

**Rules of Association**

**HAEG Inc.  
Huon Art Exhibitions Group Incorporated**

**ABN 66 938 285 800**

**Incorporated  
-- September 2004 --**

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## **RULES OF THE ASSOCIATION**

### **1. Name of association**

The name of the Association is as follows:

**HAEG**

[Huon Art Exhibitions Group]

### **2. Interpretation**

In these rules-

**"Act"** means the Associations Incorporation Act 1964;

**"Association"** means the association referred to in rule 1;

**"Auditor"** means the person appointed as the auditor of the Association under rule 9;

**"Public officer"** means the person appointed as the public officer as described in Appendix 1 of these rules;

**"Basic objects of the Association"** means the objects and purposes of the Association as stated in an application under section 7 of the Act for the incorporation of that Association;

**Committee** means **the Management Committee** as referred to in rule 21;

**"General meeting"** includes-

- (a) the annual general meeting; and
- (b) any special general meeting;

**"Ordinary business of the annual general meeting"** means the business specified in rule 11 (5):

**"Special general meeting"** means any general meeting other than the annual general meeting.

**"Officer of the Association "** means a person elected at the annual general meeting, or appointed under rule 24 (5)

Ordinary committee member of the Management Committee means a person of the committee other than an officer of the Association;

### **3. Association's office**

The office of the Association is to be at Cygnet Tasmania or any other place the Management Committee determines:

### **4. Objects and purposes of Association**

1) The basic objects of the Association are as follows:

- a) To coordinate regular exhibitions primarily in Cygnet for artists to present and sell their work to the wider community.
- b) To establish, operate and maintain a local art centre which may incorporate the following:
  - i) Local Gallery
  - ii) Retail outlet
  - iii) Studio spaces
  - iv) Education and training
  - v) Artist's resource centre including materials and library

- vi) Employment initiatives.
  - c) Promotion of artists and their work.
  - d) Foster and assist emerging artists.
  - e) Foster growth in the community's appreciation of, and involvement in, the arts
  - f) Create a greater awareness of arts and culture within the wider community and the positive effect that the arts have on health and wellbeing.
  - g) Promote the cultural and artistic value of regional southern Tasmania.
- 2) In addition to the basic objects of the Association, the objects and purposes of the Association include the following:
- a) the purchase, taking on lease or in exchange, and the hiring or otherwise acquiring of any real or personal property necessary or convenient for any of the objects or purposes of the Association;
  - b) the buying, selling and supplying of, and dealing in, goods of all kinds;
  - c) the construction, maintenance and alteration of buildings or works necessary or convenient for any of the objects or purposes of the Association;
  - d) the accepting of any gift for any one or more of the objects or purposes of the Association;
  - e) the taking of any step the Management Committee or the members in general meeting consider expedient for the purpose of procuring contributions to the funds of the Association;
  - f) the sharing of any information in hardcopy or digital form the Management Committee or the members in general meeting consider desirable for the promotion of the objects and purposes of the Association;
  - g) the borrowing and raising of money in any manner and on terms -
    - i) the Management 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 of any moneys of the Association not immediately required for any of its objects or purposes in any manner the Management Committee determines;
  - i) the making of gifts, subscriptions or donations to any of the funds, authorities or institutions to which section 78(1)(a) 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 association formed for any of the basic objects of the Association;
  - k) the purchase or acquisition, and undertaking, of all or any part of the property, assets, liabilities and engagements of any association with which the Association is amalgamated in accordance with the provisions of the Act and the rules of the Association;
  - l) the doing of any lawful thing incidental or conducive to the attainment of the basic objects of the Association or of any of the objects and purposes specified in this rule.

