as provided by rule 4; and
 - (ii) has been approved for membership of the association by the committee of the association; and
 - (c) in the case of student membership the person is:
 - (i) less than eighteen years of age; or
 - (ii) is a full time student at a school, university, college or other tertiary institution.
- (b) In the case of an Honorary membership, the person has been approved for membership by the committee.
- (2) In the case of a Student member no longer complying with the provisions of section 3(1)(c)(i) or (ii), his/her membership shall automatically change to Associate membership.

4. Nomination for Membership

- (1) A nomination of a person for membership of the association:
 - (a) shall be made by a member of the association in writing or in electronic format; and
 - (b) shall be lodged with the secretary of the association.
- (2) As soon as practicable after receiving a nomination for membership, the secretary shall refer the nomination to the committee which shall determine whether to approve or to reject the nomination.
- (3) Where the committee determines to approve a nomination for membership, the secretary shall as soon as practicable after that determination, notify the nominee of that approval and request then nominee to pay within the period of 28 days after receipt by the nominee of the notification the sum payable under these rules by a member as entrance fee and annual subscription.

- (4) The secretary shall on payment by the nominee of the amounts referred to in clause (3) within the period referred to in that clause, enter the nominee's name in the register of members and, upon the name being so entered, the nominee becomes a member of the association.
- (5) Life membership may be awarded by the association at a special general meeting in recognition of a member's outstanding service to the association. All members who have been awarded life membership by the association in previous years are deemed to have been awarded life membership by this rule. Life members will not be required to pay the annual subscription.
- (6) The committee may admit (or remove) non-members to the roll of honorary members for service to astronomy or the association.

5. Cessation of Membership

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

- (a) dies;
- (b) resigns that membership;
- (c) is expelled from the association; or
- (d) fails to pay the annual membership renewal fee provided for in clause 9 before the expiration of 3 calendar months from the date appointed by the committee for the payment of annual fees.

6. Membership Entitlements Not Transferable

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

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

7. Resignation of Membership

- (1) A member of the association is not entitled to resign that membership except in accordance with this rule.
- (2) A member of the association who has paid all amounts payable by the member to the association in respect of the member's membership may resign from membership of the association by first giving notice (being not less than 1 month or not less than such other period as the committee may determine) in writing to the secretary of the member's intention to resign and, upon the expiration of the period of notice, the member ceases to be a member.
- (3) Where a member of the association ceases to be a member pursuant to clause (2), and in every other case where a member ceases to hold membership, the secretary shall make an appropriate entry in the register of members recording the date on which the member ceased to be a member.

8. Register of Members

- (1) A register of members of the association will be maintained as an online database. The database specifies:
 - (a) the name and address of each person who is a member of the association together with their membership category and the date on which the person became a member;
 - (b) contact details, payment records and other member information.The Public Officer of the association shall periodically (at least once every twelve months) download or obtain a copy of the database, including only the details specified in Clause 8.1.a, to be kept as a permanent record of the membership at that time.
- (2) An extract from the register of members, including only the details specified in Clause 8.1.a above, shall be made available for inspection, free of charge, by any member of the association at any reasonable hour.

9. Fees, Subscriptions, etc.

- (1) A member of the association shall upon admission to membership, pay to the association a fee of \$1 or, where some other amount is determined by the committee, of that other amount.
- (2) In addition to any amount payable by the member under clause (1), a member of the association shall pay to the association an annual membership fee of \$2 or, where some other amount is determined by the committee, of that other amount:
 - (a) except as provided by paragraph (b) , before 1st January in each calendar year; or
 - (b) where the member becomes a member on or after 1st January and before 1st October in any calendar year - upon becoming a member and before 1st January in each succeeding calendar year.

10. Members' Liabilities

The liability of a member of the association to contribute towards the payment of the debts and liabilities of the association or the cost, charges and expenses of the winding up of the association is limited to the amount, if any, unpaid by the member in respect of membership of the association as required by rule 9.

