

# **HUON HOOFBEATS INC**

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## CONSTITUTION OF HUON HOOFBEATS INC.

### 1. Name of Association

1.1 The name of the association is Huon Hoofbeats Inc.

### 2. Interpretation

2.1 In these rules -

"Act" means the Associations Incorporation Act 1964;

"the Association" means the association referred to in rule 1.1;

"the basic objects and purposes of the Association" means the objects and purposes of the Association specified in sub-rule 4.1 of these rules;

"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 11.4;

"ordinary committee member" means a member of the committee to whom rule 23.1(b) relates.

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

### 3. Association's Office

3.1 The office of the Association shall be at the elected President's home or at such other place as the committee determines..

### 4. Objects and Purposes of the Association

4.1 The basic objects and purposes for the Association are:

- (a) To encourage people to ride horse and to learn to enjoy all kinds of sport connected with horses and riding;
- (b) To provide instruction in riding and horsemanship and to instill in members the proper care of their animals;
- (c) To promote the highest ideals of sportsmanship, citizenship and loyalty, thereby cultivating strength of character and self discipline.

4.2 In addition to the basic objects and purposes 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, whether subject to a special trust or not, for any one or more of the objects or purposes of the Association;
- (e) the taking of any steps which the committee or the members in general meeting consider expedient for the purposes of procuring contributions to the funds of the Association, whether by way of donations, subscriptions or otherwise;
- (f) the printing and publishing of any newspapers, periodicals, books, leaflets or other documents which the 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 the committee thinks fit or approved or directed by resolution passed at a general meeting;
- (h) the investment of any moneys of the Association not immediately required for any of its objects or purposes any manner the 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 and support, of associations, institutions, funds, trusts, schemes and conveniences calculated to benefit servants or past servants of the Association, and their dependants, and the granting of pensions, allowances, or other benefits to servants or past servants of the Association, and their dependants, and the making of payments towards insurance in relation to any of these purposes;
- (k) the establishment and support or aiding in the establishment or support, of any other association formed for any of the basic objects of the Association;
- (l) 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; and
- (m) the doing of any lawful thing incidental or conducive to the attainment of the basic objects and purposes of the Association or of any of the objects and purposes specified in this sub-rule.

## **5. Membership**

- 5.1 A person who is nominated and approved for membership as provided in these rules is eligible to be a member of the Association on payment of the annual subscription prescribed in, or fixed under these rules.
- 5.2 A person who is not a member of the Association at the time of incorporation of the Association is not to be admitted to membership:

- (a) unless. that person is nominated as provided in sub-rule 3 of this rule, and,
  - (b) that person's admission as a member is approved by the committee.
- 5.3 A nomination of a person for membership of the Association is to be made by a member of the Association to a member of the committee of the Association. The nomination may be oral or in writing.
- 5.4 A member of the committee who receives a nomination, is to refer the nomination to the committee as soon as practicable.
- 5.5 On a nomination being approved by the committee, a member of the committee -
- (a) is to notify the nominee, either orally or in writing, that he or she has been approved for membership of the Association; and
  - (b) upon receipt by the Association of the sum payable for the nominee's first year's subscription, the nominee becomes a member of the Association.
- 5.5A If a person who is nominated for membership of the Association pays the annual subscription prescribed in, or fixed under, these rules, any two officers of the Association may approve the person for provisional membership of the Association pending consideration of the nomination by the committee.
- 5.6 A member of the Association may resign from the Association by delivering or sending by post to the public officer a written notice of resignation. A member who resigns from the Association is not entitled to a refund of any part of the annual subscription which he or she has paid unless the committee agrees to a refund.
- 5.7 A person ceases to be a member of the Association –
- (a) if he or she fails to pay the annual subscription payable in respect of his or her membership by the due date for payment; or
  - (c) upon receipt by the public officer of his or her notice of resignation given under sub-rule 5.6.
- 5.8 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 upon the cessation of his or her membership.
- 5.9 Neither past nor present members of the Association are liable to contribute towards the payment of the debts or liabilities of the Association or the costs, charges or expenses of a winding up of the Association.
- 5.10 Members of the Association is comprised of the following;

