



# Constitution

Registration No: A0821923G

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## **Name of Association**

**1** The name of the Association is:

The West Australian Eight Ball Federation (Inc)

## **Definitions**

**2** In these rules, unless the contrary intention appears-

"annual general meeting" is the meeting convened under paragraph (b) of rule 16 (1);

"Committee meeting" means a meeting referred to in rule 15

"Committee member" means person referred to in paragraph (a), (b), (c), (d) or (e) of rule 10 (1);

"convene" means to call together for a formal meeting;

"department" means the government department with responsibility for administering the *Associations Incorporation Act (1987)*;

"financial year" means a period not exceeding 15 months fixed by the Committee, being a period commencing on the date of incorporation of the Federation and ending on 31<sup>st</sup> December; and thereafter each period commencing 1<sup>st</sup> January and ending on 31<sup>st</sup> December in the following year;

"general meeting" means a meeting to which all members are invited;

"member" means member of the Federation;

"member club" means any club participating in Federation organised events.

"member team" means a group of members representing a member club.

"member association" means any association or other organised body which pays a fee to be affiliated with the Federation.

"ordinary resolution" means resolution other than a special resolution;

"poll" means voting conducted in written form (as opposed to a show of hands);

"special general meeting" means a general meeting other than the annual general meeting;

"special resolution" has the meaning given by section 24 of the Act, that is-

A resolution is a special resolution if it is passed by a majority of not less than three-fourths of the members of the association who are entitled under the rules of the Federation to vote and vote in person or, where proxies or postal votes are allowed by the rules of the Federation by proxy

or postal vote, at a general meeting of which notice specifying the intention to propose the resolution as a special resolution was given in accordance with those rules.

At a meeting at which a resolution proposed as a special resolution is submitted, a declaration by the person presiding that the resolution has been passed as a special resolution shall be evidence of the fact unless, during the meeting at which the resolution is submitted, a poll is demanded in accordance with the rules of the Federation or, if the rules do not make provision as to the manner in which a poll may be demanded, by at least 3 members of the Federation present in person or, where proxies are allowed, by proxy.

If a poll is held, a declaration by the person presiding as to the result of a poll is evidence of the matter so declared.

"the Act" means the *Associations Incorporation Act 1987*;

"the Federation" means the Federation referred to in rule 1;

"the Chairperson" means-

- (a) in relation to the proceedings at a Committee meeting or general meeting, the person presiding at the Committee meeting or general meeting in accordance with rule 11; or
- (b) otherwise than in relation to the proceedings referred to in paragraph (a), the person referred to in paragraph (a) of rule 10 (1) or, if that person is unable to perform his or her functions, the Vice Chairperson;

"the Commissioner" means the Commissioner for Fair Trading exercising powers under the Act;

"the Committee" means the Committee of Management of the Federation referred to in rule 10 (1);

"the Secretary" means the Secretary referred to in paragraph (c) of rule 10 (1);

"the Treasurer" means the Treasurer referred to in paragraph (d) of rule 10 (1);

"the Vice-Chairperson" means the Vice-Chairperson referred to in paragraph (b) of rule 10 (1).

### **Objects of the Federation**

**3** (1) The objects of the Federation are-

- 3.1** To serve as the central organisation of Eight Ball and Other Pool Games (where considered in the best interests of the Membership) in the State of Western Australia. Amalgamate or federate such other Associations having similar range and objects which may be deemed beneficial to the Federation and with any other Body, Organisation or Association having a range of aims and objectives similar to those of the West Australian Eight Ball Federation.
- 3.2** To promote and hold, either alone or jointly with any other Association or persons, Eight Ball and Other Pool Games contests, tournaments, competitions and matches and to offer, give or guarantee any prize money and expenses whether for dinners, balls, social gatherings or other entertainment.

- 3.3 To promote the culture of the games of Eight Ball and Other Pool Games in any way the Federation shall think proper including the maintenance and support of Associations and Clubs for promoting and playing the said games.
- 3.4 To be the accredited representatives of all who play Eight Ball Pool; to promote the welfare of such games and the players; to take such action there on as may be deemed expedient and generally control in the State of Western Australia the games of Eight Ball Pool.
- 3.5 To promote, manage and control matches for State Championships and subject as aforesaid to make, adopt and vary rules, regulations, by-laws and conditions for the conduct and regulations of such matches.
- 3.6 To manage all funds and assets of the Federation and generally to give effect to any other matters incidental or conducive to the furtherance of the objects and aims of the Federation.

