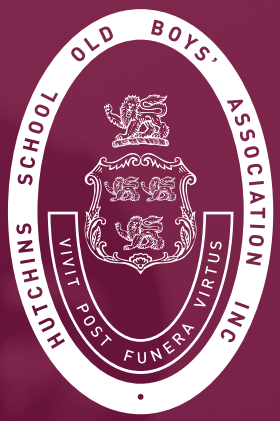
HUTCHINS SCHOOL OLD BOYS' ASSOCIATION

Rules

October 2025



Rules of the Hutchins School Old Boys' Association

October 2025

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Rules of the Hutchins School Old Boys' Association

October 2025

1 Name of Association

The name of the association is as follows:
Hutchins School Old Boys' Association

2 Interpretation

In these rules, unless the context otherwise requires:

accounting records has the same meaning as in the Act;

Act means the *Associations Incorporation Act 1964*;

Annual General Meeting means an Annual General Meeting (AGM) of the Association held under Rule 14;

Association means the association referred to in Rule 1;

association has the same meaning as in the Act;

auditor means the person appointed as the auditor of the Association under Rule 11;

authorised deposit-taking institution means a body corporate that is an authorised deposit-taking institution for the purposes of the *Banking Act 1959* of the Commonwealth;

basic objects of the Association mean the objects of the Association as stated in Rule 4;

committee means the Committee of Management referred to in Rule 24;

financial year has the same meaning as in the Act;

general meeting means:

a. an Annual General Meeting; or

b. a special general meeting;

officer of the Association means a person elected as an officer of the Association at an annual general meeting or appointed as an officer of the Association under Rule 25(d);

Old Boy means a former student of the School;

ordinary business of an Annual General Meeting means the business specified in Rule 14(5);

ordinary committee member means a member of the committee other than an officer of the Association;

public officer means the person who is, under section 14 of the Act, the public officer of the Association;

School means The Hutchins School of 71 Nelson Road, Sandy Bay, Tasmania (ABN: 91 133 279 291)

special committee meeting means a meeting of the committee that is convened under Rule 29(b) by the president or any four (4) of the members of the committee;

special general meeting means a special general meeting of the Association convened under Rule 15;

special resolution has the same meaning as in the Act.

3 Association's office

The office of the Association is to be at the following place or at any other place the committee determines:
71 Nelson Road, Sandy Bay Tasmania 7005

4 The basic objects of the Association

a. To elect five members to the Board of The Hutchins School in accordance with the provisions of the Christ College Act (1926).

b. To raise money for the benefit of the School and for such other purposes as the Association shall at any time determine.

c. To take such other action for the advancement of the School as the Association shall determine.

d. To promote and maintain amongst Old Boys a spirit of loyalty to the School, and an interest in its welfare.

e. To take part in and to foster sporting and social activities.

5 Objects and purposes of the Association

The objects and purposes of the Association consist of the basic objects of the Association and the following objects and purposes:

a. The purchase, taking on lease or in exchange, hire or other acquisition of any real or personal property necessary or convenient for any of the objects or purposes of the Association.

b. The purchase, sale or supply of, or other dealing in, goods.

c. The construction, maintenance or alteration of any building or works necessary or convenient for any of the objects or purposes of the Association.

d. The acceptance of a gift for any of the objects or purposes of the Association.

e. The taking of any step the committee, or the members of the Association at a general meeting, determine expedient for the purpose of procuring contributions to the funds of the Association.

f. The printing or publication of any website, newspaper, periodical, book, flyer or other document the committee, or the members of the Association at a general meeting, determine desirable for the promotion of any of the objects or purposes of the Association.

g. The borrowing and raising of money in any manner and on terms

- **i.** the committee thinks fit; or
- **ii.** approved or directed by resolution passed at a general meeting.

h. Subject to the provisions of the Trustee Act (1898), the investment, in any manner the committee determines, of any money of the Association not immediately required for any of the objects or purposes of the Association.

i. The making of a gift, subscription or donation to any of the funds, authorities or institutions to which *section 78A of the Income Tax Assessment Act 1936* of the Commonwealth relates.

j. The establishment and support, or aiding in the establishment or support, of any other association formed for any of the basic objects of the Association.

k. The purchase, or acquisition, and the undertaking of all or part of the property, assets, liabilities or engagements of any association with which the Association is amalgamated in accordance with the provisions of the Act and the Rules of the Association;

The doing of any lawful thing incidental or conducive to the attainment of the objects or purposes of the Association.