- (a) Junior Member: being a child under the age of 18 years on the day which the annual subscription is due pursuant to sub-rule 30.2, who is not a family member;
- (b) Adult Member: being a person 18 years and over on the day which the annual subscription is due pursuant to sub-rule 30.2, who is not a family members;
- (c) Family Members: being a spouse and/or custodial parent or legal guardian, or any dependent child – “dependent” who is less than 18 years, or a full-time student aged less than 25 years on the day which the annual subscription is due pursuant to sub-rule 30.2 – provided by them;
- (d) Non-Riding Member: being a person over the age of 18 years on the day which the annual subscription is due pursuant to sub-rule 30.2 who desire to assist, support and help to organise the Association but who is not eligible to ride at any event, competition, rally or other activity conducted by the Association;
- (e) Competition Member: being a person who is not a member in any other category, and pursuant to sub-rule 30.2, are eligible to ride in any competition conducted by the association but are not eligible to ride at rallies, events or other activities held by the association.
- (f) Honorary life member: being a person that a majority of members present at an annual general meeting of the Association approve to be honorary life members in recognition for services provided to, or in the interests of, the Association;
- (g) Ordinary life member: being a person who has donated to the Association a sum of money not less than ten times the amount of the annual subscription for family members at the time of the donation;
- (h) Such other classes of members as the committee may determine.

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

- 6.1 The income and property of the Association is to be applied solely towards the promotion of the objects and purposes of the Association.
- 6.2 No portion of the income and property of the Association is to be paid or transferred to any member of the Association.
- 6.3 The Association is not to:
  - (a) appoint a person who is a member of the 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.
- 6.4 Nothing in sub-rule 6.3 prevents a servant or member of the Association being paid:-

- (a) remuneration in return for services rendered to the Association by the servant or member or for goods supplied to the Association by the servant or member in the ordinary course of business;
- (b) interest at a rate agreed to by the committee on money lent to the Association by the servant or member; or
- (c) a reasonable and proper sum by way of rent for grounds, premises or facilities let or made available to the Association by the servant or member.

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

7.1 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.

7.2 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 accounts the Association may impose.

7.3 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 committee directs.

7.4 The accounts, books and records are to be kept at the Treasurer's home or at any other place the committee decides.

## **8. Banking and finance**

8.1 The Treasurer of the Association, on behalf of the Association, is to receive all money paid to the Association and immediately after the receipt issue official receipts.

8.2 The committee is to cause to be opened with any bank, building society or credit union the 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.

8.3 The committee may receive from the Association's financial institution the cheques drawn by the Association on any of its accounts with the financial institution and may release and indemnify the financial institution from all claims, actions, suits or demands that may be brought against the financial institution arising directly or indirectly out of those cheques.

8.4 Except with the authority of the-committee; no payment of a sum exceeding \$100.00 dollars, or such other sum as the committee determines, is to be made from the funds of the Association otherwise than by cheque drawn on the Association's account.

8.5 The committee may provide the Treasurer with a sum to meet urgent expenditure, subject to any conditions in relation to the use and expenditure the committee may impose.

8.6 Cheques are not to be drawn on the Association's account except for the payment of expenditure that has been authorised by the committee.

- 8.7 Unless otherwise determined by the committee, all cheques, drafts, bills of exchange, promissory notes and other negotiable instruments are to be:
- (a) signed by the Treasurer, or in his or her absence, by any other member or members of the committee nominated by the committee for that purpose; and
  - (b) countersigned by at least one other member of the committee nominated by the committee for that purpose.

## **9. Auditor**

- 9.1 At each annual general meeting of the Association the members present are to appoint a person as the auditor of the Association.
- 9.2 The auditor is to hold office until the annual general meeting next after that at which he or she was appointed, and is eligible for re-appointment.
- 9.3 The first auditor of may be appointed by the committee before the first annual general meeting, and, if so appointed, holds office until the first annual general meeting, unless earlier removed by a resolution of the members at a general meeting, in which case the members at that meeting may appoint an auditor to act until the first annual general meeting.
- 9.4 If an appointment is not made at an annual general meeting, the committee is to appoint an auditor for the current financial year of the Association.
- 9.5 Except as provided in sub-rule 9.3, the auditor may only be removed from office by special resolution.
- 9.6 If a casual vacancy occurs in the office of auditor during the course of a financial year of the Association, the committee may appoint a person as the auditor to hold office until the next succeeding annual general meeting.