#### **Source of Funds**

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

#### **Control of Funds**

- (1) The Association must open an account in the name of the Association with a financial institution from which all expenditure of the Association is made and into which all funds received by the Association are deposited.
- (2) Subject to any restrictions imposed at a general meeting, the committee may approve expenditure on behalf of the Association.
- (3) The committee may authorise the treasurer to expend funds on behalf of the Association 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 of the Association must be signed by —
  - (a) 2 committee members; or
  - (b) one committee member and a person authorised by the committee.
- (5) All funds of the Association must be deposited into the Association's account within 5 working days after their receipt.

#### **Financial statements and financial reports**

- (1) For each financial year, the committee must ensure that the requirements imposed on the Association under Part 5 of the Act relating to the financial statements or financial report of the

Association are met.

- (2) Without limiting sub-rule (1), those requirements include —
- (a) if the Association is a tier 1 association, the preparation of the financial statements; and
  - (b) if the Association is a tier 2 association or tier 3 association, the preparation of the financial report; and
  - (c) if required, the review or auditing of the financial statements or financial report, as applicable; and
  - (d) the presentation to the annual general meeting of the financial statements or financial report, as applicable; and
  - (e) if required, the presentation to the annual general meeting of the copy of the report of the review or auditor's report, as applicable, on the financial statements or financial report.

Publication by committee members of statements about Association business prohibited

A committee member must not publish, or cause to be published, any statement about the business conducted by the Association at a general meeting or committee meeting unless —

- (a) the committee member has been authorised to do so at a committee meeting; and
- (b) the authority given to the committee member has been recorded in the minutes of the committee meeting at which it was given.

- 3.7** The property and income of the Association shall be applied solely towards the promotion of the objects of the Federation and no part of that property or income may be paid or otherwise distributed, directly or indirectly, to members, except in good faith in the promotion of those objects.

### **Powers of the Federation**

**4** The powers conferred on the Federation are the same as those conferred by section 13 of the Act, so that subject to the Act and any additions, exclusions or modifications inserted below, the Federation-

may do all things necessary or convenient for carrying out its objects and purposes, and in particular, may -

- (a) acquire, hold, deal with, and dispose of any real or personal property;
- (b) open and operate bank accounts;
- (c) invest its money -
  - (i) in any security in which trust monies may lawfully be invested; or
  - (ii) in any other manner authorised by the rules of the Federation;
- (d) borrow money upon such terms and conditions as the Federation thinks fit;
- (e) give such security for the discharge of liabilities incurred by the Federation as the Federation thinks fit;
- (f) appoint agents to transact any business of the Federation on its behalf;

- (g) enter into any other contract it considers necessary or desirable;  
and
- (h) may act as trustee and accept and hold real and personal property upon trust, but does not have power to do any act or thing as a trustee that, if done otherwise than as a trustee, would contravene this Act or the rules of the Federation.

### **Qualifications for membership of the Federation**

5 (1) Membership of the Association is open to-

Individuals, Teams, Clubs and Associations

#### **Member:**

- 5.1.1 Any person who signs a Federation Membership Registration Form becomes a member of the Federation.
- 5.1.2 Any person who signs a Federation Fixture Results Sheet becomes a member of the Federation.
- 5.1.3 Any person who signs a Federation Tournament Sheet becomes a member of the Federation.
- 5.1.4 All duly elected Federation Board/Executive/Sub Committee persons automatically become members of the Federation for the term of their office.
- 5.1.5 All registered members of an association or other organised body that is affiliated with the Federation become members of the Federation upon affiliation.
- 5.1.6 All players either City or Country paying the Federation's set membership fee.
- 5.1.7 A defined annual, half yearly, quarterly or monthly subscription fee shall be payable in advance.

(2) Acceptance:

Membership of the West Australian Eight Ball Federation by a person, team, club or association is conditional on the committee's acceptance. Acceptance will be denied if the committee believes that it will be against the best interests of the Federation.

All applications shall be posted on the noticeboard of the club for a period of not less than seven days before election, provided also that an interval of not less than two weeks shall elapse between nomination and election.

(3) An applicant whose application for membership of the Federation is rejected under sub-rule (2) must, if he or she wishes to appeal against that decision, give notice to the Secretary of his or her intention to do so within a period of 14 days from the date he or she is advised of the rejection.

(4) When notice is given under sub-rule (3), the Federation in a general meeting no later than the next annual general meeting, must either confirm or set aside the decision of the Committee to reject the application, after having afforded the applicant who gave that notice a reasonable opportunity to be heard by, or to make representations in writing to, the Federation in the general meeting.

