

North Eastern Zone PCV

Rules of Incorporation

ASN: A0008630D

Based on the model rules for an incorporated association.

CONSUMER AFFAIRS VICTORIA

Associations Incorporation Reform Act 2012

Associations Incorporation Reform Regulations 2012

Part 3

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Model 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 "North Eastern Zone PCV".

Note

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

2 Purposes

The purposes of the association are—

1. To act as coordinating body for Pony Clubs which are members of the Pony Club of Victoria and allocated by that body to the North Eastern Zone.
2. To provide opportunities for clubs to come together in friendly competition and activities.

3 Financial year

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

4 Definitions

In these Rules—

Association means the North Eastern ZonePCV, Inc.

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

Approved communication, to submit items of business from a zone club for consideration at a meeting these must be minuted by the club, presented on club letterhead and signed on behalf of the club by two office bearers, or, if by Email, sent from 2 club office bearers' email addresses, and a copy of minutes to be available upon request.

Chairperson, of a general meeting or committee meeting, means the person chairing the meeting as required under rule 42;

Committee means the Committee having management of the business of the North Eastern Zone PCV;

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

Committee member; includes

- (a) Club delegates,
- (b) NEZ Office Bearers and

(c) North Eastern Zone representative.

Delegate/s a person nominated and appointed by their club to represent their club on the North Eastern Zone committee

Disciplinary appeal meeting means a meeting of the members of the Association convened under rule 19(3);

Disciplinary meeting means a meeting of the Committee convened for the purposes of rule 18;

Disciplinary subcommittee means the subcommittee appointed under rule 16;

Executive committee means a member of the Committee elected or appointed under Division 3, the office bearers of the North Eastern Zone i.e. president, vice-president, secretary, treasurer, and the zone representative;

Financial year means the 12-month period specified in rule 3;

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

Member means a PCV-affiliated Pony Club in the designated North East Zone area who has paid their annual fees according to Rule 9 (1) (a).

Member entitled to vote means a member who under rule 10(2) is entitled to vote at a general meeting;

NEZ means the North Eastern Zone PCV

PCV means Pony Club Victoria

PCA means Pony Club Australia

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

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

The Registrar means the Registrar of Incorporated Associations.

Zone is the association of the North Eastern Zone PCV also known as NEZ

Zone Committee: comprises of club delegates, NEZ Office Bearers and the Zone Representative.

PART 2—POWERS OF ASSOCIATION

5 Powers of Association

- (1) Subject to the Act, the Association has power to do all things incidental or conducive to achieve its purposes.
- (2) Without limiting sub rule (1), the Association may—
 - (a) Acquire, hold and dispose of real or personal property;
 - (b) Open and operate accounts with financial institutions;
 - (c) Invest its money in any security in which trust monies may lawfully be invested;
 - (d) Raise and borrow money on any terms and in any manner as it sees fit;
 - (e) Secure the repayment of money raised or borrowed, or the payment of a debt or liability;
 - (f) Appoint agents to transact business on its behalf;
 - (g) Enter into any other contract it considers necessary or desirable.
- (3) The Association may only exercise its powers and use its income and assets (including any surplus) for its purposes.

6 Not for profit organisation

- (1) The Association must not distribute any surplus, income or assets directly or indirectly to its members.
- (2) Sub rule (1) does not prevent the Association from paying a member—
 - (a) Reimbursement for expenses properly incurred by the member; or
 - (b) For goods or services provided by the member—

If this is done in good faith on terms no more favourable than if the member was not a member.

Note

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

PART 3—MEMBERS, DISCIPLINARY PROCEDURES AND GRIEVANCES

Division 1—Membership

7 Minimum number of members

The Association must have at least 10 delegates, Representing a minimum of 5 clubs.

8 Who is eligible to be a member.

Any person who supports the purposes of the Association, is a current registered member of PCV and is appointed by their club in writing to represent the club as a delegate.