11. Disciplining of Members

- (1) Where the committee is of the opinion that a member of the association:
 - (a) has persistently refused or neglected to comply with a provision or provisions of these rules; or
 - (b) has persistently and willfully acted in a manner prejudicial to the interests of the association, the committee may by resolution:
 - (c) expel the member from the association; or
 - (d) suspend the member from membership of the association for a specified period.
- (2) A resolution of the committee under clause (1) is of no effect unless the committee, at a meeting held not earlier than 14 days and not later than 28 days after service on the member of a notice under clause (3), confirms the resolution in accordance with this rule.
- (3) Where the committee passes a resolution under clause (1), the secretary shall, as soon as practicable, cause a notice in writing to be served on the member:
 - (a) setting out the resolution of the committee and the grounds on which it is based;
 - (b) stating that the member may address the committee at a meeting to be held not earlier than 14 days and not later than 28 days after service of the notice;
 - (c) stating the date, place and time of that meeting; and
 - (d) informing the member that the member may do either or both of the following:
 - (i) attend and speak at that meeting;
 - (ii) submit to the committee at or prior to the date of that meeting written representations relating to the resolution.
- (4) At a meeting of the committee held as referred to in clause (3), the committee shall:
 - (a) give to the member an opportunity to make oral representations;
 - (b) give due consideration to any written representations submitted to the committee by the member at or prior to the meeting; and
 - (c) by resolution determine whether to confirm or to revoke the resolution.
- (5) Where the committee confirms a resolution under clause (4), the secretary shall, within 7 days after that confirmation, by notice in writing inform the member of the fact and of the member's right of appeal under rule 12.
- (6) A resolution confirmed by the committee under clause (4) does not take effect:
 - (a) until the expiration of the period within which the member is entitled to appeal against the resolution where the member does not exercise the right of appeal within that period; or
 - (b) where within that period the member exercises the right of appeal, unless and until the association confirms the resolution pursuant to rule 12 (4).

12. Right of Appeal of Disciplined Member

- (1) A member may appeal to the association in general meeting against a resolution of the committee which is confirmed under rule 11 (4), within seven (7) days after notice of the resolution is served on the member by lodging with the secretary a notice to that effect.
- (2) Upon receipt of a notice from a member under clause (1), the secretary shall notify the committee which shall convene a general meeting of the association to be held within 21 days after the date on which the secretary received the notice.
- (3) At a general meeting of the association convened under clause (2),
 - (a) no business other than the question of the appeal shall be transacted;
 - (b) the committee and the member shall be given the opportunity to state their respective cases orally or in writing, or both; and
 - (c) the members present shall vote by secret ballot on the question of whether the resolution should be confirmed or revoked.
- (4) If at the general meeting the association passes a special resolution in favour of the confirmation of the resolution, the resolution is confirmed.

PART III - THE COMMITTEE

13. Powers, etc. of the Committee

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

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

14. Constitution and Membership of the Committee

- (1) The committee shall consist of:
 - (a) five office-bearers and
 - (b) five ordinary committee members of the association, each of whom shall be elected at the annual general meeting of the association pursuant to rule 15.
- (2) The office-bearers of the association shall be:
 - (a) the president;
 - (b) the two (2) vice-presidents;
 - (c) the treasurer;
 - (d) the secretary.
- (3) A member of the committee may hold up to two offices, other than both the president and vice-president offices.
- (4) Each member of the committee shall, subject to these rules, hold office until the conclusion of the annual general meeting following the date of the member's election, but is eligible for re-election.
- (5) In the event of a casual vacancy occurring in the membership of the committee, the committee may appoint a member of the association to fill the vacancy and the member so appointed shall hold office, subject to these rules, until the conclusion of the annual general meeting next following the date of the appointment.

15. Election of Committee Members

- (1) Nominations of candidates for election to the committee of the association:
 - (a) shall be
 - made in writing, signed by two (2) members of the association who are eligible to vote and accompanied by the written consent of the candidate (which may be endorsed on the form of nomination);
 - or
 - submitted in electronic format by the candidate and supported by emails (or other electronic communication) from two (2) members of the association who are eligible to vote; and
 - (b) shall be delivered or emailed to the secretary of the association not less than 28 days before the date of the annual general meeting at which the election is to take place.
- (2) If insufficient nominations are received to fill the vacancies on the committee, further nominations shall be received at the annual general meeting.
- (3) If insufficient further nominations are received any vacant positions remaining on the committee shall be deemed to be casual vacancies.
- (4) If only one nomination is received for any position the person so nominated shall be deemed to be elected.
- (5) If the number of nominations received exceeds one for any position. a ballot shall be held for that position.
- (6) The ballot for the election of office-bearers and ordinary committee members shall be conducted at the annual general meeting in such usual and proper manner as the committee may direct.
- (7) A person nominated as a candidate for election as an office-bearer or as an ordinary committee member of the association must be a financial member of the association with voting rights.

16. Secretary

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

17. Treasurer

It is the duty of the treasurer of the association to ensure that:

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

18. Casual Vacancies

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

- (a) dies;
- (b) ceases to be a member of the association;
- (c) becomes an insolvent under administration within the meaning of the Companies (New South Wales) Code;
- (d) resigns office by notice in writing given to the secretary;
- (e) is removed from office under rule 19;

- (f) becomes of unsound mind or a person whose person or estate is liable to be dealt with in anyway under the law relating to mental health; or
- (g) is absent without the consent of the committee from three consecutive meetings of the committee.