### **Register of members of the Federation**

**6** (1) The Secretary, on behalf of the Federation, must comply with section 27 of the Act by keeping and maintaining-

in an up to date condition a register of the members of the Federation in respect of each class of membership and their postal or residential addresses and, upon the request of a member of the Federation, shall make the register available for the inspection of the member and the member may make a copy of or take an extract from the register but shall have no right to remove the register for that purpose.

(2) The register must be so kept and maintained at the Headquarters of the Federation club premises.

(3) The Secretary must cause the name of a person who dies or who ceases to be a member under rule 8 to be deleted from the register of members referred to in sub-rule (1).

### **Subscriptions of Members of the Federation**

#### **7 Membership fees**

(1) The committee must determine the entrance fee (if any) and the annual membership fee (if any) to be paid for membership of the Association.

(2) The fees determined under subrule (1) may be different for different classes of membership.

(3) A member must pay the annual membership fee to the treasurer, or another person authorised by the committee to accept payments, by the date (the due date) determined by the committee.

(4) If a member has not paid the annual membership fee within the period of 3 months after the due date, the member ceases to be a member on the expiry of that period.

(5) If a person who has ceased to be a member under subrule (4) offers to pay the annual membership fee after the period referred to in that subrule has expired —

(a) the committee may, at its discretion, accept that payment; and

(b) if the payment is accepted, the person's membership is reinstated from the date the payment is accepted.

### **Member's Guests & Temporary Members Access to Licensed Headquarters (Club Premises)**

(1) Guests – The maximum number of guests per member per day for the purposes of section 48 (4) (b) of the Liquor Control Act 1988 is five (5) Guests are required to sign the guest register on arrival and be signed in by the member.

(2) Temporary Members are those who are:

- a) A person who is on any day visiting the club as a member or an official of another club:  
that is to engage in a pre-arranged event with the host club conducted for the purpose of one of the host clubs principal objects or  
that is to hold a pre-arranged function at the host club involving the use of the host club's sporting facilities.  
May be taken to be a person who is accorded temporary membership on that Day.

### **Termination of membership of the Federation**

**8** Membership of the Federation may be terminated upon-

- (a) receipt by the Secretary or another Committee member of a notice in writing from a member of his or her resignation from the Federation. Such person remains liable to pay to the Federation the amount of any subscription due and payable by that person to the Federation but unpaid at the date of termination; or
- (b) non-payment by a member of his or her subscription within three months of the date fixed by the Committee for subscriptions to be paid, unless the Committee decides otherwise in accordance with rule 7 (3);  
or
- (c) expulsion of a member in accordance with rule 9.

The rights of a member are not transferable and end when membership ceases or is terminated.

### **Suspension or expulsion of members of the Federation**

**9** (1) If the Committee considers that a member should be suspended or expelled from membership of the Federation because his or her conduct is detrimental to the interests of the Federation, the Committee must communicate, either orally or in writing, to the member-

- (a) notice of the proposed suspension or expulsion and of the time, date and place of the Committee meeting at which the question of that suspension or expulsion will be decided; and
- (b) particulars of that conduct,

not less than 30 days before the date of the Committee meeting referred to in paragraph (a).

(2) At the Committee meeting referred to in a notice communicated under sub-rule (1), the Committee may, having afforded the member concerned a reasonable opportunity to be heard by, or to make representations in writing to, the Committee, suspend or expel or decline to suspend or expel that member from membership of the Federation and must, forthwith after deciding whether or not to suspend or expel that member, communicate that decision in writing to that member.

(3) Subject to sub-rule (5), a member has his or her membership suspended or ceases to be a member 14 days after the day on which the decision to suspend or expel a member is communicated to him or her under sub-rule (2).

(4) A member who is suspended or expelled under sub-rule (2) must, if he or she wishes to appeal against that suspension or expulsion, give notice to the Secretary of his or her intention to do so within the period of 14 days referred to in sub-rule (3).

(5) When notice is given under sub-rule (4)-

- (a) the Federation in a general meeting, must either confirm or set aside the decision of the Committee to suspend or expel the member, after having afforded the member who gave that notice a reasonable opportunity to be heard by, or to make representations in writing to, the Federation in the general meeting; and
- (b) the member who gave that notice is not suspended or does not cease to be a member unless and until the decision of the Committee to suspend or expel him or her is confirmed under this sub-rule.