6 Membership of the Association

a. The classes of membership of the Association are as follows

- i. **Fully Subscribed Life Members**
- ii. **Honorary Members**
- iii. **Associate Members**
- iv. **Honorary Life Members**

b. A **Fully Subscribed Life Member** is an Old Boy admitted to membership of the Association at the discretion of the committee on payment of the subscription as prescribed in Rule 33.

c. An **Honorary Member** is any past or present member of the staff of the School or volunteer of the School or Association who is elected by the committee as an Honorary Member of the Association in recognition of significant service to the School or Association.

d. An **Associate Membership** may be granted in the sole and absolute discretion of the committee to:

- **i.** any person who may be nominated for membership of the Association by a Hutchins School Old Boys' sporting club where such nominee shall have rendered outstanding service to such sporting club; or
- **ii.** any other person of whom the committee agrees, upon a recommendation from the officers of the Association.

e. Associate Members shall not be entitled to vote on any resolution of the Association or to hold office in the Association.

f. **Honorary Life Membership** may be conferred on any Old Boy, any past member of the staff of the School or any person who it is desired to honour for outstanding services to the School or Association.

Nominations for Honorary Life Membership shall be made to the committee. If accepted by a majority vote of the committee, the nomination will be forwarded by the Secretary to existing Honorary Life Members for confirmation. This process shall be confidential, and the nomination is confirmed at the expiration of 21 days unless most votes that are returned within that time are in the negative.

g. A member of the Association may, at any time, resign from the Association by delivering to the Secretary a written notice of resignation.

h. Upon receipt of a notice under subrule (g) of this Rule, the Secretary shall remove the name of the Member by whom the notice was given from the Register of Members, whereupon that Member ceases to be a member of the Association.

i. A right, privilege, or obligation of a person by virtue of that person's membership of the Association:

- **i.** is not capable of being transferred or transmitted to another person; and
- **ii.** terminates upon the cessation of the person's membership, whether by death, resignation or otherwise.

j. The Secretary is to maintain a database of members containing:

- **i.** the name of each member of the Association;
- **ii.** the member's postal or residential address or address of business or employment;
- **iii.** an email address, if any, that the member has nominated as the email address to which notices from the Association may be sent; and
- **iv.** mobile telephone number if applicable.

7 Liability of members

a. Any right, privilege or obligation of a person as a member of the Association:

- **i.** is not capable of being transferred to another person; and
- **ii.** terminates when the person ceases to be a member of the Association.

b. If the Association is wound up, each person who was, immediately before the Association is wound up, a member of the Association, and each person who was a member of the Association within the period of 12 months immediately preceding the commencement of the winding-up, is liable to contribute:

- **i.** to the assets of the Association for payment of the liabilities of the Association;

ii. for the costs, charges and expenses of the winding-up; and
iii. for the adjustment of the rights of the contributors among themselves.

c. Any liability under subrule (b) is not to exceed $10.00.

d. Despite subrule (b), a former member of the Association is not liable to contribute under that subrule in respect of any liability of the Association incurred after he or she ceased to be a member.