## 5. Membership of Association

- 1) A person who is applying for membership as provided in these rules is eligible to be a member of the Association on payment of the annual subscription fixed under these rules.
- 2) Membership of the Association is conditional on agreement to the membership conditions as set by the Management Committee.
- 3) A person may apply for membership -
  - a) in writing; and accompanied by the written consent of the applicant
  - b) lodged with the Membership Officer
  - c) the application for membership is approved by the Management Committee.
- 4) Upon receipt of the sum payable as the first year's subscription, the Membership Officer is to enter the applicant's name in a register of members.
- 5) A member of the Association may resign from the Association by providing the Management Committee with a written notice of resignation.
- 6) On receipt of a notice from a member under subrule (5), the Membership Officer is to remove the name of the member from the register of members.
- 7) The Membership Officer is to maintain a register of members, the name of each member, the date of joining, the postal or residential address, email address, if any, and the date the person ceased to be a member.
- 8) A person -
  - a) becomes a member of the Association when his or her name is entered in the register of members; and
  - b) ceases to be a member of the Association when his or her name is removed from the register of members.
- 9) Any right, privilege or obligation of a person as a member of the Association -
  - a) is not capable of being transferred or transmitted to another person; and
  - b) terminates on the cessation of the membership.
- 10) If the Association is wound up -
  - a) every member of the Association; and
  - b) every person who, within the period of 12 months immediately preceding the commencement of the winding up, was a member of the Association is liable to contribute:
    - c) to the assets of the Association for payment of the debts or liabilities of the Association; and
    - d) for the costs, charges and expenses of the winding up; and
    - e) for the adjustment of the rights of the contributories among themselves.
- 11) Any liability under subrule (11) is not to exceed \$5.00.
- 12) A former member is not liable to contribute under subrule (11) in respect of any debt or liability of the Association contracted after he or she ceased to be a member.

## **6. Income and property of Association**

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

- 2) No portion of the income and property of the Association is to be paid or transferred to any member of the Association.
- 3) The Association is not to -
  - a) appoint a person who is a member of the Management Committee to any office in the gift of the Association to the holder of which there is payable any remuneration by way of salary, fees or allowances; or
  - b) pay to any such person any remuneration or other benefit in money or money's worth, other than the repayment of out-of-pocket expenses.
- 4) A servant or member of the Association may be paid-
  - a) remuneration in return for services rendered to the Association or for goods supplied to the Association in the ordinary course of business; or
  - b) interest at a rate not exceeding Reserve Bank interest rate on money lent to the Association; or
  - c) a reasonable and proper sum by way of rent for premises let to the Association.

#### **7. Accounts of receipts and expenditure**

- 1) True accounts are to be kept of -
  - a) all money received and expended by the Association and the matter in respect of which the receipt or expenditure takes place; and
  - b) the property, credits and liabilities of the Association.
- 2) The accounts are to be open to inspection by the members of the Association subject to any reasonable restrictions as to time and manner of inspecting the Association may impose.
- 3) The treasurer of the Association is to keep all general records, accounting books and records of receipts and expenditure connected with the operations and business of the Association in the form and manner the Management Committee directs.
- 4) The accounts, books and records are to be kept at the Association's office or at any other place the Management Committee decides.

#### **8. Banking and finance**

- 1) The treasurer of the Association, on behalf of the Association, is to -
  - a) receive all money paid to the Association; and
  - b) immediately after the receipt issue official receipts.
- 2) The Management Committee is to cause to be opened with any bank, building society or credit union the Management Committee selects an account in the name of the Association into which all money received is to be paid as soon as possible after receipt.
- 3) The Management Committee may -
  - a) receive from the Association's financial institution the cheques drawn by the Association on any of its accounts with the financial institution; and
  - b) release and indemnify the financial institution from and against all claims, actions, suits or demands that may be brought against the financial institution arising directly or indirectly out of those cheques.

- 4) Except with the authority of the Management Committee, a cash payment of any sum exceeding \$50 is not to be made from the funds of the Association.
- 5) The Management Committee may provide the Treasurer authority to meet urgent expenditure, subject to any conditions in relation to the use and expenditure the Management Committee may impose.
- 6) Expenditure payments must be authorised by the Management Committee.
- 7) All negotiable instruments are to be signed by the any two (2) of the signatory committee members the Management Committee nominates for that purpose.

## 9. Auditor

- 1) Provided HAEG's income or assets exceed \$250,000 at each annual general meeting of the Association, the members present are to appoint a person as the auditor of the Association.
- 2) **If required, the auditor is to hold office** until the annual general meeting next after that at which he or she is appointed, and is eligible for re-appointment.
- 3) If an appointment is not made at an annual general meeting, the Management Committee is to appoint an auditor for the current financial year of the Association.
- 4) Except as provided in subrule (3), the auditor may only be removed from office by special resolution.
- 5) If a casual vacancy occurs in the office of auditor during the course of a financial year of the Association, the Management Committee may appoint a person as the auditor to hold office until the next succeeding annual general meeting.