## **10. Audit of Accounts**

- 10.1 The auditor is to examine the accounts of the Association at least once in each financial year of the Association.
- 10.2 The auditor is to certify as to the correctness of the accounts of the Association and report to the members present at the annual general meeting.
- 10.3 In the 'report and in certifying to the accounts the auditor is to state if:-
- (a) he or she has obtained the required information;
  - (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 according to the information at his or her disposal and the explanations given and as shown by the books of the Association; and
  - (c) the rules relating to the administration of the funds of the Association have been observed.
- 10.4 The treasurer, or such other person as the committee determines, is to cause to be delivered to the auditor a list of all the accounts, books and records of the Association.

10.5 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 his or her 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 committee or any servant of the Association.

## **11. Annual General Meeting**

- 11.1 The Association is to hold an annual general meeting within three months of the end of the financial year, or at such other time as the committee determines.
- 11.2 The annual general meeting is to be in addition to any other general meetings that may be held in the same year.
- 11.3 The notice convening the annual general is to specify the purpose of the meeting.
- 11.4 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;
  - (b) to receive from the committee, auditor and servants of the Association reports on the transactions' of the Association during the last preceding financial year;
  - (c) to elect the officers of the Association and the ordinary committee members;
  - (d) to appoint the auditor and determine his or her remuneration; and
  - (e) to determine the remuneration of servants of the Association.
- 11.5 The annual general meeting may transact special business of which notice is given in accordance with these rules.

## **12. Special General Meetings**

- 12.1 The committee may convene a special general meeting of the Association at any time.
- 12.2 The committee is to, on the requisition in writing of at least ten members, convene a special general meeting of the Association.
- 12.3 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.
- 12.4 If the 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.
- 12.5 A special general meeting convened by the requisitionists is to be convened in the same manner as nearly as possible as meetings are convened by the committee.
- 12.6 All reasonable expenses incurred by requisitionists in convening a special general meeting are to be refunded by the Association.

### **13. Notices of General Meetings**

- 13.1 At least fourteen days before the date fixed for holding a general meeting of the Association, the public officer of the Association, or any other person specified by the committee, is to cause notice of the meeting to be advertised in such manner as the committee determines.
- 13.2 A notice of meeting is to specify the place, day and time for the holding of the meeting and the nature of the business to be transacted at the meeting.

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

- 14.1 All business transacted at a general meeting, except the ordinary business of the annual general meeting, is special business.
- 14.2 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.
- 14.3 A quorum for the transaction of the business of a general meeting is 5 members aged 18 years and over, three of whom must be members of the committee, personally present and entitled to vote.
- 14.4 If a quorum is not present one hour after appointed time for the commencement of a general meeting:-
- (a) if convened on the requisition of the 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 and at the same place unless otherwise specified pursuant to rule 14.5.
- 14.5 The chairperson, by written notice or at the time of the adjournment, may specify another day, time and place to which a meeting is to be adjourned.
- 14.6 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.

**15. President to preside at meetings**

- 15.1 The President, or in his or her absence, the Vice President, is to preside as chairperson at every general meeting of the Association.
- 15.2 If the President and the Vice President 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**

- 16.1 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.
- 16.2 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:
- 16.3 It is not necessary to give any notice of an adjournment or of the business to be transacted at a meeting adjourned under rule 16.1.

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

- 17.1 A question arising at a general meeting of the Association is to be determined on a show of hands.
- 17.2 Unless before or on the declaration of the result of the show of hands a poll is demanded, a declaration by a 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**

- 18.1 A member, excluding a Non-Riding Member, described under sub-rule 5.10(d), and excluding a Competitor Member, described under sub-rule 5.10(e), aged 18 years and over who has paid his or her annual subscription, is entitled to vote.
- 18.2 On any question arising at a general meeting of the Association, a member who is entitled to vote has one vote only.
- 18.3 All votes are to be given personally or by proxy.
- 18.4 An instrument appointing a proxy must be in a form approved of by the Secretary of the Association and must be signed by the member appointing a proxy and be received by the Secretary prior to the commencement of the meeting at which the person named as the proxy proposes to vote.
- 18.5 In the case of an equality of voting on a question, the chairperson has a second or casting vote.