9 Annual subscription and fee on joining

- (1) At each annual general meeting, the Zone must determine—
 - (a) The amount of annual subscription payable by each club to the Zone for the following financial year; and
 - (b) The due date for payment of these fees.
- (2) The Zone may determine that any new club who joins after the start of a financial year must, for that financial year, pay a fee equal to—
 - (a) The full annual fee; or
 - (b) A pro rata annual fee based on the remaining part of the financial year; or
 - (c) A fixed amount determined from time to time by the Zone.
- (3) The rights of a delegate (including the right to vote) whose club has not paid the full fee by the due date are suspended until the outstanding amount is paid.

10 General rights of Delegates of the Zone Committee

- (1) A Delegate of the Zone Committee 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 on behalf of their club for consideration at a general meeting; as per definition of Approved Communication under Rule 4, Definitions; and
 - (c) To attend and be heard on behalf of their club by representing their club's majority view at general meetings; and
 - (d) To vote on behalf of their club's majority view at a general meeting; and
 - (e) To have access to the minutes of general meetings and other documents of the Zone as provided under rule 72; and
 - (f) To inspect the register of Delegates.
- (2) A Delegate is entitled to vote if—
 - (a) More than 7 days have passed since he or she became a delegate for the club on the Zone Committee; and

- (b) The delegate's membership rights are not suspended for any reason.

11 Rights transferable

The rights of a Delegate are transferable to another delegate that has been appointed by their club, minuted at a club meeting, and the Zone notified in writing.

12 Ceasing membership

- (1) The membership of a delegate ceases on resignation, expulsion, death or upon a club decision notified in writing to the zone.
- (2) If a delegate ceases to be a member of the zone committee, the Secretary must, as soon as practicable, enter the date the person ceased to be a delegate in the register of delegates.

13 Resigning as a delegate

- (1) A delegate may resign by notice in writing given to the Zone or their club; or
- (2) A club may resign a delegate by notice in writing given to the Zone.

Note

Rule 71(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 committee.

14 Register of delegates

- (1) The Secretary must keep and maintain a register of delegates that includes—
 - (a) For each current club—
 - (i) The delegate's name;
 - (ii) The address, email or phone for notice last given by the delegate;
 - (iii) The date of becoming a delegate;
 - (iv) Any other information determined by the Zone Committee; and
 - (b) For each former delegate, the date of ceasing to be a delegate.
 - (c) Each delegate is responsible for providing to the Zone Secretary the information detailed above.

(d) Failure to comply to rule 14 (1) (C) renders the delegate
without voting rights until the information is provided

- (2) Any delegate may, at a reasonable time and free of charge, inspect the register of delegates.

Note

Under section 59 of the Act, access to the personal information of a person recorded in the register of delegates 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 delegates.

Division 2—Disciplinary action

15 Grounds for taking disciplinary action

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

- (a) Has failed to comply with these Rules; or
- (b) Refuses to support the purposes of the Association; or
- (c) Has engaged in conduct prejudicial to the Association; or
- (d) Fails to conduct themselves under any other rules, policies or procedures governing the Association

16 Disciplinary subcommittee

- (1) If the Committee is satisfied that there are sufficient grounds for taking disciplinary action against a member, the Committee 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 Committee members, members of the Association or anyone else; but
 - (b) Must not be biased against, or in favour of, the member concerned.

17 Notice to member

- (1) Before disciplinary action is taken against a member, the Secretary must give written notice to the member—
 - (a) Stating that the Association proposes to take disciplinary action against the member; and
 - (b) Stating the grounds for the proposed disciplinary action; and
 - (c) Specifying the date, place and time of the meeting at which the disciplinary subcommittee intends to consider the disciplinary action (the ***disciplinary meeting***); and
 - (d) Advising the member that he or she may do one or both of the following—
 - (i) Attend the disciplinary meeting and address the disciplinary subcommittee at that meeting;
 - (ii) Give a written statement to the disciplinary subcommittee at any time before the disciplinary meeting; and
 - (e) Setting out the member's appeal rights under rule 19.
- (2) The notice must be given no earlier than 28 days, and no later than 14 days, before the disciplinary meeting is held.