### **Consequences of suspension**

(1) During the period a member's membership is suspended, the member —

- (a) loses any rights (including voting rights) arising as a result of membership; and
- (b) is not entitled to a refund, rebate, relief or credit for membership fees paid, or payable, to the Association.

(2) When a member's membership is suspended, the secretary must record in the register of members —

- (a) that the member's membership is suspended; and
- (b) the date on which the suspension takes effect; and
- (c) the period of the suspension.

(3) When the period of the suspension ends, the secretary must record in the register of members that the member's membership is no longer suspended.

### **Board of Management**

At the annual general meeting, a separate election must be held for each position of office holder of the Federation.

**10** (1) Subject to sub-rule (9), the affairs of the Federation will be managed exclusively by a Board of Management consisting of-

- (a) Chairperson;
- (b) Vice-Chairperson;
- (c) Secretary;
- (d) Treasurer;
- (e) Media Director
- (f) Development Director
- (g) Government/Legal Director
- (h) Facility Manager

all of whom must be members of the Federation.

(2) Board members must be elected to the Board at an annual general meeting or appointed under sub-rule (8) for a staggered period of two years.

(3) Subject to sub-rules (2) and (8), a Board member's term will be from his or her election at an annual general meeting until the election of Board members at the

second annual general meeting after his or her election, but he or she is eligible for re-election to membership of the Board.

(4) Except for nominees under sub-rule (7), a person is not eligible for election to membership of the Board unless a member has nominated him or her for election by delivering notice in writing of that nomination, signed by-

(a) the nominator; and

(b) the nominee to signify his or her willingness to stand for election,

to the Secretary not less than 7 days before the day on which the annual general meeting concerned is to be held.

(5) A person who is eligible for election or re-election under this rule may -

(a) propose or second themselves for election or re-election; and

(b) vote for themselves.

(6) If the number of persons nominated in accordance with sub-rule (4) for election to membership of the Board does not exceed the number of vacancies in that membership to be filled-

(a) the Secretary must report accordingly to; and

(b) the Chairperson must declare those persons to be duly elected as members of the Board at, the annual general meeting concerned.

(7) If vacancies remain on the Board after the declaration under sub-rule (6), additional nominations for Board members may be accepted from the floor of the annual general meeting. If such nominations from the floor do not exceed the number of vacancies, the Chairperson must declare those persons to be duly elected as members of the Board. Where the number of nominations from the floor exceeds the remaining number of vacancies on the Board, elections for those positions must be conducted.

(8) If a vacancy remains on the Board after the application of sub-rule (7), or when a casual vacancy within the meaning of rule 14 occurs in the membership of the Board-

(a) the Board may appoint a member to fill that vacancy; and

(b) a member appointed under this sub-rule will -

(i) hold office until the election referred to in sub-rule (2); and

(ii) be eligible for election to membership of the Board,

at the next following annual general meeting.

(9) The Board may delegate, in writing, to one to more sub-committees (consisting of such member or members of the Federation as the Board thinks fit) the exercise of such functions of the Board as are specified in the delegation other than-

(a) the power of delegation; and

(b) a function which is a duty imposed on the Board by the Act or any other law.

(10) Any delegation under sub-rule (9) may be subject to such conditions and limitations as to the exercise of that function or as to time and circumstances as are specified in the written delegation and the Board may continue to exercise any function delegated.

(11) The Board may, in writing, revoke wholly or in part any delegation under sub-rule (9).

### **Payments to committee members**

(1) In this rule —  
committee member includes a member of a subcommittee;  
committee meeting includes a meeting of a subcommittee.

(2) A committee member is entitled to be paid out of the funds of the Association for any out-of-pocket expenses for travel and accommodation properly incurred —

- (a) in attending a committee meeting or
- (b) in attending a general meeting; or
- (c) otherwise in connection with the Association's business.

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

**11** (1) Subject to this rule, the Chairperson must preside at all general meetings and Board meetings.

(2) In the event of the absence from a **General Meeting** of-

- (a) the Chairperson, the Vice-Chairperson; or
- (b) both the Chairperson and the Vice-Chairperson, a member elected by the other members present at the general meeting,

must preside at the General Meeting.

(3) In the event of the absence from a **Board Meeting** of-

- (a) the Chairperson, the Vice-Chairperson; or
- (b) both the Chairperson and the Vice-Chairperson, a Board member elected by the other Board members present at the Board meeting, must preside at the Board Meeting.