**19. Taking a poll**

19.1 If at a meeting a poll on any question is demanded, it is to be taken at that meeting in the manner the chairperson directs and the result of the poll is taken to be the resolution of the meeting on that question.

**20. When a poll is to be taken**

20.1 A poll that is demanded on the election of a chairperson, or on a question of adjournment, is to be taken immediately and 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 the Association to be managed by a committee**

21.1 The affairs of the Association are to be managed by a committee of management constituted as provided in rule 23.

21.2 The 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 committee to be essential for the proper management of the business and affairs of the Association.

**22. Officers of the Association**

22.1 The officers of the Association are as follows:

- (a) a President;
- (b) a Vice President;
- (c) a Secretary, who is also to be the public officer of the Association; and
- (d) a Treasurer.

22.2 The provisions of sub-rules 24.2, 24.3 and 24.4, 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 sub-rule 22.1.

22.3 Each officer of the Association shall hold office until the annual general meeting next after the date of his or her election and is eligible for re-election.

22.4 If a casual vacancy in any office referred to sub-rule 22.1 occurs, the 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.

## **23. Constitution of the Committee**

- 23.1 The committee consists of the following members elected at the annual general meeting of the Association each year:
- (a) the officers of the Association; and
  - (b) at least two and a maximum of ten other persons, all of whom shall be elected at the annual general meeting of the Association in each year and who are referred to in these rules as '*ordinary committee member*'.
- 23.2 An ordinary committee member is to hold office until the annual general meeting next after the date of his or her election, and is eligible for re-election.
- 23.3 If a casual vacancy in the office of, ordinary committee member, the 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.

## **24. Election of the committee**

- 24.1 Nominations of candidates for election as officers of the Association or as ordinary committee members are to be made at the annual general meeting by two members entitled to vote.
- 24.2 If insufficient nominations are received to fill all vacancies on the committee, the candidates nominated are taken to be elected and further nominations are to be called at subsequent general meetings of the Association until all vacancies on the committee are filled.
- 24.3 If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated are taken. to be elected.
- 24.4 If the number of nominations exceeds the number of vacancies to be filled, a ballot is to be held.
- 24.5 The ballot for election of officers and ordinary committee members is to be conducted as directed by the committee.

## **25. Vacation of Office**

- 25.1 For the purpose of these rules, the office of an officer of the Association or of an ordinary committee member becomes vacant if the officer or committee member:-
- (a) dies;
  - (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;
  - (c) becomes of unsound mind;
  - (d) resigns office in writing addressed to the committee;

- (e) ceases to be a resident in the State;
- (f) fails, without leave granted by the committee, to attend three consecutive meetings of the committee;
- (g) cease 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.

## **26. Meetings of the committee and of sub-committees**

- 26.1 The committee is to meet at such times, places and intervals as the committee determines.
- 26.2 A special meeting of the committee may be convened by any member of the committee.
- 26.3 Notice is to be given to members of the 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.
- 26.4 Any 4 members of the committee constitute a quorum for the transaction of the business of a meeting of the committee.
- 26.5 Business is not to be transacted unless a quorum is present.
- 26.6 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 lapses.
- 26.7 At a meeting of the committee the following is to preside:
  - (a) the President, or in his or her absence, the Vice-President; or
  - (b) if the President and the Vice-President are absent, any one of the remaining members of the committee as may be chosen by the members present.
- 26.8 Any question arising at a meeting of the committee or of any sub-committee appointed by the committee is to be determined on a show of hands or, if demanded by a member, by a poll in any manner as the person presiding at the meeting determines.
- 26.9 Each member present at a meeting of the committee or of any sub-committee appointed by the committee (including the person presiding at the meeting) is entitled to vote.
- 26.10 If there is an equality of votes on any question, the person presiding may exercise a second or casting vote.
- 26.11 Notice of each committee meeting may be given to each member of the committee either orally or in writing a reasonable time before the meeting.

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

- 27.1 A member of the committee who is interested in any contract or arrangement made or proposed to be made with the Association is to disclose the interest at the first meeting of the committee at which the contract or arrangement is first taken into consideration, if the interest then exists, or, in any other case, at the first meeting of the committee after the acquisition of the interest.
- 27.2 If a member of the 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 committee after he or she becomes so interested.
- 27.3 A member of the committee is not to vote as a member of the committee in respect of any contract or arrangement in which he she is interested and any such vote is not to be counted.