18 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 sub rule (1), the disciplinary subcommittee may—
 - (a) Take no further action against the member; or
 - (b) subject to sub rule (3)—
 - (i) Reprimand the member; or
 - (ii) Suspend the membership rights of the member for a specified period; or
 - (iii) Expel the member from the Association.
- (3) The disciplinary subcommittee may not fine the member.
- (4) The suspension of membership rights or the expulsion of a member by the disciplinary subcommittee under this rule takes effect immediately after the vote is passed.

19 Appeal rights

- (1) A person whose membership rights have been suspended or who has been expelled from the Association under rule 18 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 sub rule (2), a disciplinary appeal meeting must be convened by the Committee as soon as practicable, but in any event not later than 21 days, after the notice is received.
- (4) Notice of the disciplinary appeal meeting must be given to each member of the Association who is entitled to vote as soon as practicable and must—
 - (a) Specify the date, time and place of the meeting; and
 - (b) State—
 - (i) The name of the person against whom the disciplinary action has been taken; and
 - (ii) The grounds for taking that action; and
 - (iii) That at the disciplinary appeal meeting the members present must vote on whether the decision to suspend or expel the person should be upheld or revoked.

20 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 Committee 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 sub rule (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

21 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 Committee;
 - (c) A member and the Association.
- (2) A member must not initiate a grievance procedure in relation to a matter that is the subject of a disciplinary procedure until the disciplinary procedure has been completed.

22 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.

23 Appointment of mediator

- (1) If the parties to a dispute are unable to resolve the dispute between themselves within the time required by rule 22, the parties must within 10 days—
 - (a) Notify the Committee 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 Committee; or Pony Club Association of Victoria; or
 - (ii) If the dispute is between a member and the Committee or the Association—a person appointed by Pony Club Association of Victoria.
- (3) A mediator appointed by the Committee may be a member or former member of the Association but in any case, must not be a person who—
 - (a) Has a personal interest in the dispute; or
 - (b) Is biased in favour of or against any party.

24 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.

25 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 ZONE

26 Annual general meetings

- (1) The Committee must convene an annual general meeting of the Zone to be held within 5 months after the end of each financial year.
- (2) Despite sub rule (1), the Zone may hold its first annual general meeting at any time within 18 months after its incorporation.
- (3) The Committee 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/s of the Committee on the activities of the Zone during the preceding financial year; and
 - (ii) The financial statements of the Zone for the preceding financial year submitted by the Committee in accordance with Part 7 of the Act;
 - (c) To elect the members of the Executive Committee;
 - (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.

27 Special general meetings

- (1) Any general meeting of the Zone, other than an annual general meeting or a disciplinary appeal meeting, is a special general meeting.
- (2) The Committee may convene a special general meeting whenever it thinks fit.
- (3) No business other than that set out in the notice under rule 29 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 29 and the majority of members at the meeting agree.

28 Special general meeting held at request of members

- (1) The Committee must convene a special general meeting if a request to do so is made in accordance with sub rule (2) by at least 3 clubs.
- (2) A request for a special general meeting must—
 - (a) Be in writing, on club letterhead, in approved communication format; 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 club executives and their delegates requesting the meeting; and

- (d) Be given to the Zone Secretary.
- (3) If the Committee does not convene a special general meeting within one month after the date on which the request is made, the club making the request (or any of them) may convene the special general meeting.
- (4) A special general meeting convened by members under sub rule (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 Zone must reimburse all reasonable expenses incurred by the members convening a special general meeting under sub rule (3).

