

**SOUTH WEST ACADEMY OF SPORT INCORPORATED – A0040946Y**  
**RULES**

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## Rules for an Incorporated Association

**Note:** The persons who from time to time are members of the Association are an incorporated association by the name given in rule 1 of these Rules.

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 "South West Academy of Sport Incorporated".

##### 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 Academy are to develop the skills and experiences of talented athletes in the South West region of Victoria by

- Providing a pathway to high performance sport through educational and personal development opportunities
- Enhancing the quality of coaching and support services
- Providing a nurturing and team environment to support sporting excellence
- Developing networks for promotion and leadership
- Any other action to support these purposes

#### 3 Financial year

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

#### 4 Definitions

In these Rules—

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

***Academy*** means the incorporated association named in Rule 1;

***associate member*** means a member referred to in rule 14(1);

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

***Board*** means the Board of Directors having management of the business of the Academy;

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

***Director*** means a member of the Board of Directors elected or appointed under Division 3 of Part 5;

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

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

**member** means a full member of the Academy;

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

**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 electronic or by postal vote, 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.

**the website** means the official website/URL used for business and communication for the Academy - [www.swas.org.au](http://www.swas.org.au)

## PART 2—POWERS OF THE ACADEMY

### 5 Powers of the Academy

- (1) Subject to the Act, the Academy has power to do all things incidental or conducive to achieve its purposes.
- (2) Without limiting subrule (1), the Academy 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 Academy may only exercise its powers and use its income and assets (including any surplus) for its purposes.

### 6 Not for profit organisation

- (1) The Academy must not distribute any surplus, income or assets directly or indirectly to its members.
- (2) Subrule (1) does not prevent the Academy 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 Academy must have at least 5 members.

#### **8 Who is eligible to be a member**

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

#### **9 Application for membership**

- (1) To apply to become a member of the Academy, a person must submit a written application to a Director stating that the person—
  - (a) wishes to become a member of the Academy; and
  - (b) supports the purposes of the Academy; and
  - (c) agrees to comply with these Rules.
- (2) The application—
  - (a) must be signed by the applicant; and
  - (b) may be accompanied by the joining fee.

**Note:** The joining fee is the fee (if any) determined by the Academy under rule 12(3).

#### **10 Consideration of application**

- (1) As soon as practicable after an application for membership is received, the Board must decide by resolution whether to accept or reject the application.
- (2) The Board must notify the applicant in writing of its decision as soon as practicable after the decision is made.
- (3) If the Board 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 Board;
  - (a) the resolution to accept the membership must be recorded in the minutes of the Board 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 Academy 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 Board approves the person's membership; or
  - (b) the person pays the joining fee.

#### **12 Annual subscription and fee on joining**

- (1) At each annual general meeting, the Academy must determine—
  - (a) the amount of the annual subscription (if any) for the following financial year; and
  - (b) the date for payment of the annual subscription.

- (2) The Academy may determine that a lower annual subscription is payable by associate members.
- (3) The Academy 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 Academy.
- (4) The rights of a member (including the right to vote) who has not paid the annual subscription by the due date are suspended until the subscription is paid.

### **13 General rights of members**

- (1) A member of the Academy 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 Academy 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 an associate member; and
  - (b) more than 10 business days have passed since he or she became a member of the Academy; and
  - (c) the member's membership rights are not suspended for any reason.

### **14 Associate members**

- (1) Associate members of the Academy include—
  - (a) any members under the age of 16 years; and
  - (b) any other category of member as determined by special resolution at a general meeting.
- (2) An associate member must not vote but may have other rights as determined by the Board or by resolution at a general meeting.

### **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 on resignation, expulsion or death.
- (2) If a person ceases to be a member of the Academy, 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 Academy.

**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 Board.

- (2) A member is taken to have resigned if—
  - (a) the member's annual subscription is more than 6 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 3 months after receiving that request, confirmed in writing that he or she wishes to remain a member.

## **18 Register of members**

- (1) The Secretary must keep and maintain a register of members that includes—
  - (a) for each current member—
    - (i) the member's name;
    - (ii) the address for notice last given by the member;
    - (iii) the date of becoming a member;
    - (iv) if the member is an associate member, a note to that effect;
    - (v) any other information determined by the Board; and
  - (b) for each former member, the date of ceasing to be a member.
- (2) Any member may, at a reasonable time and free of charge, inspect the register of members.