### **Secretary**

**12** The Secretary must-

- (a) co-ordinate the correspondence of the Federation;
- (b) keep full and correct minutes of the proceedings of the Board and of the Federation;
- (c) comply on behalf of the Federation with-
  - (i) section 27 of the Act with respect to the register of members of the Federation, as referred to in rule 6;
  - (ii) section 28 of the Act by keeping and maintaining in an up to date condition the rules of the Federation and, upon the request of a member of the Federation, must make available those rules for the inspection of the member and the member may make a copy of or take an extract from the rules but will have no right to remove the rules for that purpose; and
  - (iii) section 29 of the Act by maintaining a record of -
    - (A) the names and residential or postal addresses of the persons who hold the offices of the Federation provided for by these rules, including all offices held by the persons who constitute the

Committee and persons who are authorised to use the common seal of the Federation under rule 22; and

- (B) the names and residential or postal addresses of any persons who are appointed or act as trustees on behalf of the Federation, and the Secretary must, upon the request of a member of the Federation, make available the record for the inspection of the member and the member may make a copy of or take an extract from the record but will have no right to remove the record for that purpose;
- (d) unless the members resolve otherwise at a general meeting, have custody of all books, documents, records and registers of the Federation, including those referred to in paragraph (c) but other than those required by rule 13 to be kept and maintained by, or in the custody of, the Treasurer; and
- (e) perform such other duties as are imposed by these rules on the Secretary.

### **Treasurer**

#### **13 The Treasurer must-**

- (a) be responsible for the receipt of all moneys paid to or received by, or by him or her on behalf of, the Federation and must issue receipts for those moneys in the name of the Federation;
- (b) pay all moneys referred to in paragraph (a) into such account or accounts of the Federation as the Board may from time to time direct;
- (c) make payments from the funds of the Federation with the authority of a general meeting or of the Board and in so doing ensure that all cheques are signed by himself or herself and at least one other authorised Board member, or by any two others as are authorised by the Board;
- (d) comply on behalf of the Federation with sections 25 and 26 of the Act with respect to the accounting records of the Association by-
- (i) keeping such accounting records as correctly record and explain the financial transactions and financial position of the Federation;
  - (ii) keeping its accounting records in such manner as will enable true and fair accounts of the Federation to be prepared from time to time;
  - (iii) keeping its accounting records in such manner as will enable true and fair accounts of the Federation to be conveniently and properly audited; and
  - (iv) submitting to members at each annual general meeting of the Federation accounts of the Federation showing the financial position of the Association at the end of the immediately preceding financial year.
  - (v) have the accounts of the Federation audited by an auditor chosen by the Board.
  - (vi) The Federation financial year commences on 1<sup>st</sup> January and concludes on 31<sup>st</sup> December in each year.
- (e) whenever directed to do so by the Chairperson, submit to the Committee a report, balance sheet or financial statement in accordance with that direction;
- (f) unless the members resolve otherwise at a general meeting, have custody of all securities, books and documents of a financial nature and accounting records of the Federation, including those referred to in paragraphs (d) and (e); and

(g) perform such other duties as are imposed by these rules on the Treasurer.

#### **Media Director**

**14** The Media Director is responsible to conduct all media related duties of the Federation including Event promotion, website management, Social Media input via Facebook and any other media releases.

#### **Development Director**

**15** The Development Director is responsible to effect Development Planning for a rolling three year period based on all the areas of Federation operations. These plans are subject to Board Approval and are submitted to Government Sports Department as part of the Federation planning going forward. Update and report on Development progress in all of the Development areas.

#### **Government & Legal Director**

**16** The Government & Legal Director is responsible for liaison with Government Departments associated with the Federation and for the areas of Federation operation that require legal definition and action. Reportable to the Board for ratification of all proposed actions and resultant outcomes.

#### **Facility Manager**

**17** The Facility Manager's role is to manage the day to day running of the Federation's Headquarters and all other Facilities controlled by the Federation as decided by the Board of Management.

#### **Casual vacancies in Membership of Board**

**18** A casual vacancy occurs in the office of a Board member and that office becomes vacant if the Board member-

- (a) Passes Away;
- (b) Resigns by notice in writing delivered to the Chairperson or, if the Board member is the Chairperson, to the Vice-Chairperson and that resignation is accepted by resolution of the Board;
- (c) Is convicted of an offence under the Act;
- (d) Is permanently incapacitated by mental or physical ill-health;
- (e) Is absent from more than-
  - (i) 3 consecutive Board meetings; or
  - (ii) 3 Board meetings in the same financial year without tendering an apology to the person presiding at each of those Board meetings; of which meetings the member received notice, and the Board has resolved to declare the office vacant;
- (f) Ceases to be a member of the Association; or
- (g) Is the subject of a resolution passed by a general meeting of members terminating his or her appointment as a Board member.