29 Notice of general meetings

- (1) The Secretary (or, in the case of a special general meeting convened under rule 28(3), the members convening the meeting) must give to each member of the Zone —
 - (a) At least 21 days' notice of a general meeting if a special resolution is to be proposed at the meeting; or
 - (b) At least 14 days' notice of a general meeting in any other case.
- (2) The notice must—
 - (a) Specify the date, time and place of the meeting; and
 - (b) Indicate the general nature of each item of business to be considered at the meeting; and
 - (c) If a special resolution is to be proposed—
 - (i) State in full the proposed resolution; and
 - (ii) State the intention to propose the resolution as a special resolution; and
 - (d) Comply with rule 26(5).
- (3) This rule does not apply to a disciplinary appeal meeting.

Note

Rule 19(4) sets out the requirements for notice of a disciplinary appeal meeting.

30 Proxies

- (1) A delegate may appoint another delegate or officer bearer as his or her proxy to vote and speak on his or her behalf at a general meeting other than at a disciplinary appeal meeting.
- (2) The appointment of a proxy must be in writing and signed by the delegate making the appointment.
- (3) The delegate appointing the proxy may give specific directions as to how the proxy is to vote on his or her behalf, otherwise the proxy may vote on behalf of the member in any matter as he or she sees fit.
- (4) If the Committee has approved a form for the appointment of a proxy, the delegate may use any other form that clearly identifies the person appointed as the delegate's proxy and that has been signed by the delegate.

- (5) Notice of a general meeting given to a member under rule 25 must—
 - (a) State that the member may appoint another member as a proxy for the meeting; and
 - (b) Include a copy of any form that the Committee has approved for the appointment of a proxy.
- (6) A form appointing a proxy must be given to the Chairperson of the meeting before or at the commencement of the meeting.
- (7) A form appointing a proxy sent by post or electronically is of no effect unless it is received by the Chairperson or Secretary no later than 24 hours before the commencement of the meeting.

31 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 sub rule (1) is taken to be present at the meeting and, if the member votes at the meeting, is taken to have voted in person.

32 Quorum at general meetings

- (1) No business may be conducted at a general meeting unless a quorum of members is present.
- (2) The quorum for a general meeting is the presence (physically, by proxy or as allowed under rule 26) of a minimum 5 clubs represented by delegates 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 28—the meeting must be dissolved;

Note

If a meeting convened by, or at the request of, members is dissolved under this sub rule, 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 28.

- (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.
- (iii) The Chairperson may declare, and Delegates present may agree, to conduct time-sensitive procedural business only (for example, details concerning a forthcoming Zone event), with no motions being moved or votes taken.
- (4) If a quorum is not present within 30 minutes after the time to which a general meeting has been adjourned under sub rule (3)(b) (i) and (ii), 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.

33 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 sub rule (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 Committee 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 25.

34 Voting at general meeting

- (1) On any question arising at a general meeting—
 - (a) Subject to sub rule (3), each zone (club) delegate who is entitled to vote has one vote (to a maximum of 2 per club); and
 - (b) Members may vote personally or by proxy; and
 - (c) Except in the case of a special resolution, the question must be decided on a majority of votes.
- (2) If votes are divided equally on a question, the Chairperson of the meeting has a second or casting vote.
- (3) If the question is whether or not to confirm the minutes of a previous meeting, only members who were present at that meeting may vote.
- (4) This rule does not apply to a vote at a disciplinary appeal meeting conducted under rule 16.

35 Special resolutions

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

Note

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

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

36 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.

37 Minutes of general meeting

- (1) The Committee must ensure that minutes are taken and kept of each general meeting.
- (2) The minutes must record the business considered at the meeting, any resolution on which a vote is taken and the result of the vote.
- (3) In addition, the minutes of each annual general meeting must include—
 - (a) The names of the members attending the meeting; and
 - (b) Proxy forms given to the Chairperson of the meeting under rule 30(6); and
 - (c) The financial statements submitted to the members in accordance with rule 26(4)(b)(ii); and
 - (d) The certificate signed by two committee members certifying that the financial statements give a true and fair view of the financial position and performance of the Association; and
 - (e) Any audited accounts and auditor's report or report of a review accompanying the financial statements that are required under the Act.