8 Income and property of Association

a. The income and property of the Association is to be applied solely towards the promotion of the objects and purposes of the Association.

b. No portion of the income or property of the Association is to be paid or transferred to any member of the Association unless the payment or transfer is made in accordance with this Rule.

c. The Association may pay a person or member of the Association:
   i. remuneration in return for services rendered to the Association, or for goods supplied to the Association, in the ordinary course of business of the person or member; or
   ii. remuneration that constitutes a reimbursement for out-of-pocket expenses incurred by the person or member for any of the objects or purposes of the Association; or
   iii. interest at a rate not exceeding 7.25% on money lent to the Association by the person or member; or
   iv. a reasonable amount by way of rent for premises, or a part of premises, let to the Association by the person or member.

9 Accounts of receipts and expenditure

a. True accounts are to be kept of the following:
   i. each receipt or payment of money by the Association and the matter in respect of which the money was received or paid; and
   ii. each asset or liability of the Association.

b. Unless and until the committee decides to open an account in the name of the Association with a deposit taking institution in accordance with Rule 10B:
   i. the School finance department is responsible for keeping all accounting books, general financial records and records of receipts and payments, connected with the business of the Association and providing timely reports to the treasurer for reporting to the Committee in the form and manner the Committee determines; and
   ii. the accounts, books and records are to be kept at the School. The School finance department is to deliver to the Association's auditor, on request, all the accounts, books and records relating to the Association.

c. Should the committee decide at some time in the future to open with an authorised deposit taking institution an account in the name of the Association and to manage its own financial accounts, books and records:
   i. the accounts, books and records are to be open to inspection by the members of the Association at any reasonable time, and in any reasonable manner, as determined by the committee;
   ii. the Treasurer of the Association is to keep all accounting books, and general records and records of receipts and payments, connected with the business of the Association in the form and manner the committee determines; and
   iii. the accounts, books and records are to be kept at the Association's office or any other place the committee determines.

10 Banking and finance

a. If the School finance department continues to be responsible for keeping all the accounts, books and records of the Association:
   i. the School finance department will hold all money of the Association and will record all transactions on behalf of the Association, using a separate and identifiable ledger account;
   ii. money will be received by the Association through the School finance department, using any method acceptable to the department. Cheques for the Association are to be made payable to the Association;
   iii. the Committee may instruct the School finance department to establish a term deposit for surplus funds of the Association;
   iv. payments made by the Association can be made by electronic transfer through the School finance department;
   v. payments are to be made by instruction to the School finance department via email or by such other means as the Committee determines; and
   vi. both the Treasurer and President of the Association or such other person or persons nominated for that purpose by the committee are to indicate their approval prior to payment.

b. Should the Committee in the future decide to open with an authorised deposit taking institution an account in the name of the Association:
   i. the Treasurer is to cause any money received by the Association to be paid into the account held by the Association as soon as practicable after it is received; and the committee may also:
   ii. receive from an authorised deposit-taking institution a cheque drawn by the Association on any account of the Association held with the authorised deposit-taking institution; and
   iii. release or indemnify the authorised deposit-taking institution from or against any claim, or action or other proceeding, arising directly or indirectly out of the drawing of that cheque.

c. Except with the authority of the Committee, a payment of an amount exceeding $100 is not to be made from the funds of the Association other than:

- **i.** by cheque drawn on the Association's account; or
- **ii.** by the electronic transfer of funds from the Association's account to another account at an authorised deposit-taking institution.

d. The Committee may provide the Treasurer of the Association with an amount of money to meet urgent expenditure, subject to any conditions the Committee may impose in relation to the expenditure.

e. A cheque is not to be drawn on the Association's account, and an amount is not to be electronically transferred from the Association's account to another account at an authorised deposit-taking institution, except for the purpose of making a payment that has been authorised by the Committee.

f. A cheque is to be:

- **i.** signed by the Treasurer of the Association or, in the Treasurer's absence, by any other member or members of the Committee that the committee nominates for that purpose; and
- **ii.** countersigned by the President.

g. An electronic transfer of an amount from the Association's funds:

- **i.** may only be authorised by the Treasurer of the Association or, in the Treasurer's absence, by any other member, or members of the Committee that the Committee nominates for that purpose; and
- **ii.** may only be authorised by a person referred to in subrule (f) if the authorisation has been approved by the President.