19. Removal of a Member

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

20. Committee Meetings and Quorum

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

21. Delegation by Committee to Sub-Committee

- (1) The committee may, by instrument in writing, delegate to one or more sub-committees (consisting of such member or members of the association as the committee thinks fit) the exercise of such of the functions of the committee as are specified in the instrument, other than:
 - (a) this power of delegation; and
 - (b) a function which is a duty imposed on the committee by the Act or by any other law.

- (2) A function the exercise of which has been delegated to a sub-committee under this rule may, while the delegation remains unrevoked, be exercised from time to time by the sub-committee in accordance with the terms of the delegation.
- (3) A delegation under this section may be made subject to such conditions or limitations as to the exercise of any function the subject thereof, or as to time or circumstances, as may be specified in the instrument of delegation.
- (4) Notwithstanding any delegation under this rule, the committee may continue to exercise any function delegated.
- (5) Any act or thing done or suffered by a sub-committee acting in the exercise of a delegation under this rule has the same force and effect as it would have if it had been done or suffered by the committee.
- (6) The committee may, by instrument in writing, revoke wholly or in part any delegation under this rule.
- (7) A sub-committee may meet and adjourn as it thinks proper.

22. Voting and Decisions

- (1) Questions arising at a meeting of the committee or of any sub-committee appointed by the committee shall be determined by a majority of the votes of members of the committee or sub-committee present at the meeting.
- (2) Each member present at a meeting of the committee or of any sub-committee appointed by the committee (including the person presiding at the meeting) is entitled to one vote but, in the event of an equality of votes on any question, the person presiding may exercise a second or casting vote.
- (3) Subject to rule 20 (5), the committee may act notwithstanding any vacancy on the committee.
- (4) Any act or thing done or suffered, or purporting to have been done or suffered, by the committee or by a sub-committee appointed by the committee, is valid and effectual notwithstanding any defect that may afterwards be discovered in the appointment or qualification of any member of the committee or sub-committee.

PART IV - GENERAL MEETINGS

23. Annual General Meetings – Holding of

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

24. Annual General Meetings – Calling of and Business at

- (1) The annual general meeting of the association shall, subject to the Act and to rule 23, be convened on such date and at such place and time as the committee thinks fit.
- (2) In addition to any other business which may be transacted at an annual general meeting, the business of an annual general meeting shall be:
 - (a) to confirm the minutes of the last preceding annual general meeting and of any special general meeting held since that meeting;
 - (b) to receive from the committee reports upon the activities of the association during the last preceding financial year;

- (c) to elect office-bearers of the association; and
 - (d) to receive and consider the statement which is required to be submitted to members pursuant to section 26 (6) of the Act.
- (3) An annual general meeting shall be specified as such in the notice convening it.

25. Special General Meetings – Calling of

- (1) The committee may, whenever it thinks fit, convene a special general meeting of the association.
- (2) The committee shall, on the requisition in writing of not less than 5 per cent of the total number of members, convene a special general meeting of the association.
- (3) A requisition of members for a special general meeting:
 - (a) shall state the purpose or purposes of the meeting;
 - (b) shall be signed by the members making the requisitions;
 - (c) shall be lodged with the secretary; and
 - (d) may consist of several documents in a similar form, each signed by one or more of the members making the requisition.
- (4) If the committee fails to convene a special general meeting to be held within 1 month after the date on which a requisition of members for the meeting is lodged with the secretary, any one or more of the members who made the requisition may convene a special general meeting to be held.
- (5) A special general meeting convened by a member or members as referred to in clause (4) shall be convened as nearly as is practicable in the same manner as general meetings are convened by the committee and any member who thereby incurs expense is entitled to be reimbursed by the association for any expense so incurred.

26. Notice

- (1) Except where the nature of the business proposed to be dealt with at a general meeting requires a special resolution of the association, the secretary shall, at least 14 days before the date fixed for the holding of the general meeting, cause to be sent in accordance with Rule 41(1), a notice specifying the place, date and time of the meeting and the nature of the business proposed to be transacted at the meeting.
- (2) Where the nature of the business proposed to be dealt with at a general meeting requires a special resolution of the association, the secretary shall, at east 21 days before the date fixed for the holding of the general meeting, cause notice to be sent to each member in the manner provided in clause (1) specifying, in addition to the matter required under clause (1), the intention to propose the resolution as a special resolution.
- (3) No business other than that specified in the notice convening a general meeting shall be transacted at the meeting except, in the case of an annual general meeting, business which may be transacted pursuant to rule 24 (2).
- (4) A member desiring to bring any business before a general meeting may give notice in writing of that business to the secretary who shall include that business in the next notice calling a general meeting given after receipt of the notice from the member.