## 10. Audit of accounts

- 1) The auditor is to examine the accounts of the Association at least once in each financial year of the Association.
- 2) The auditor is to -
  - a) certify as to the correctness of the accounts of the Association; and
  - b) report to the members present at the annual general meeting.
- 3) In the report and in certifying to the accounts, the auditor is to state if -
  - a) he or she has obtained the required information; and
  - b) in his or her opinion, the accounts are properly drawn up so as to exhibit a true and correct view of the financial position of the Association -
    - i) according to the information at his or her disposal and the explanations given; and
    - ii) as shown by the books of the Association; and
    - iii) the rules relating to the administration of the funds of the Association have been observed.
- 4) The treasurer of the Association is to cause to be delivered to the auditor a list of all the accounts, books and records of the Association.
- 5) The auditor may -
  - a) have access to the accounts, books, records, vouchers and documents of the Association; and
  - b) require from the servants of the Association any information and explanations he or she

considers necessary for the performance of the duties as auditor; and

- c) employ persons to assist in investigating the accounts of the Association; and
- d) in relation to the accounts of the Association, examine any member of the Management Committee or any servant of the Association.

#### **11. Annual General Meeting**

- 1) The Association is to hold an annual general meeting each year.
- 2) The annual general meeting is to be held on any day (being not later than 3 months after the close of the financial year of the Association) the Management Committee determines.
- 3) The annual general meeting is to be in addition to any other general meetings that may be held in the same year.
- 4) The notice convening the annual general meeting is to specify the purpose of the meeting.
- 5) The ordinary business of the annual general meeting is to be as follows:
  - a) to confirm the minutes of the last preceding annual general meeting and of any general meeting held since that meeting;
  - b) to receive from the Management Committee, auditor and servants of the Association reports on the transactions of the Association during the last preceding financial year.
  - c) to elect the Management Committee of the Association;
  - d) if required, to appoint the auditor and determine his or her remuneration;
  - e) to determine the remuneration of servants of the Association.
- 6) The annual general meeting may transact special business of which notice is given in accordance with these rules.

#### **12. Special general meetings**

- 1) The Management Committee may convene a special general meeting of the Association at any time.
- 2) The Management Committee, on the requisition in writing of at least 6 members, may convene a special general meeting of the Association.
- 3) A requisition for a special general meeting-
  - a) is to state the objects of the meeting; and
  - b) is to be signed by the requisitionists; and
  - c) is to be deposited at the office of the Association; and
  - d) may consist of several documents, each signed by one or more of the requisitionists.
- 4) If the Management Committee does not cause a special general meeting to be held within 21 days from the day on which a requisition is deposited at the office of the Association, the requisitionists, or any of them, may convene the meeting within 3 months from the day of the deposit of the requisition.
- 5) A special general meeting convened by requisitionists is to be convened in the same manner as nearly as possible as meetings are convened by the Management Committee.
- 6) All reasonable expenses incurred by requisitionists in convening a special general meeting are to be



refunded by the Association.

### **13. Notices of general meetings**

The public officer of the Association, at least 14 days before the date fixed for holding a general meeting of the Association, is to notify all current members of the Association by post or email -

- a) specifying the place, day and time for the holding of the meeting; and
- b) the nature of the business to be transacted at the meeting.

### **14. Business and quorum at general meetings**

- 1) All business transacted at a general meeting, except the ordinary business of the annual general meeting, is special business.
- 2) Business is not to be transacted at a general meeting unless a quorum of members entitled to vote is present at the time the meeting is considering that business.
- 3) A quorum for the transaction of the business of a general meeting is 6 members present and entitled to vote.
- 4) If a quorum is not present one hour after the appointed time for the commencement of a general meeting, the meeting -
  - a) if convened on the requisition of members, is to be dissolved; or
  - b) in any other case, is to be adjourned to the same day in the next week at the same time at the same place.
- 5) If at an adjourned meeting a quorum is not present one hour after the time appointed for the commencement of the meeting, the meeting is to be dissolved.
- 6) The chairperson, at the time of the adjournment, or by post or email may specify another place to which a meeting is to be adjourned.