11 Auditor

a. At each Annual General Meeting, the members of the Association present at the meeting are to appoint a person as the auditor of the Association.

b. If an auditor is not appointed at an Annual General Meeting under subrule (a), the committee is to appoint a person as the auditor of the Association as soon as practicable after that Annual General Meeting.

c. The auditor is to hold office until the next Annual General Meeting and is eligible for re-appointment.

d. The auditor may only be removed from office by special resolution.

e. If a casual vacancy occurs in the office of auditor, the Committee is to appoint a person to fill the vacancy until the end of the next Annual General Meeting.

12 Audit of accounts

a. The auditor is to audit the financial affairs of the Association at least once in each financial year of the Association.

b. The auditor, after auditing the financial affairs of the Association for a particular financial year of the Association, is to:

- **i.** certify as to the correctness of the accounts of the Association; and
- **ii.** at the next Annual General Meeting, provide a written report to the members of the Association who are present at that meeting.

c. In the report and in certifying the accounts, the auditor is to:

- **i.** specify the information, if any, that he or she has required under subrule (e) and obtained;
- **ii.** state whether, in his or her opinion, the accounts exhibit a true and correct view of the financial position of the Association according to the information at his or her disposal; and
- **iii.** state whether the Rules relating to the administration of the funds of the Association have been observed.

d. The Public Officer is to deliver to the auditor a list of all the accounting records, books and accounts of the Association.

e. The auditor may:

- **i.** have access to the accounting records, books and accounts of the Association;
- **ii.** require from any employee of, or person who has acted on behalf of, the Association any information the auditor considers necessary for the performance of his or her duties;
- **iii.** employ any person to assist in auditing the financial affairs of the Association; and
- **iv.** examine any member of the Committee, or any employee of, or person who has acted on behalf of, the Association, in relation to the accounting records, books and accounts of the Association.

13 Exemptions under the Act

a. For any financial year that the Association is exempt from the requirement to be audited by virtue of section 24(1B) or (1C) of the Act:

- **i.** an auditor is not required to be appointed for that financial year under Rule 11 unless the Association elects to have the financial affairs of the Association for that financial year audited in accordance with the Act and these rules; and
- **ii.** if an auditor is not appointed for a financial year by virtue of subrule (a) –
  - **a)** Rules 11 and 12 do not apply in respect of the Association for that financial year; and
  - **b)** Rule 14(e)(II), to the extent that it relates to an auditor, does not apply in respect of the Annual General Meeting held by the Association in respect of that financial year; and
  - **c)** Rule 14(e)(IV) does not apply in respect of the Annual General Meeting held by the Association for that financial year.

b. For any financial year that the Association is exempt from the requirement to provide an annual return by virtue of section 24(1B) of the Act, the committee must provide, as part of the ordinary business of the Annual General Meeting for that financial year, a copy of the annual financial report that may be required to be given under the *Australian Charities and Not-for-profits Commission Act 2012* of the Commonwealth in respect of that financial year.

14 Annual General Meeting (AGM)

a. The Association is to hold an AGM each year.

b. An AGM is to be held on any day (being not later than three (3) months after the end of the financial year of the Association) the Committee determines.

c. An AGM is to be in addition to any other general meeting that may be held in the same year.

d. The notice convening an AGM is to specify the purpose of the meeting.

e. The ordinary business of an AGM is to be as follows:

- **i.** to confirm the minutes of the last preceding annual general meeting and of any general meeting held since that meeting;
- **ii.** to receive from the Committee, auditor, employees and other persons acting on behalf of the Association reports on the transactions of the Association during the last preceding financial year of the Association;
- **iii.** to elect the officers of the Association and the ordinary Committee members;
- **iv.** to appoint the auditor and determine his or her remuneration; and
- **v.** to determine the remuneration of employees and other persons acting on behalf of the Association.

f. An AGM may transact business of which notice is given in accordance with Rule 16.

g. Minutes of proceedings of an AGM are to be kept by the Public Officer or, in the absence from the meeting of the Public Officer, by an officer of the Association who is nominated by the chairperson of the meeting.