PART 5 —COMMITTEE

Division 1—Powers of Committee

38 Role and powers

- (1) The business of the Zone must be managed by or under the direction of the Committee.
- (2) The Committee may exercise all the powers of the Association except those powers that these Rules or the Act require to be exercised by general meetings of the members of the Zone Committee.
- (3) The Committee may—
 - (a) Establish subcommittees consisting of members with terms of reference it considers appropriate.

39 Delegation

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

Division 2—Composition of Committee and duties of members

40 Composition of Committee

The Committee consists of—

- (a) A President; and
- (b) A Vice-President; and
- (c) A Secretary; and
- (d) A Treasurer; and
- (e) Zone Representative; and
- (f) Delegates as appointed by each club that is part of the North East Zone of PCV.

41 General Duties

- (1) as soon as practicable after being elected or appointed to the Committee, each committee member must become familiar with these Rules and the Act.
- (2) (a) The Committee is collectively responsible for ensuring that the Zone complies with the Act and that individual members of the Committee comply with these Rules.
 - (b) PCV By-Laws

- (3) Committee members must exercise their powers and discharge their duties with reasonable care and diligence.
- (4) Committee members must exercise their powers and discharge their duties—
 - (a) In good faith in the best interests of the Zone; and
 - (b) For a proper purpose; and
 - (c) According to PCV Code of Conduct.
- (5) Committee members and former committee members must not make improper use of—
 - (a) Their position; or
 - (b) Information acquired by virtue of holding their position—
 So as to gain an advantage for themselves or any other person or to cause detriment to the Zone.

Note

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

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

42 President and Vice-President

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

43 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 i.e. Public Officer.

- (2) The Secretary must—
 - (a) Maintain the register of delegates in accordance with rule 14; and
 - (b) keep custody of the common seal (if any) of the Association and, except for the financial records referred to in rule 67(3), all books, documents and securities of the Association in accordance with rules 69 and 72; and
 - (c) Subject to the Act and these Rules, provide members with access to the register of delegates, 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.

44 Treasurer

- (1) The Treasurer must—
 - (a) Receive all moneys paid to or received by the Association and issue receipts for those moneys in the name of the Association; and
 - (b) Ensure that all moneys received are paid into the account of the Association within 5 working days after receipt; and
 - (c) Make any payments authorised by the Committee or by a general meeting of the Association from the Association's funds; and
 - (d) Ensure cheques are signed by at least 2 committee members.
- (2) The Treasurer must—
 - (a) Ensure that the financial records of the Association are kept in accordance with the Act; and
 - (b) Coordinate the preparation of the financial statements of the Association and their certification by the Committee prior to their submission to the annual general meeting of the Association.
- (3) The Treasurer must ensure that at least one other committee member has access to the accounts and financial records of the Association.

45 Zone Representative

The zone clubs elect their zone representative, who serves on the state council, in accordance with PCV By-Laws

46 – Delegates:

- (1) The clubs elect their delegates, who serve on the zone committee in accordance with these rules and are also required to:
 - (a) Represent their clubs interest at the zone meetings
 - (b) Convey zone information and decisions back to club committees
 - (c) Provide the zone secretary with up to date contact details for all club delegates
 - (d) Make every effort to attend meetings or provide an apology or proxy if attendance not possible
 - (e) be prepared to contribute and commit to zone sub-committees and volunteering at zone events
- (2) Clubs may appoint up to four delegates at their club AGM, but the club only has two voting positions at any zone meeting

- (3) A member who is nominated for a position and fails to be elected to that position may be nominated for any other position for which an election is yet to be held.

Division 3—Election of Office Bearers and tenure of office

47 Who is eligible to be an Office Bearer

A member is eligible to be elected or appointed as an office bearer if the member—

- (a) Is 18 years or over; and
- (b) A current registered member of a club within the Zone.