**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 Academy 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
- (b) refuses to support the purposes of the Academy; or
- (c) has engaged in conduct prejudicial to the Academy.

### **20 Disciplinary subcommittee**

- (1) If the Board is satisfied that there are sufficient grounds for taking disciplinary action against a member, the Board 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 Board members, members of the Academy 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 Academy 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 Academy.
- (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 Academy 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 Board 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 Academy 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 Board 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 Board;
  - (c) a member and the Academy.
- (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 them within the time required by rule 26, the parties must within 10 days—
  - (a) notify the Board 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 Board; or
  - (ii) if the dispute is between a member and the Board or the Academy—a person appointed or employed by the Dispute Settlement Centre of Victoria.
- (3) A mediator appointed by the Board may be a member or former member of the Academy 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 ACADEMY**

## **30 Annual general meetings**

- (1) The Board must convene an annual general meeting of the Academy to be held within 5 months after the end of each financial year.
- (2) Despite subrule (1), the Academy may hold its first annual general meeting at any time within 18 months after its incorporation.
- (3) The Board 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 Board on the activities of the Academy during the preceding financial year; and
    - (ii) the financial statements of the Academy for the preceding financial year submitted by the Board in accordance with Part 7 of the Act;
  - (c) to elect the members of the Board;
  - (d) to confirm or vary the amounts (if any) of the annual subscription and joining fee.
- (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 Academy, other than an annual general meeting or a disciplinary appeal meeting, is a special general meeting.
- (2) The Board 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 Board 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 Board 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 Academy 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 Academy at least 21 days' notice of a general meeting.
- (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) include the Board approved postal voting ballot form and instructions for electronic voting; and
  - (d) 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.
- (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 Proxy, Electronic and Postal Voting**

**a. Proxy Voting** shall NOT be permitted at general meetings.

#### **b. Electronic Voting**

- (1) Electronic voting shall be permitted at general meetings in accordance with these rules.
- (2) Electronic voting will open on the website 7 days prior to the general meeting; and close 24 hours prior to the general meeting.
- (3) Electronic voting must be made by the member on the website via that member's log in portal.
- (4) An electronic vote is of no effect unless it is received by the Academy no later than 24 hours before the commencement of the meeting.

#### **c. Postal Voting**

- (1) Postal voting shall be permitted at general meetings in accordance with these rules.
- (2) Postal voting must be in writing on the Board approved ballot form under rule 33(2)(b)(iii) and be signed on hard copy by the voting member.
- (3) A postal vote is of no effect unless it is received by the Academy
  - (i) by handing the ballot personally to a Director or the Chief Executive Officer; or
  - (ii) by post; or
  - (iii) by email in pdf format of the original signed hard copy.
- (4) A postal vote is of no effect unless it is received by the Academy 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 electronic or by postal vote 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 Board 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 electronic or by postal vote; 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 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 board of directors 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 Board 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) the names of the members who submitted postal or electronic vote forms, which were given to the Academy under rule 34; and
  - (c) the financial statements submitted to the members in accordance with rule 30(4)(b)(ii); and
  - (d) the certificate signed by two Directors certifying that the financial statements give a true and fair view of the financial position and performance of the Academy; 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—BOARD OF DIRECTORS**

#### **Division 1—Powers of the Board**

#### **42 Role and powers**

- (1) The business of the Academy must be managed by or under the direction of a Board.
- (2) The Board may exercise all the powers of the Academy except those powers that these Rules or the Act require to be exercised by general meetings of the members of the Academy.
- (3) The Board may—

- (a) appoint and remove staff;
- (b) establish subcommittees consisting of members with terms of reference it considers appropriate.

#### **43 Delegation**

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

### **Division 2—Composition of the Board and duties of members**

#### **44 Composition of the Board**

The Board consists of—

- (a) a Chairperson; and
- (b) a Vice-Chairperson; and
- (c) a Secretary; and
- (d) a Treasurer; and
- (e) other directors (if any) elected under rule 52.