15 Special general meetings

a. The Committee may convene a special general meeting of the Association at any time.

b. The Committee, on the requisition in writing of at least 10 members of the Association, is to convene a special general meeting of the Association.

c. A requisition for a special general meeting:

- **i.** is to state the objects of the meeting;
- **ii.** is to be signed by each of the requisitionists;
- **iii.** is to be deposited at the office of the Association; and
- **iv.** may consist of several documents, each signed by one or more of the requisitionists.

d. If the Committee does not cause a special general meeting to be held within 21 days after the day on which a requisition is deposited at the office of the Association, any one or more of the requisitionists may convene the meeting within three (3) months after the day on which the requisition is deposited at the office of the Association.

e. A special general meeting convened by requisitionists is to be convened in the same manner, as nearly as practicable, as the way a special general meeting would be convened by the Committee.

f. All reasonable expenses incurred by requisitionists in convening a special general meeting are to be refunded by the Association.

16 Notices of general meetings

a. At least 14 days before the day on which a general meeting of the Association is to be held, the Public Officer is to publish a notice specifying:

- **i.** the place, day and time at which the meeting is to be held; and
- **ii.** the nature of the business that is to be transacted at the meeting.

b. A notice is published for the purposes of subrule (a) if the notice:

- **i.** is contained in an advertisement appearing in at least one newspaper circulating in Tasmania; or
- **ii.** appears on a website, or at an electronic address of the Association; or
- **iii.** is sent to each member of the Association at an email address that the member has nominated as the email address to which notices from the Association may be sent; or
- **iv.** is given by another means, determined by the Public Officer, that is reasonably likely to ensure that the members of the Association will be notified of the notice.

17 Business and quorum at general meetings

a. All business transacted at a general meeting, other than the ordinary business of an AGM, is special business.

b. Business is not to be transacted at a general meeting unless a quorum of members of the Association entitled to vote is present at the time when the meeting considers that business.

c. A quorum for the transaction of the business of a general meeting is five (5) members of the Association entitled to vote.

d. If a quorum is not present within one hour after the time appointed for the commencement of a general meeting, the meeting:

- **i.** if convened on the requisition of members of the Association, is dissolved; or
- **ii.** if convened by the Committee, is to be adjourned to the same day in the next week at the same time and at the same place or at any other place specified by the chairperson at the time of the adjournment; or
- **iii.** by notice and in a manner determined by the chairperson.

e. If at an adjourned general meeting a quorum is not present within one hour after the time appointed for the commencement of the meeting, the meeting is dissolved.

18 Chairperson at general meetings

At each general meeting of the Association, the chairperson is to be:

a. the President; or

b. in the absence of the President, the Vice-President; or

c. in the absence of the President and the Vice-President, a member of the Association elected to preside as chairperson by the members of the Association present and entitled to vote at the general meeting.

19 Adjournment of general meetings

a. The chairperson of a general meeting at which a quorum is present may adjourn the meeting with the consent of the members of the Association who are present and entitled to vote at the meeting, but no business is to be transacted at an adjourned meeting other than the business left unfinished at the meeting at which the adjournment took place.
b. If a meeting is adjourned for 14 days or more, notice of the adjourned meeting is to be given in the same manner as the notice of the original meeting.
c. If a meeting is adjourned for less than 14 days, it is not necessary to give any notice of the adjournment or of the business to be transacted at the adjourned meeting.

20 Determination of questions arising at general meetings

a. A question arising at a general meeting of the Association is to be determined on a show of hands.
b. A declaration by the chairperson that a resolution has, on a show of hands, been lost or carried, or been carried unanimously or carried by a particular majority, together with an entry to that effect in the minute book of the Association, is evidence of that fact unless a poll is demanded on or before that declaration.