#### **Proceedings of Board**

**19** (1) The Board must meet together for the dispatch of business not less than twelve meetings in each year and the Chairperson, or at least half the members of the Board, may at any time convene a meeting of the Board.

- (2) Each Board member has a deliberative vote.
- (3) A question arising at a Board meeting must be decided by a majority of votes, but, if there is no majority, the person presiding at the Board meeting will have a casting vote in addition to his or her deliberative vote.
- (4) At a Board meeting 51% of all Board members constitute a quorum.
- (5) Subject to these rules, the procedure and order of business to be followed at a Board meeting must be determined by the Board members present at the Board meeting.
- (6) As required under sections 21 and 22 of the Act, a Board member having any direct or indirect pecuniary interest in a contract, or proposed contract, made by, or in the contemplation of, the Board (except if that pecuniary interest exists only by virtue of the fact that the member of the Board is a member of a class of persons for whose benefit the Federation is established), must-
  - (a) as soon as he or she becomes aware of that interest, disclose the nature and extent of his or her interest to the Board; and
  - (b) not take part in any deliberations or decision of the Board with respect to that contract.
- (7) Sub-rule (6) (a) does not apply with respect to a pecuniary interest that exists only by virtue of the fact that the member of the Board is an employee of the Federation.
- (8) The Secretary must cause every disclosure made under sub-rule (6) (a) by a member of the Board to be recorded in the minutes of the meeting of the Board at which it is made.

### **General meetings**

#### Use of technology to be present at general meetings

- (1) The presence of a member at a general meeting need not be by attendance in person but may be by that member and each other member at the meeting being simultaneously in contact by telephone or other means of instantaneous communication.
- (2) A member who participates in a general meeting as allowed under sub-rule (1) is taken to be present at the meeting and, if the member votes at the meeting, the member is taken to have voted in person.

#### **20 (1) The Board-**

- (a) May at any time convene a Special General Meeting;
- (b) Must convene Annual General Meetings within the time limits provided or the holding of such meetings by section 23 of the Act, that is, in every calendar year within 4 months after the end of the Federation's financial year or such longer period as may in a particular case be allowed by the Commissioner.
- (c) must, within 30 days of-

- (i) Receiving a request in writing to do so from not less than 25% of members, convene a special general meeting for the purpose specified in that request; or
    - (ii) The Secretary receiving a notice under rule 9 (4), convene a general meeting to deal with the appeal to which that notice relates.
  - (d) Must, after receiving a notice under rule 5 (4), convene a General Meeting, no later than the next annual general meeting, at which the appeal referred to in the notice will be dealt with. Failing that, the applicant is entitled to address the Federation at that next annual general meeting in relation to the Board's rejection of his or her application and the Federation at that meeting must confirm or set aside the decision of the Board.
- (2) The members making a request referred to in sub-rule (1) (c) (i) must-
  - (a) state in that request the purpose for which the Special General Meeting concerned is required; and
  - (b) sign that request.
- (3) If a special General Meeting is not convened within the relevant period of 30 days referred to-
  - (a) In sub-rule (1) (c) (i), the members who made the request concerned may themselves convene a Special General Meeting as if they were the Board; or
  - (b) In sub-rule (1) (c) (ii), the member who gave the notice concerned may him or herself convene a Special General Meeting as if he or she were the Board.
- (4) When a Special General Meeting is convened under sub-rule (3) (a) or (b) the Federation must pay the reasonable expenses of convening and holding the Special General Meeting.
- (5) Subject to sub-rule (7), the Secretary must give to all members not less than 14 days notice of a Special General Meeting and that notice must specify-
  - (a) when and where the General Meeting concerned is to be held; and
  - (b) particulars of the business to be transacted at the general meeting concerned and of the order in which that business is to be transacted.
- (6) Subject to sub-rule (7), the Secretary must give to all members not less than 21 days notice of an annual general meeting and that notice must specify-
  - (a) when and where the Annual General Meeting is to be held;
  - (b) the particulars and order in which business is to be transacted, as follows-
    - (i) first, the consideration of the accounts and reports of the Board;
    - (ii) second, the election of Board members to replace outgoing Board members; and
    - (iii) third, any other business requiring consideration by the Federation at the General Meeting.
- (7) A special resolution may be moved either at a Special General Meeting or at an Annual General Meeting, however the Secretary must give to all members not less than 21 days notice of the meeting at which a special resolution is to be proposed. In addition to those matters specified in sub-rule (5) or (6), as relevant, the notice must

also include the resolution to be proposed and the intention to propose the resolution as a special resolution.