#### **45 General Duties**

- (1) As soon as practicable after being elected or appointed to the Board, each Director must become familiar with these Rules and the Act.
- (2) The Board is collectively responsible for ensuring that the Academy complies with the Act and that individual members of the Board comply with these Rules.
- (3) Directors must exercise their powers and discharge their duties with reasonable care and diligence.
- (4) Directors must exercise their powers and discharge their duties—
  - (a) in good faith in the best interests of the Academy; and
  - (b) for a proper purpose.
- (5) Directors and former Directors 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 Academy.
- (6) In addition to any duties imposed by these Rules, a Director must perform any other duties imposed from time to time by resolution at a general meeting.

**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.

#### **46 Chairperson and Vice-Chairperson**

- (1) Subject to subrule (2), the Chairperson or, in the Chairperson's absence, the Vice-Chairperson is the Chairperson for any general meetings and for any Board meetings.
- (2) If the Chairperson and the Vice-Chairperson 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 board meeting—a Director elected by the other Directors 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 Academy and, except for the financial records referred to in rule 71(3), all books, documents and securities of the Academy in accordance with rule 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 Academy and issue receipts for those moneys in the name of the Academy; and
  - (b) ensure that all moneys received are paid into the account of the Academy within 5 working days after receipt; and
  - (c) make any payments authorised by the Board or by a general meeting of the Academy from the Academy's funds; and
  - (d) ensure cheques are signed by at least 2 board members.
- (2) The Treasurer must—
  - (a) ensure that the financial records of the Academy are kept in accordance with the Act; and
  - (b) coordinate the preparation of the financial statements of the Academy and their certification by the prior to their submission to the annual general meeting of the Academy.
- (3) The Treasurer must ensure that at least one other Director has access to the accounts and financial records of the Academy.



### **Division 3—Election of the Board of Directors and tenure of office**

#### **49 Who is eligible to be a Director**

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

- (a) is 18 years or over; and
- (b) is entitled to vote at a general meeting.

#### **50 Positions to be declared vacant**

- (1) This rule applies to—
  - (a) the first annual general meeting of the Academy after its incorporation; or
  - (b) any subsequent annual general meeting of the Academy, after the annual report and financial statements of the Academy have been received.
- (2) The Chairperson of the meeting must declare all positions on the Board vacant and hold elections for those positions in accordance with rules 51 to 54.

#### **51 Nominations for Directors**

- (1) The Chairperson of the Board must call for nominations for elected Directors at least 21 days prior, and not more than 60 days prior to the annual general meeting.
- (2) An eligible member of the Academy may—
  - (a) nominate himself or herself; or
  - (b) with the member's consent, be nominated by another member.
- (3) Nominations for Director must be on the Board approved Nomination form; and —
  - (a) be in writing with all sections completed; and
  - (b) be signed on a hard copy by the eligible member of the Academy under rule 49;
  - (c) at the first annual general meeting following the adoption of these rules, choose between a 1 year or 2 year term, with all subsequent general meetings per rule 55(2).
- (4) A nomination is of no effect unless it is received by the Academy;
  - (i) by handing the Nomination personally to a Director or the Chief Executive Officer; or
  - (ii) by post; or
  - (iii) by email in pdf format of the original signed hard copy.
- (5) A nomination is of no effect unless it is received by the Academy no more than 60 days prior and no later than 10 days prior to the commencement of the annual general meeting.

#### **52 Election of Directors**

- (1) The annual general meeting must by resolution decide the number of Directors it wishes to hold office for the next year.
- (2) The total number of Directors in any year will be 7, 8 or 9.
- (3) A single election may be held to fill all of those positions.
- (4) If the number of members nominated for the position of Director is less than or equal to the number to be elected, the Chairperson of the meeting must declare each of those members to be elected to the position.
- (5) If the number of members nominated exceeds the number to be elected, a ballot must be held in accordance with rule 53.