### **15. Chairperson to preside at general meetings**

- 1) The Chairperson, or in his or her absence, either the Vice- Chairperson, Secretary or Treasurer is to preside as chairperson at every general meeting of the Association.
- 2) If the office bearers are absent from a general meeting, the members present are to elect one of their number to preside as chairperson.

### **16. Adjournment of general meetings**

- 1) The chairperson of a general meeting at which a quorum is present may, with the consent of the meeting, adjourn the meeting from time to time and place to place, 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.
- 2) If a meeting is adjourned for 14 days or more, the notice of the adjourned meeting is to be given in the same manner as the notice of the original meeting.
- 3) It is not necessary to give any notice of an adjournment or of the business to be transacted at an adjourned meeting.

### **17. Determination of questions arising at general meetings**

- 1) A question arising at a general meeting of the Association is to be determined on a show of hands and the counted votes recorded.

- 2) Unless before or on the declaration of the result of the show of hands a poll is demanded, a declaration by the chairperson that a resolution has, on a show of hands, been carried, or carried unanimously, or carried by a particular majority, or lost, and an entry to that effect in the minute book of the Association is evidence of the fact, without proof of the number or proportion of the votes recorded in favour of, or against, that resolution.

#### **18. Votes**

- 1) On any question arising at a general meeting of the Association, a member has one vote only.
- 2) All votes are to be given personally.
- 3) In the case of an equality of voting on a question, the chairperson has a second or casting vote.

#### **19. Taking of poll**

If at a meeting a poll on any question is demanded-

- a) it is to be taken at that meeting in the manner the chairperson directs; and
- b) the result of the poll is taken to be the resolution of the meeting on that question.

#### **20. When poll to be taken**

- 1) A poll that is demanded on the election of a chairperson, or on a question of adjournment, is to be taken immediately.
- 2) 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 directs.

#### **21. Affairs of Association to be managed by a Management Committee**

- 1) The affairs of the Association are to be managed by a Management Committee constituted as provided in rule 22.
- 2) The Management Committee -
  - a) is to control and manage the business and affairs of the Association; and
  - b) 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 by general meetings of members of the Association; and
  - c) has power to do anything that appears to the Management Committee to be essential for the proper management of the business and affairs of the Association.
- 3) The Management Committee will appoint one of their members to fulfil the role of public officer at the first Management Committee meeting after the annual general meeting each year.

#### **22. Officers of the Association**

- 1) The Management Committee of the Association will include –
  - a) Chairperson
  - b) Vice-Chairperson
  - c) Secretary (administrative duties,)
  - d) Treasurer (financial and banking duties)
  - e) A minimum of one (1) other member and a maximum of six (6) other members duly elected constitutes the remainder of the Management Committee positions.

- 2) If a casual vacancy in any office referred to in (1) (a-d) occurs, the Management Committee may appoint one of its members to the vacant office, to hold the office up to and including the conclusion of the annual general meeting next following the date of the appointment.
- 3) If a casual vacancy occurs in (1)(e), the Management Committee may appoint a member of the Association to fill the vacancy until the conclusion of the annual general meeting next following the date of the appointment.
- 4) The provisions of rule 23 (2), (3) and (4), so far as they are applicable and with the necessary modifications, apply in relation to the election of persons to any of the offices referred to in subrule (1).
- 5) Each member of the Management Committee is to hold office until the annual general meeting next after the date of election, and is eligible for re-election.

### **23. Election of Management Committee**

- 1) Nominations of candidates for election as directors of the Management Committee are to be
  - a) made in writing signed by a member of the Association and accompanied by the written consent of the candidate (which may be endorsed on the nomination); and
  - b) delivered to the public officer of the Association prior to the time fixed for the holding of the annual general meeting.
- 2) If insufficient nominations are received to fill all vacancies on the Management Committee-
  - a) the candidates nominated are taken to be elected; and
  - b) further nominations are to be received at the annual general meeting.
- 3) If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated are taken to be elected.
- 4) If the number of nominations exceeds the number of vacancies to be filled, a ballot is to be held.
- 5) The ballot for the election of the Management Committee members is to be conducted at the annual general meeting in the usual manner as directed by the Management Committee.