- (8) The Secretary must give a notice under sub-rule (5), (6) or (7) by-
- (a) serving it on a member personally; or
  - (b) sending it by post to a member at the address of the member appearing in the register of members kept and maintained under rule 6.

(9) When a notice is sent by post under sub-rule (8) (b), sending of the notice will be deemed to be properly effected if the notice is sufficiently addressed and posted to the member concerned by ordinary prepaid mail.

### **Quorum and proceedings at General Meetings**

**21** (1) At a General Meeting 51% of member clubs present in person constitute a quorum.

(2) If within 30 minutes after the time specified for the holding of a General Meeting in a notice given under rule 16 (5) or (6)-

- (a) as a result of a request or notice referred to in rule 16 (1) (c) or as a result of action taken under rule 16 (3) a quorum is not present, the General Meeting lapses; or
- (b) otherwise than as a result of a request, notice or action referred to in paragraph (a), the general meeting stands adjourned to the same time on the same day in the following week and to the same venue.

(3) If within 30 minutes of the time appointed by sub-rule (2) (b) for the resumption of an adjourned General Meeting a quorum is not present, the members who are present in person or by proxy may nevertheless proceed with the business of that General Meeting as if a quorum were present.

(4) The Chairperson may, with the consent of a General Meeting at which a quorum is present, and must, if so directed by such a General Meeting, adjourn that General Meeting from time to time and from place to place.

(5) There must not be transacted at an adjourned General Meeting any business other than business left unfinished or on the agenda at the time when the General Meeting was adjourned.

(6) When a General Meeting is adjourned for a period of 30 days or more, the Secretary must give notice under rule 16 of the adjourned General Meeting as if that General Meeting were a fresh general meeting.

(7) At a General Meeting-

- (a) an ordinary resolution put to the vote will be decided by a majority of votes cast on a show of hands, subject to sub-rule (9); and
- (b) a special resolution put to the vote will be decided in accordance with section 24 of the Act as defined in rule 2, and, if a poll is demanded, in accordance with sub-rules (9) and (11).

(8) A declaration by the Chairperson of a General Meeting that a resolution has been passed as an ordinary resolution at the meeting will be evidence of that fact unless, during the General Meeting at which the resolution is submitted, a poll is demanded in accordance with sub-rule (9).

(9) At a General Meeting, a poll may be demanded by the Chairperson or by three or more members present in person or by proxy and, if so demanded, must be taken in such manner as the Chairperson directs.

(10) If a poll is demanded and taken under sub-rule (9) in respect of an ordinary resolution, a declaration by the Chairperson of the result of the poll is evidence of the matter so declared.

(11) A poll demanded under sub-rule (9) must be taken immediately on that demand being made.

### **Minutes of meetings of Federation**

**22** (1) The Secretary must cause proper minutes of all proceedings of all General Meetings and Board meetings to be taken and then to be entered within 30 days after the holding of each General Meeting or Board meeting, as the case requires, in a minute book kept for that purpose.

(2) The Chairperson must ensure that the minutes taken of a general meeting or Board meeting under sub-rule (1) are checked and signed as correct by the Chairperson of the General Meeting or Board meeting to which those minutes relate or by the Chairperson of the next succeeding General Meeting or Board meeting, as the case requires.

(3) When minutes have been entered and signed as correct under this rule, they are, until the contrary is proved, evidence that-

- (a) the general meeting or Board meeting to which they relate (in this sub-rule called "the meeting") was duly convened and held;
- (b) all proceedings recorded as having taken place at the meeting did in fact take place at the meeting; and
- (c) all appointments or elections purporting to have been made at the meeting have been validly made.

### **Voting rights of members of Federation**

**23** (1) Subject to these rules, each member club and Association is entitled to two deliberative votes and Life members present in person are entitled to one vote at a General Meeting

(2) A member which is a body corporate may appoint in writing a natural person, whether or not he or she is a member, to represent it at a particular General Meeting or at all General Meetings.

(3) An appointment made under sub-rule (2) must be made by a resolution of the Board or other governing body of the body corporate concerned-

- (a) which resolution is authenticated under the common seal of that body corporate; and
- (b) a copy of which resolution is lodged with the Secretary.

(4) A person appointed under sub-rule (2) to represent a member which is a body corporate is deemed for all purposes to be a member until that appointment is revoked by the body corporate or, in the case of an appointment in respect of a particular General Meeting, which appointment is not so revoked, the conclusion of that General Meeting.