21 Votes

a. On any question arising at a general meeting of the Association, a member of the Association (including the chairperson) has one vote only.
b. All votes are to be given personally.
c. Despite subrule (a), in the case of an equality of votes, the chairperson has a second or casting vote.

22 Taking of poll

If at a general meeting a poll on any question is demanded:
a. the poll is to be taken at that meeting in the manner that the chairperson determines; and
b. the result of the poll is taken to be the resolution of the meeting on that question.

23 When poll is to be taken

a. A poll that is demanded on the election of a chairperson, or on a question of adjournment, is to be taken immediately.
b. A poll that is demanded on any other question is to be taken at any time before the close of the meeting as the chairperson determines.

24 Affairs of Association to be managed by a committee

a. The affairs of the Association are to be managed by a Committee constituted as provided in Rule 26.
b. The Committee:
   i. controls and manages the business and affairs of the Association;
   ii. elects five (5) members to The Hutchins School Board in accordance with the provisions of the Christ College Act (1926);
   iii. may exercise all the powers and perform all the functions of the Association, other than those powers and functions that are required by these rules to be exercised and performed by members of the Association at a general meeting; and
   iv. has power to do anything that appears to the Committee to be essential for the proper management of the business and affairs of the Association.

25 Officers of the Association

a. The officers of the Association are as follows:
   i. the President;
   ii. the Vice-President;
   iii. the Treasurer;
   iv. the Secretary, and
   v. the Public Officer.
b. The President, the Vice-President, the Treasurer or the Secretary may also be the Public Officer.
c. Subject to subrule (e), the officers of the Association are to be elected in accordance with Rule 27.
d. Each officer of the Association is to hold office until the end of the next AGM after that at which he or she is elected and is eligible for re-election.
e. If a casual vacancy in an office referred to in subrule (a) occurs, the Committee may appoint one of its members to fill the vacancy until the end of the next AGM after the appointment.
f. If an office referred to in subrule (a) is not filled at an AGM, there is taken to be a casual vacancy in the office.

26 Composition of the Committee

a. The Committee consists of:
   i. the officers of the Association;
   ii. an Executive Officer (if appointed) in a non-voting capacity; and
   iii. an incumbent appointee of the Association to The Hutchins School Board as nominated by the Association's appointees to that Board – Ex Officio;
   iv. the Headmaster of the School – Ex Officio;
   v. a representative of the preceding Year 12 as nominated by the Headmaster of the School; and
   vi. such other members all of whom shall be elected at the AGM of the Association in each year.

b. An ordinary committee member is to hold office until the end of the next AGM after that at which he or she is elected and is eligible for re-election.

c. If a casual vacancy occurs in the office of an ordinary committee member, the committee may appoint a member of the Association to fill the vacancy until the end of the next AGM after the appointment.

d. If an office of an ordinary committee member is not filled at an AGM, there is taken to be a casual vacancy in the office.

27 Election of officers and members of committee

a. A nomination of a candidate for election as an officer of the Association, or as an ordinary committee member, is to be:

- **i.** made in writing, signed by two (2) members of the Association and accompanied by the written consent of the candidate (which may be endorsed on the nomination); and
- **ii.** delivered to the Public Officer at least 10 days before the day on which the AGM is to be held.

b. If insufficient nominations are received to fill all vacancies on the Committee:

- **i.** the candidates nominated are taken to be elected; and
- **ii.** further nominations are to be received at the AGM.

c. If the number of nominations received is equal to the number of vacancies on the Committee, the persons nominated are taken to be elected.

d. If the number of nominations received exceeds the number of vacancies on the Committee, a ballot is to be held.

e. If the number of further nominations received at the AGM exceeds the number of remaining vacancies on the Committee, a ballot is to be held in relation to those further nominations.

f. The ballot for the election of officers of the Association and ordinary committee members is to be conducted at the AGM in the manner determined by the Committee.