### **24. Vacation of office**

For the purpose of these rules, a member of the Management Committee of the Association becomes vacant if the member -

- a) dies; or
- b) becomes bankrupt or applies to take or takes advantage of any law relating to bankrupt or insolvent debtors or compounds with his or her creditors, or makes any assignment of his or her estate for their benefit; or
- c) becomes of unsound mind; or
- d) resigns office in writing addressed to the Management Committee; or
- e) ceases to be resident in the State; or
- f) fails, without leave granted by the Management Committee, to attend 3 consecutive meetings of the Management Committee ; or
- g) ceases to be a member of the Association; or

- h) fails to pay all arrears of subscription due, within 14 days after receiving a notice in writing signed by the public officer stating that he or she has ceased to be a financial member of the Association.

## **25. Meetings of the Management Committee and subcommittees**

- 1) The Management Committee is to meet at least once in each month at any place and time the Management Committee determines.
- 2) Special meetings of the Management Committee may be convened by the Chairperson or any 4 of its members.
- 3) Notice is to be given to members of the Management Committee of any special meeting, specifying the general nature of the business to be transacted, and no other business is to be transacted at such a meeting.
- 4) Any 4 members of the Management Committee constitute a quorum for the transaction of the business of a meeting of the Management Committee.
- 5) Business is not to be transacted unless a quorum is present.
- 6) If half an hour after the time appointed for the meeting a quorum is not present, the meeting is to be adjourned to the same place and at the same hour of the same day in the following week unless the meeting was a special meeting in which case it is to be dissolved.
- 7) At a meeting of the Management Committee, the Chairperson is to preside, or this role can be determined by the directors of the Management Committee.
- 8) Any question arising at a meeting of the Management Committee or of any subcommittee appointed by the Management Committee is to be determined
  - a) on a show of hands and the vote recorded; or
  - b) if demanded by a member, by a poll taken in any manner the person presiding at the meeting determines.
- 9) Each member present at a meeting of the Management Committee or of any subcommittee appointed by the Management Committee (including the person presiding at the meeting) is entitled to one vote.
- 10) If there is an equality of votes on any question, the person presiding has a second or casting vote.
- 11) A written notice of each Management Committee meeting is to be served on each member of the Management Committee by delivering it at a reasonable time before the meeting.

## **26. Disclosure of interest in contracts**

- 1) A member of the Management Committee who is interested in any contract or arrangement made or proposed to be made with the Association is to disclose the interest -
  - a) at the first meeting of the Management Committee at which the contract or arrangement is first taken into consideration, if the interest then exists; or
  - b) in any other case, at the first meeting of the Management Committee after the acquisition of the interest.
- 2) If a member of the Management Committee becomes interested in a contract or arrangement after it is made or entered into, he or she is to disclose the interest at the first meeting of the Management Committee after he or she becomes so interested.

- 3) A member of the Management Committee is not to vote as a member of the Management Committee in respect of any contract or arrangement in which he or she is interested and any such vote is not to be counted.

### **27. Subcommittees**

- 1) The Management Committee may -
  - a) appoint a subcommittee from the Management Committee; and
  - b) prescribe the powers and functions of that subcommittee.
- 2) The Management Committee may co-opt any person as a member of a subcommittee without voting rights, whether or not the person is a member of the Association.
- 3) A quorum at a meeting of the subcommittee is 3 appointed members.
- 4) A member of the Management Committee is to convene meetings of a subcommittee.
- 5) Written notice of each subcommittee meeting is to be served on each member of the subcommittee by delivering it at a reasonable time before the meeting

### **28. Executive Committee**

- 1) The Chairperson ,Vice-Chairperson,Secretary and Treasurer constitute the executive committee.
- 2) The executive committee may issue instructions to the public officer and the servants of the Association in matters of urgency connected with the management of the affairs of the Association during the period between meetings of the Management Committee.
- 3) The executive committee are to report on any instructions issued under subrule (2) to the next meeting of the Management Committee.

### **29. Annual subscription**

- 1) The annual subscription payable by members is to be determined by the Management Committee of directors at the first Management Committee meeting after the AGM.
- 2) The annual subscription of a member is due and payable on or before the first day of the financial year of the Association.

### **30. Financial year**

The financial year of the Association is the period beginning on 1 July in one year and ending on 30 June the next following year.

### **31. Notices**

A notice may be served by or on behalf of the Association on any member -

- a) personally; or
- b) by sending it to the email address provided by the member, or
- c) by sending it through the post in a prepaid envelope addressed to the member at his or her usual or last-known address.