27. Procedure

- (1) No item of business shall be transacted at a general meeting unless a quorum of members entitled under these rules to vote is present during the time the meeting is considering that item.
- (2) Fifteen members present in person (being members entitled under these rules to vote at a general meeting) constitute a quorum for the transaction of the business of a general meeting.
- (3) If within an hour after the appointed time for the commencement of a general meeting a quorum is not present, the meeting if convened upon the requisition of members shall be dissolved and in any other case shall stand adjourned to the same day in the following week at the time and (unless another place is specified at the time of the adjournment by the person presiding at the meeting or communicated by written notice to members given before the day to which the meeting is adjourned) at the same place.

- (4) If at the adjourned meeting a quorum is not present within half an hour after the time appointed for the commencement of the meeting, the members present (being not less than three (3)) shall constitute a quorum.

28. Presiding Member

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

29. Adjournment

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

30. Making of Decisions at a General Meeting

- (1) A question, proposal or motion arising at a general meeting of the association is to be determined by either:
 - (a) a show of hands, or
 - (b) if on the motion of the chairperson or if 5 or more members present at the meeting decide that the question should be determined by a written ballot, then by a written ballot.
- (2) A declaration will be made by the chairperson that a resolution has, on a show of hands or by written ballot, been carried or carried unanimously or carried by a particular majority or lost. An entry to that effect will be recorded in the minute book of the association.
- (3) If the question, proposal or motion is to be determined by a written ballot, the ballot is to be conducted in accordance with the directions of the chairperson.

31. Special Resolution

A resolution of the association is a special resolution if it is passed:

- (1) at a meeting of the association where:
 - (a) members who are eligible to vote receive 21 days notice before the meeting date. The notice should include the terms of the resolution and a statement that it is to be passed as a special resolution; and
 - (b) a quorum of members is present at the meeting; and
 - (c) votes are cast in person or by postal or electronic ballot by members who are eligible to vote; and
 - (d) there is support for the resolution from at least three-quarters of the votes cast;

OR

- (2) in a postal or electronic ballot where:
 - (a) members who are eligible to vote receive a notice that includes the terms of the resolution and a statement that it is to be passed as a special resolution; and
 - (b) votes are cast by postal or electronic ballot by members who are eligible to vote; and

- (c) a minimum of ten per cent (10%) of the membership votes in the ballot; and
- (d) there is support for the resolution from at least three-quarters of the votes cast.

OR

- (3) where it is made to appear to the Commission that it is not possible or practicable for the resolution to be passed in the manner specified in paragraph (a) — the resolution is passed in a manner specified by the commission.

32. Voting

- (1) Upon any question arising at a general meeting of the association or upon a matter for which a Special Resolution is required, a member has one vote only.
- (2) All votes shall be given personally or by absentee, postal or electronic vote.
- (3) In the case of an equality of votes on a question at a general meeting, the chairperson of the meeting is entitled to exercise a second or casting vote.
- (4) A member is not entitled to vote at any special meeting of the association unless all money due and payable by the member to the association has been paid.

33. Absentee, postal or electronic voting

- (1) Each member shall be entitled to vote in absence. The ABSENTEE VOTE shall be received by the secretary no later than 24 hours before the time of the meeting at which the ballot is to be conducted.
- (2) The absentee voting form or access to the electronic voting facility will be available no later than 14 days before the meeting at which the ballot is to be conducted.

PART V - MISCELLANEOUS

34. Insurance

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

35. Funds - Source

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

36. Funds - Management

- (1) Subject to any resolution passed by the association in general meeting, the funds of the association shall be used in pursuance of the objects of the association in such manner as the committee determines.

- (2) All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments shall be signed or by any two (2) members of the committee or employees of the association, being members or employees authorised to do so by the committee.

37. Alteration of Objects and Rules

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

38. Common Seal

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

39. Custody of Books, etc.

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

40. Inspection of Books, etc.

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

41. Service of Notices

- (1) For the purpose of these rules, a notice may be served by or on behalf of the association upon any member either:
 - (a) personally or
 - (b) by sending it by post to the member at the member's address shown in the register of members or
 - (c) by publishing such notice in the journal of the association or
 - (d) by electronic means if the member has elected to receive the journal of the association by electronic means or has elected to receive notices of the association by electronic means.
- (2) Where a document is sent to a person by properly addressing, prepaying and posting to the person a letter containing the document, the document shall, unless the contrary is proved, be deemed for the purposes of these rules to have been served on the person at the time at which the letter would have been delivered in the ordinary course of post.
- (3) Notice of a meeting or other notice placed by the association in the journal of the association shall be deemed to be notice to all members whether they are subscribers to the journal or not.