28 Vacation of office

For the purpose of these Rules, the office of an officer of the Association, or of an ordinary committee member, becomes casually vacant if the officer or committee member:

a. dies;

b. becomes bankrupt, applies to take the benefit of any law for the relief of bankrupt or insolvent debtors, compounds with his or her creditors or makes an assignment of his or her remuneration or estate for their benefit;

c. becomes a represented person within the meaning of the *Guardianship and Administration Act 1995*;

d. resigns office in writing addressed to the Committee;

e. is absent from three (3) consecutive meetings of the Committee without the permission of the other members of the Committee;

f. ceases to be a member of the Association; or

g. fails to pay, within 14 days after receiving a notice in writing signed by the Public Officer stating that the officer or committee member has failed to pay one or more amounts of annual subscriptions, or any such amounts due and payable by the officer or member.

29 Meetings of the Committee

a. The Committee is to meet at least once in each calendar quarter at any place and time that the Committee determines.

b. A meeting of the Committee, other than a meeting referred to in subrule (a), may be convened by the President or any four (4) of the members of the Committee.

c. Written notice of any special committee meeting is to be served on members of the Committee and is to specify the general nature of the business to be transacted.

d. A special committee meeting may only transact business of which notice is given in accordance with subrule (c).

e. A quorum for the transaction of the business of a meeting of the Committee is five (5) members of the Committee.

f. Business is not to be transacted at a meeting of the Committee unless a quorum is present.

g. If a quorum is not present within half an hour after the time appointed for the commencement of:

- **i.** a meeting of the Committee (other than a special committee meeting), the meeting is to be adjourned to the same day in the next week at the same time and at the same place; or
- **ii.** a special committee meeting, the meeting is dissolved.

h. At each meeting of the Committee, the Chairperson is to be:

i. the President; or

- **ii.** in the absence of the President, the Vice-President; or
- **iii.** in the absence of the President and the Vice-President, a member of the Committee elected to preside as chairperson by the members of the Committee present at the meeting.

i. Any question arising at a meeting of the Committee is to be determined:

- **i.** on a show of hands; or
- **ii.** if demanded by a member, by a poll taken at that meeting in the manner the chairperson determines.

j. On any question arising at a meeting of the Committee, a member of the Committee (including the chairperson) has one vote only.

k. Despite subrule (j), in the case of an equality of votes, the Chairperson has a second or casting vote.

l. Written notice of each committee meeting is to be served on each member of the Committee by:

- **i.** giving it to the member during business hours before the day on which the meeting is to be held; or
- **ii.** leaving it, during business hours before the day on which the meeting is to be held, at the member's postal or residential address or place or address of business or employment last known to the server of the notice; or

iii. sending it by post, to the person's postal or residential address or address of business or employment last known to the server of the notice, in sufficient time for it to be delivered to that address in the ordinary course of post before the day on which the meeting is to be held; or

iv. emailing it to the email address, of the member, that the member has nominated as the email address to which notices from the Association may be sent; or

v. such as other means as may be determined by the committee.

30 Disclosure of interests

a. If a member of the Committee or a member of a subcommittee has a direct or indirect pecuniary interest in a matter being considered, or about to be considered, by the Committee or subcommittee at a meeting, the member is to, as soon as practicable after the relevant facts come to the member's knowledge, disclose the nature of the interest to the Committee.

b. If at a meeting of the Committee or a subcommittee a member of the Committee or subcommittee votes in respect of any matter in which the member has a direct or indirect pecuniary interest, that vote is not to be counted.

31 Subcommittees

a. The Committee may:

i. appoint a subcommittee from the Committee; and

ii. prescribe the powers and functions of that subcommittee.

b. The Committee may co-opt any person as a member of a subcommittee without voting rights, whether the person is a member of the Association.

c. A quorum for the transaction of the business of a meeting of the subcommittee is three (3) appointed members entitled to vote.

d. Any question arising at a meeting of a subcommittee is to be determined:

i. on a show of hands; or

ii. if demanded by a member, by a poll taken at that meeting in the manner the Chairperson determines.

f. On any question arising at a meeting of a subcommittee, a member of the subcommittee (including the chairperson) has one vote only.