### **32. Expulsion of members**

- 1) The Management Committee may expel a member from the Association if, in the opinion of the Management Committee, the member is guilty of conduct detrimental to the interests of the Association.

- 2) The expulsion of a member under subrule (1) does not take effect until whichever of the following is the later date:
  - a) the expiration of 14 days after the service on the member of a notice under subrule (3);
  - b) if the member exercises his right of appeal under this rule, the conclusion of the special general meeting convened to hear the appeal.
- 3) If the Management Committee expels a member from the Association, the public officer of the Association, without undue delay, is to cause to be served on the member a notice in writing -
  - a) stating that the Management Committee has expelled the member; and
  - b) specifying the grounds for the expulsion; and
  - c) informing the member of a right to appeal against the expulsion under rule 34.

### **33. Appeal against expulsion**

- 1) A member may appeal against an expulsion under rule 32 in writing to the public officer of the Association, within 14 days after the service of a notice under rule 32 (3), a requisition demanding the convening of a special general meeting for the purpose of hearing the appeal.
- 2) On receipt of a requisition -
  - a) the public officer is to immediately notify the Management Committee of its receipt; and
  - b) the Management Committee is to cause a special general meeting of members to be held within 21 days after the date on which the requisition is received.
- 3) At a special general meeting convened for the purpose of this rule-
  - a) no business other than the question of the expulsion is to be transacted; and
  - b) the Management Committee may place before the meeting details of the grounds of the expulsion and the Management Committee 's reasons for the expulsion; and
  - c) the expelled member is to be given an opportunity to be heard; and
  - d) the members present are to vote by secret ballot on the question whether the expulsion should be lifted or confirmed.
- 4) If at the special general meeting a majority of the members present vote in favour of the lifting of the expulsion -
  - a) the expulsion is to be taken to have been lifted; and
  - b) the expelled member is entitled to continue as a member of the Association.
- 5) If at the special general meeting a majority of the members present vote in favour of the confirmation of the expulsion -
  - a) the expulsion takes effect; and
  - b) the expelled member ceases to be a member of the Association.

### **34. Disputes**

- 1) A dispute between a member of the Association in the capacity as a member and the Association is to be determined by arbitration in accordance with the provisions of the Commercial Arbitration Act 1986.
- 2) This rule does not affect the operation of rule 33.

### **35. Seal of Association**

- 1) 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".
- 2) The seal of the Association is not to be affixed to any instrument except by the authority of the Management Committee.
- 3) The affixing of the seal is to be attested by the signatures of-
  - a) 2 members of the Management Committee; or
  - b) one member of the Management Committee and the public officer of the Association or any other person the Management Committee may appoint for that purpose.
- 4) Attestation under subrule (3) is sufficient for all purposes that the seal was affixed by authority of the Management Committee.
- 5) The seal is to remain in the custody of the public officer.

## **APPENDIX 1**

### **1. Public Officer**

The Association is to appoint a public officer under Section 14 of the Act.

The Public Officer is the servant of the Association.

He or she is appointed by the Management Committee and may be dismissed and replaced by the Management Committee.

The Public Officer will be appointed at the first meeting of the Management Committee following the Annual General Meeting.

An Association's rule which purports to provide a different method of appointment or dismissal of the Public Officer is invalid and is over ridden by the provisions of the Act which are set out fully in Section 14.

If the public officer changes his or her address, notice of the change must also be lodged within (14) days. [The same Form 4 is used for all these notifications.]

The public officer is not an elected position of the Management Committee. It is a common practise for one of the executive members to fulfil this role. A member of the Association or a member of the public can also be appointed to the position.

A person is not eligible to be appointed as a public officer unless the person has attained 18 years of age and is resident in this state.

### **2. Roles of the Public Officer**

The public officer has a number of statutory roles to fulfil.

The principal role is that of being the official of the association on whom notice is required to be served in the legal sense. For example, a summons to appear in a Court has to be served on the public officer.

[Section 28 of the Act]

The other principal roles of the public officer are to:

- a) notify his or her appointment;
- b) notify his or her change of address;
- c) notify amendments to the rules of the Association and the passing of special resolutions.
- d) submitting annual returns and other legal requirements as set out in the Act.

The rules of the Association may also give the public officer further duties to fulfil.