### **53 Ballot**

- (1) If a ballot is required for the election for a position, the Chairperson of the meeting must appoint a member to act as returning officer to conduct the ballot.
- (2) The returning officer must not be a member nominated for a Director.
- (3) Before the ballot is taken, each candidate may make a short speech in support of his or her election.
- (4) The election must be by secret ballot.
- (5) The returning officer must give a blank piece of paper to each member present in person.
- (6) If the ballot is for a single position, the voter must write on the ballot paper the name of the candidate for whom they wish to vote.
- (7) If the ballot is for more than one position—
  - (a) the voter must write on the ballot paper the name of each candidate for whom they wish to vote;
  - (b) the voter must not write the names of more candidates than the number to be elected.
- (8) Ballot papers that do not comply with subrule (7)(b) are not to be counted.
- (9) Each ballot paper on which the name of a candidate has been written counts as one vote for that candidate.
- (10) 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.
- (11) If the returning officer is unable to declare the result of an election under subrule (10) because 2 or more candidates received the same number of votes, the returning officer must—
  - (a) conduct a further election for the position in accordance with subrules (4) to (10) to decide which of those candidates is to be elected; or
  - (b) with the agreement of those candidates, decide by lot which of them 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 Chairperson etc.**

- (1) At all first meetings' of the Board following the annual general meeting, separate elections must be held for each of the following positions—
  - (a) Chairperson;
  - (b) Vice Chairperson;
  - (c) Secretary;
  - (d) Treasurer.
- (2) If only one member is nominated for the position, the 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 in accordance with rule 53.
- (4) On his or her election, the Director voted as the new Chairperson may take over as Chairperson of the meeting.

## **55 Term of office**

- (1) Subject to subrule (3) and rule 56, a Director holds office until the positions of the Board are declared vacant at the next annual general meeting.
- (2) The term for all Directors is 2 years; with the exception of (5) and rule 51(3)(c).
- (3) A Director will vacate his/her position after 2 years; with the exception of 1 year tenures covered in (5) and rule 51(3)(c).
- (4) A Director may be re-elected.
- (5) At the first meeting of the Board following the first annual general meeting, if there is not an equal or near to, split between Directors with 1 year and 2 year tenures, separate elections must be held to determine the Directors whose tenure shall be 1 year, not 2 years.
- (6) A general meeting of the Academy may—
  - (a) by special resolution remove a Director from office; and
  - (b) elect an eligible member of the Academy to fill the vacant position in accordance with this Division.
- (7) A member who is the subject of a proposed special resolution under subrule (3)(a) may make representations in writing to the Secretary or Chairperson of the Academy (not exceeding a reasonable length) and may request that the representations be provided to the members of the Academy.
- (8) The Secretary or the Chairperson may give a copy of the representations to each member of the Academy 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 Director may resign from the Board by written notice addressed to the Board.
- (2) A person ceases to be a Director if he or she—
  - (a) ceases to be a member of the Academy; or
  - (b) fails to attend 3 consecutive board meetings (other than special or urgent board meetings) without leave of absence under rule 67; or
  - (c) otherwise ceases to be a Director by operation of section 78 of the Act.

**Note:** A Director may not hold the office of secretary if they do not reside in Australia.

## **57 Filling casual vacancies**

- (1) The Board may appoint an eligible member of the Academy to fill a position on the Board 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 Board must appoint a member to the position within 14 days after the vacancy arises.
- (3) Rule 55 applies to any Director appointed by the Board under subrule (1) or (2).
- (4) The Board may continue to act despite any vacancy in its membership.

## **Division 4—Meetings of the Board of Directors**

### **58 Meetings of the Board**

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

### **59 Notice of meetings**

- (1) Notice of each board meeting must be given to each Director no later than 7 days before the date of the meeting.
- (2) Notice may be given of more than one board meeting at the same time.
- (3) The notice must state the date, time and place of the meeting.
- (4) If a special board 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 Director by the quickest means practicable.
- (2) Any resolution made at the meeting must be passed by an absolute majority of the Board.
- (3) The only business that may be conducted at an urgent meeting is the business for which the meeting is convened.

### **61 Decisions not in meetings**

- (1) The Board can make non-urgent decisions outside meetings without notice being given in accordance with rule 59 or 60 provided the Chairperson deems that it is unwarranted to call an urgent (or other) meeting.
- (2) Each Director is given notice in the quickest means practicable.
- (3) Each Director has 48 hours to respond.
- (4) Any decision may be passed with a majority of Directors responding in favour unless;
  - (a) a majority of Directors believe the matter is of such significance that it should be dealt with at an urgent meeting or
  - (b) a majority of Directors believe the decision is not required prior to the next scheduled Board meeting.