48 Positions to be declared vacant

- (1) This rule applies to—
 - (a) The first annual general meeting of the Association after its incorporation; or
 - (b) Any subsequent annual general meeting of the Association, after the annual report and financial statements of the Association have been received.
- (2) The Chairperson of the meeting must declare all positions on the Committee vacant and hold elections for those positions in accordance with rules 48 to 53.

49 Nominations

- (1) Prior to the election of each position, the Chairperson of the meeting must call for nominations to fill that position.
- (2) An eligible member of the Zone may—
 - (a) Be nominated by their club; or
 - (b) With the members consent, be nominated by another club.
- (3) A member who is nominated for a position and fails to be elected to that position may be nominated for any other position for which an election is yet to be held.

50 Election of Office Bearers

- (1) At the annual general meeting, separate elections must be held for each of the following positions—
 - (a) President;
 - (b) Vice-President;
 - (c) Secretary;
 - (d) Treasurer.
- (2) If only one member is nominated for the position, the 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 51.
- (4) On his or her election, the new President may take over as Chairperson of the meeting.

51 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 the position.

- (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—
 - (a) Each member present in person; and
 - (b) Each proxy appointed by a member.

Example

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

- (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 sub rule (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 sub rule (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 sub rules (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.

52 Term of office

- (1) Subject to sub rule (5) and rule 53, a committee member holds office until the positions of the Committee are declared vacant at the relevant annual general meeting.
- (2) All executive positions will be for a term of 2 years; with
 - (a) President and Treasurer being declared vacant at the annual general meeting on even numbered years
 - (b) Vice-President and Secretary being declared vacant at the annual general meeting on odd numbered years
- (3) A committee member may be re-elected.

- (4) A general meeting of the Zone may—
 - (a) By special resolution remove a committee member from office; and
 - (b) Elect an eligible member of the Association to fill the vacant position in accordance with this Division.
- (5) A member who is the subject of a proposed special resolution under sub rule (4) (a) may make representations in writing to the Secretary or President of the Association (not exceeding a reasonable length) and may request that the representations be provided to the members of the Association.
- (6) The Secretary or the President may give a copy of the representations to each member of the Association or, if they are not so given, the member may require that they be read out at the meeting at which the special resolution is to be proposed.

53 Vacation of office

- (1) A committee member may resign from the Committee by written notice addressed to the Committee.
- (2) A person ceases to be a committee member if he or she—
 - (a) Ceases to be a member of the Zone; or
 - (b) fails to attend 3 consecutive committee meetings (other than special or urgent committee meetings) without leave of absence under rule 64; or
 - (c) Otherwise ceases to be a committee member by operation of section 78 of the Act.

Note

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

54 Filling casual vacancies

- (1) The Committee may appoint an eligible member of the Zone to fill a position on the Committee that—
 - (a) Has become vacant under rule 53; or
 - (b) Was not filled by election at the last annual general meeting.
- (2) If the position of Secretary becomes vacant, the Committee must appoint a member to the position within 14 days after the vacancy arises.
- (3) Rule 49 applies to any committee member appointed by the Committee under sub rule (1) or (2).
- (4) The Committee may continue to act despite any vacancy in its membership.

Division 4 —Meetings of Committee

55 Meetings of Committee

- (1) The Committee must meet at least 4 times in each year at the dates, times and places determined by the Committee.
- (2) The date, time and place of the first committee meeting must be determined by the members of the Committee as soon as practicable after the annual general meeting of the Association at which the members of the Committee were elected.
- (3) An urgent meeting may be convened by the President, or by any 4 clubs represented by their delegates in accordance with rules 57 and 46.

56 Notice of meetings

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

57 Urgent meetings

- (1) In cases of urgency, a meeting can be held without notice being given in accordance with rule 56 provided that as much notice as practicable is given to each committee member by the quickest means practicable.
- (2) Any resolution made at the meeting must be passed by an absolute majority of the Committee.
- (3) The only business that may be conducted at an urgent meeting is the business for which the meeting is convened.