### **Proxies of members of Federation**

**24** A member (in this rule called "the appointing member") may appoint in writing another member who is a natural person to be the proxy of the appointing member and to attend, and vote on behalf of the appointing member at, any General Meeting.

### **Rules of the Federation**

**25** (1) The Federation may alter or rescind these rules, or make rules additional to these rules, in accordance with the procedure set out in sections 17, 18 and 19 of the Act, which is as follows-

- (a) Subject to sub-rule (1) (d) and (1) (e), the Federation may alter its rules by special resolution but not otherwise;
- (b) Within one month of the passing of a special resolution altering its rules, or such further time as the Commissioner may in a particular case allow (on written application by the Federation), the Federation must lodge with the Commissioner notice of the special resolution setting out particulars of the alteration together with a certificate given by a member of the Committee certifying that the resolution was duly passed as a special resolution and that the rules of the Federation as so altered conform to the requirements of this Act;
- (c) An alteration of the rules of the Federation does not take effect until sub-rule (1) (b) is complied with;
- (d) An alteration of the rules of the Federation having effect to change the name of the association does not take effect until sub-rules (1) (a) to (1) (c) are complied with and the approval of the Commissioner is given to the change of name;
- (e) An alteration of the rules of the Federation having effect to alter the objects or purposes of the association does not take effect until sub-rules (1) (a) to (1) (c) are complied with and the approval of the Commissioner is given to the alteration of the objects or purposes.
- (f) As soon as is practicable after the making of any proposal for a change to the Constitution or Procedural Policies of the Federation, the Secretary shall provide to the Director of Liquor Licensing, certified particulars of the change proposed. No effect will be given to the change without the prior approval of the Director.
- (i) These rules bind every member and the Federation to the same extent as if every member and the Association had signed and sealed these rules and agreed to be bound by all their provisions.

### **Common seal of the Federation**

**26** (1) The Federation must have a common seal on which its corporate name appears in legible characters.

(2) The common seal of the Federation must not be used without the express authority of the Board and every use of that common seal must be recorded in the minute book referred to in rule 18.

(3) The affixing of the common seal of the Federation must be witnessed by any two of the Chairperson, the Secretary and the Treasurer.

(4) The common seal of the Federation must be kept in the custody of the Secretary or of such other person as the Committee from time to time decides.

### **Inspection of records, etc. of the Federation**

**27** A member may at any reasonable time inspect without charge the books, documents, records and securities of the Federation.

### **Disputes and Mediation**

**28** (1) The grievance procedure set out in this rule applies to disputes under these rules between-

- (a) a member and another member; or
- (b) a member and the Federation; or
- (c) if the Federation provides services to non-members, those non-members who receive services from the Federation, and the Federation.

(2) The parties to the dispute must meet and discuss the matter in dispute, and, if possible, resolve the dispute within 14 days after the dispute comes to the attention of all of the parties.

(3) If the parties are unable to resolve the dispute at the meeting, or if a party fails to attend that meeting, then the parties must, within 10 days, hold a meeting in the presence of a mediator.

(4) The mediator must be-

- (a) a person chosen by agreement between the parties; or
- (b) in the absence of agreement-
  - (i) in the case of a dispute between a member and another member, a person appointed by the Board of the Federation;
  - (ii) in the case of a dispute between a member or relevant non-member (as defined by sub-rule (1) (c)) and the Federation, a person who is a mediator appointed to, or employed with, a not for profit organisation.

(5) A member of the Federation can be a mediator.

(6) The mediator cannot be a member who is a party to the dispute.

(7) The parties to the dispute must, in good faith, attempt to settle the dispute by mediation.

(8) The mediator, in conducting the mediation, must-

- (a) give the parties to the mediation process every opportunity to be heard;
- (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 to the dispute throughout the mediation process.

(9) The mediator must not determine the dispute.

(10) The mediation must be confidential and without prejudice.

(11) If the mediation process does not result in the dispute being resolved, the parties may seek to resolve the dispute in accordance with the Act or otherwise at law.

**Distribution of surplus property on winding up of the Federation**

**29** If upon the winding up or dissolution of the Federation there remains after satisfaction of all its debts and liabilities any property whatsoever, the same must not be paid to or distributed among the members, or former members. The surplus property must be given or transferred to another association incorporated under the Act which has similar objects and which is not carried out for the purposes of profit or gain to its individual members, and which Federation shall be determined by resolution of the members.

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