## **28. Sub-committees**

- 28.1 The committee may appoint a sub-committee from the committee and prescribe the powers and functions of that sub-committee.
- 28.2 The committee may co-opt any person as a member of a sub-committee without voting rights, whether or not the person is a member of the Association.
- 28.3 Three appointed members of a sub-committee constitute a quorum at a meeting of the sub-committee.
- 28.4 The public officer of the Association, or any committee member specified by the committee, is to convene -meetings of,- a sub-committee.
- 28.5 Notice of each sub-committee meeting may be given to each member of the sub-committee either orally or in writing a reasonable time before the meeting.

## **29 Executive committee**

- 29.1 The president and the secretary constitute the executive committee.
- 29.2 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 committee.
- 29.3 The executive committee is to report on any instructions issued under sub-rule 29.2 to the next meeting of the committee.

## **30. Annual Subscription**

- 30.1 The amount of the annual subscription payable by members may be altered from time to time by the members aged 18 years and over by special resolution.
- 30.2 The annual subscription of a member, excluding honorary life members and ordinary life members described under sub-rules 5.10(f) and (g), is due and payable on or before the first day of the financial year of the Association.

30.3 Waiver of Fees - A properly constituted committee may at any time and from time to time suspend or waive payments of the Annual Membership fees or club charges in respect to all members or a particular member or members or a particular category of membership, either generally or in respect of a particular circumstance or particular circumstances.

### **31. Financial Year**

31.1 The financial year of the Association is the period beginning on the 1<sup>st</sup> July and ending on the 30<sup>th</sup> June next following, commencing 1<sup>st</sup> July, 2008.

### **32. Notices**

32.1 A notice may be served by or on behalf of the Association on any member either personally or by sending it through the post in a prepaid envelope addressed to the member at his usual or last known address.

### **33. Expulsion of Members**

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

33.2 The expulsion of a member pursuant to sub-rule 33.1 rule does not take effect until whichever of the following is the later date:

- (a) the expiration of 14 days after service on the member of a notice under sub-rule 33.3;
- (b) if the member exercises his right of appeal under this rule, the conclusion of the special general meeting convened to hear the appeal.

33.3 If the 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 committee has expelled the member; and
- (b) specifying the grounds for the expulsion; and
- (c) informing the member of a right of against the expulsion under rule 34.

### **34. Appeal against expulsion**

34.1 A member may appeal against an expulsion under rule 33 by delivering or sending by post to the public officer of the Association, within fourteen days after the service of a notice under sub-rule 33.3, a requisition in writing demanding the convening of a special general meeting for the purpose of hearing the appeal.

34.2 On receipt of a requisition under sub-rule 33.3, the public officer is to immediately notify the committee of its receipt and the 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.

- 34.3 At a special general meeting convened for the purpose of this rule:
- (a) no business other than the question of the expulsion shall be transacted; and
  - (b) the committee may place before the meeting details of the grounds of the expulsion and the 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 and entitled to vote are to vote by secret ballot on the question whether the expulsion should be lifted or confirmed.

34.4 If at the special general meeting a majority of the members present vote in favour of lifting the expulsion, the expulsion is to be taken to have been lifted and the expelled member is entitled to continue as a member of the Association:

34.5 If at the special general meeting a majority of the members present vote in favour of the confirmation of the expulsion, the expulsion takes effect and the expelled member ceases to be a member of the Association.

### **35. Disputes**

35.1 A dispute between a member of the Association in his or her capacity as a member and the Association is to be determined by arbitration in accordance with the provisions of the Arbitration Act 1986.

35.2 This rule does not affect the operation of rule 34.

### **36. Seal of the Association**

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

36.2 The seal of the Association is not to be affixed to any instrument except by the authority of the committee.

36.3 The affixing of the seal is to be attested by the signatures either of

- (a) 2 members of the committee; or
- (b) one member of the committee and of the public officer of the Association or any other person the committee may appoint for that purpose.

36.4 Attestation under sub-rule 36.3 is sufficient for all purposes that the seal was affixed by authority of the committee..

36.5 The seal shall remain in the custody of the public officer.