58 Procedure and order of business

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

59 Use of technology

- (1) A committee member who is not physically present at a committee meeting may participate in the meeting by the use of technology that allows that committee member and the committee members present at the meeting to clearly and simultaneously communicate with each other.

- (2) For the purposes of this Part, a committee member participating in a committee meeting as permitted under sub rule (1) is taken to be present at the meeting and, if the member votes at the meeting, is taken to have voted in person.

60 Quorum

- (1) No business may be conducted at a Committee meeting unless a quorum is present.
- (2) The quorum for a committee meeting is the presence (in person or as allowed under rule 59) is a minimum 5 clubs represented by their delegates under rule 46.
- (3) If a quorum is not present within 30 minutes after the notified commencement time of a committee 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 56.

61 Voting

- (1) On any question arising at a committee meeting, each committee member present at the meeting has one vote.
- (2) A motion is carried if a majority of committee members present at the meeting vote in favour of the motion.
- (3) Sub rule (2) does not apply to any motion or question which is required by these Rules to be passed by an absolute majority of the Committee.
- (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 permitted as per rule 30

62 Conflict of interest

- (1) A committee member who has a material personal interest in a matter being considered at a committee meeting must disclose the nature and extent of that interest to the Committee.
- (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 committee 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.

63 Minutes of meeting

- (1) The Committee must ensure that minutes are taken and kept of each committee 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 62.

64 Leave of absence

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

PART 6 — FINANCIAL MATTERS

65 Source of funds

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

66 Management of funds

- (1) The Zone must open an account with a financial institution from which all expenditure of the Association is made and into which all of the Association's revenue is deposited.
- (2) Subject to any restrictions imposed by a general meeting of the Zone, the Committee may approve expenditure on behalf of the Zone.
- (3) The Committee may authorise the Treasurer to expend funds on behalf of the Zone (including by electronic funds transfer) up to a specified limit without requiring approval from the Committee 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 committee members.
- (5) All funds of the Zone must be deposited into the financial account of the Zone as soon as practicable after receipt.
- (6) With the approval of the Committee, the Treasurer may maintain a cash float provided that all money paid from or paid into the float is accurately recorded at the time of the transaction.

67 Financial records

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

68 Financial statements

- (1) For each financial year, the Committee must ensure that the requirements under the Act relating to the financial statements of the Association are met.
- (2) Without limiting sub rule (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 Committee;
- (d) The submission of the financial statements to the annual general meeting of the Association;
- (e) The lodgement with the Registrar of the financial statements and accompanying reports, certificates, statements and fee.

PART 6 —GENERAL MATTERS

69 Common seal

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

70 Registered address

The registered address of the Association is—

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

71 Notice requirements

- (1) Any notice required to be given to a member or a committee 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 delegates; or
 - (c) By email or facsimile transmission.
- (2) Sub rule (1) does not apply to notice given under rule 57.
- (3) Any notice required to be given to the Association or the Committee may be given—
 - (a) By handing the notice to a member of the Committee; 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 Committee determines that it is appropriate in the circumstances—
 - (i) By email to the email address of the Association or the Secretary; or
 - (ii) By facsimile transmission to the facsimile number of the Association.

72 Custody and inspection of books and records

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

Note

See note following rule 14 for details of access to the register of delegates.

- (2) The Committee may refuse to permit a member to inspect records of the Association that relate to confidential, personal, employment, commercial or legal matters or where to do so may be prejudicial to the interests of the Association.
- (3) The Committee must on request make copies of these rules available to members and applicants for membership free of charge.
- (4) Subject to subrule (2), a member may make a copy of any of the other records of the Association referred to in this rule and the Association may charge a reasonable fee for provision of a copy of such a record.
- (5) For purposes of this rule—

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

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

73 Winding up and cancellation

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

74 Alteration of Rules

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

Note

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

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