### **62 Procedure and order of business**

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

### **63 Use of technology**

- (1) A Director who is not physically present at a board meeting may participate in the meeting by the use of technology that allows that Director and the Directors present at the meeting to clearly and simultaneously communicate with each other.
- (2) For the purposes of this Part, a Director participating in a board 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.

### **64 Quorum**

- (1) No business may be conducted at a board meeting unless a quorum is present.
- (2) The quorum for a board meeting is the presence (in person or as allowed under rule 62) of a majority of the Directors holding office.
- (3) If a quorum is not present within 30 minutes after the notified commencement time of a board 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.

### **65 Voting**

- (1) On any question arising at a board meeting, each Director present at the meeting has one vote.
- (2) A motion is carried if a majority of Directors 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 Board.
- (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.

### **66 Conflict of interest**

- (1) A Director who has a material personal interest in a matter being considered at a board meeting must disclose the nature and extent of that interest to the Board.
- (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 board 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 Academy is established; or
  - (b) that the member has in common with all, or a substantial proportion of, the members of the Academy.

## **67 Minutes of meeting**

- (1) The Board must ensure that minutes are taken and kept of each board meeting.
- (2) The minutes must record the following—
  - (a) the names of the 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 66.

## **68 Leave of absence**

- (1) The Board may grant a Director leave of absence from board meetings for a period not exceeding 3 months.
- (2) The Board must not grant leave of absence retrospectively unless it is satisfied that it was not feasible for the Director to seek the leave in advance.

## **PART 6—FINANCIAL MATTERS**

### **69 Source of funds**

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

### **70 Management of funds**

- (1) The Academy must open an account with a financial institution from which all expenditure of the Academy is made and into which all of the Academy's revenue is deposited.
- (2) Subject to any restrictions imposed by a general meeting of the Academy, the Board may approve expenditure on behalf of the Academy.
- (3) The Board may authorise the Treasurer to expend funds on behalf of the Academy (including by electronic funds transfer) up to a specified limit and within the Board approved annual budget without requiring approval from the Board for each item on which the funds are expended.
- (4) All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments must be signed by 2 board members. There will be a minimum of 3 signatories on the Academy's accounts, one of whom will be the Treasurer, one will be a Director and one other may be the Chief Executive Officer.
- (5) All funds of the Academy must be deposited into the financial account of the Academy no later than 5 working days after receipt.
- (6) With the approval of the Board, the Treasurer or Chief Executive Officer 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.

### **71 Financial records**

- (1) The Academy 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 Academy 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 Board.

## **72 Financial statements**

- (1) For each financial year, the Board must ensure that the requirements under the Act relating to the financial statements of the Academy 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 Board;
  - (d) the submission of the financial statements to the annual general meeting of the Academy;
  - (e) the lodgement with the Registrar of the financial statements and accompanying reports, certificates, statements and fee.

## **PART 7—GENERAL MATTERS**

### **73 Registered address**

The registered address of the Academy is—

- (a) the address determined from time to time by resolution of the Board; or
- (b) if the Board 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 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.
- (2) Subrule (1) does not apply to notice given under rule 60.
- (3) Any notice required to be given to the Academy or the Board may be given—
  - (a) by handing the notice to a member of the Board; 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 Board determines that it is appropriate in the circumstances, by email to the email address of the Academy or the Secretary

### **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 Academy, including minutes of Board meetings.

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

- (2) The Board may refuse to permit a member to inspect records of the Academy that relate to confidential, personal, employment, commercial or legal matters or where to do so may be prejudicial to the interests of the Academy.
- (3) The Board 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 Academy referred to in this rule and the Academy 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 Academy 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 Academy.

## **76 Winding up and cancellation**

- (1) The Academy may be wound up voluntarily by special resolution.
- (2) In the event of the winding up or the cancellation of the incorporation of the Academy, the surplus assets of the Academy must not be distributed to any members or former members of the Academy.
- (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 Academy 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.

## **77 Alteration of Rules**

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

**Note:** An alteration of these Rules does not take effect unless or until it is approved by the Registrar.