32 Executive Committee

a. The President, the Vice-President, the Treasurer and the Secretary constitute the Executive Committee.

b. During the period between meetings of the Committee, the Executive Committee may issue instructions to the Public Officer and employees of the Association in matters of urgency connected with the management of the affairs of the Association.

c. The Executive Committee is to report on any instructions issued under subrule (b) to the next meeting of the committee.

33 Membership fee

a. The membership fee payable for Fully Subscribed Life Membership shall be determined by the Committee from time to time, subject to ratification at the Annual General Meeting.

b. There is no fee payable for the other classes of membership as listed in Rule 6.

34 Service of notices and requisitions

Except as otherwise provided by these Rules, a document may be served under these Rules on a person by:

a. giving it to the person; or

b. leaving it at, or sending it by post to, the person's postal or residential address or place or address of business or employment last known to the server of the document; or

c. emailing it to the person's email address; or

d. such other means as determined by the committee.

35 Expulsion of members

a. The committee may expel a member from the Association if, in the opinion of the committee, the member is guilty of conduct detrimental to the interests of the Association.

b. The expulsion of a member under subrule (a) does not take effect until whichever of the following occurs later:

i. the fourteenth day after the day on which a notice is served on the member under subrule (c); or

ii. if the member exercises his or her right of appeal under this Rule, the conclusion of the special general meeting convened to hear the appeal.

c. If the committee expels a member from the Association, the Secretary, without undue delay, is to cause to be served on the member a notice in writing:

i. stating that the Committee has expelled the member; and

ii. specifying the grounds for the expulsion; and

iii. informing the member of the right to appeal against the expulsion under Rule 36.

36 Appeal against expulsion

a. A member may appeal against an expulsion under Rule 35 by serving on the Secretary, within 14 days after the service of a notice under Rule 35(c), a requisition in writing demanding the convening of a special general meeting for the purpose of hearing the appeal.

b. On receipt of a requisition, the Secretary is to immediately notify the committee of the receipt.

c. The committee is to cause a special general meeting to be held within 21 days after the day on which the requisition is received.

d. At a special general meeting convened for the purpose of hearing an appeal under this rule:

i. no business other than the question of the expulsion is to be transacted;

ii. the committee may place before the meeting details of the grounds of the expulsion and the committee's reasons for the expulsion;
iii. the expelled member must be given an opportunity to be heard; and
iv. the members of the Association who are present are to vote by secret ballot on the question of whether the expulsion should be lifted or confirmed.

e. If at the special general meeting a majority of the members present vote in favour of the lifting of the expulsion:
i. the expulsion is lifted; and
ii. the expelled member is entitled to continue as a member of the Association.

f. If at the special general meeting a majority of the members present vote in favour of the confirmation of the expulsion:
i. the expulsion takes effect; and
ii. the expelled member ceases to be a member of the Association.

37 Disputes

a. A dispute between a member of the Association, in his or her capacity as a member, and the Association is to be determined by arbitration in accordance with the provisions of the *Commercial Arbitration Act 2011*.

b. This rule does not affect the operation of Rule 36.

38 Seal of Association

a. The seal of the Association is to be in the form of a rubber stamp inscribed with the name of the Association encircling the word "Seal".

b. The seal is not to be affixed to any instrument except by the authority of the Committee.

c. The affixing of the seal is to be attested by the signatures of:
i. two members of the Committee; or
ii. one member of the Committee; and
1. the Public Officer; or
2. any other person the Committee may appoint for that purpose.

d. If a sealed instrument has been attested under subrule (c), it is presumed, unless the contrary is shown, that the seal was affixed to that instrument by the authority of the Committee.

e. The seal is to remain in the custody of the Public Officer of the Association.