



Archery ACT Society Inc

Constitution & Rules

2022

Archery ACT Society Incorporated Constitution and Rules

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DIVISION 1 - CONSTITUTION

1. Name of the Association

1.1 The Association will be known as Archery ACT Society Inc.

2. Commencement and Application

2.1 This Constitution shall come into operation immediately following its acceptance at a duly constituted Annual General Meeting or general meeting of the Association, and lodged with the Registrar-General of Associations under the Act.

2.2 This Constitution shall govern and be binding upon the Association.

3. Definitions

3.1 The definition of terms at Rule 10 is a part of this Constitution and Rules.

4. Objects and Purposes

4.1 The objects and purposes of the Association are:

- (a) To organise, coordinate and promote on behalf of the Affiliated Archery Clubs, archery in the Australian Capital Territory.
- (b) To affiliate with Archery Australia Inc as a Recognised Governing Body and comply with its Constitution and Rules.
- (c) To encourage the support of archery by the Commonwealth Government, the ACT Government and the community generally.
- (d) To do anything incidental or conclusive to the performance of the foregoing functions.

5. Powers of the Association

5.1 Subject to this constitution, the Association has power to do all things necessary or convenient to be done for or in connection with the performance of its functions and, in particular, has power to:

- (a) employ staff;
- (b) accept grants, gifts, devises and bequests made to it, whether on trust or otherwise, and to act as trustee of money or other property vested in the Association upon trust;
- (c) make representation to appropriate authorities on measures which the Association considers desirable for the achievement of its functions; and
- (d) do anything incidental to the exercise of any of its power.

6. Rules - Making of

6.1 Rules may be made which are not inconsistent with this Constitution, prescribing all matters necessary or convenient to be prescribed by the Rules for carrying out or giving effect to this Constitution.

6.2 In the event of any dispute between a Rule and this Constitution, this Constitution shall prevail.

7. Amendments to the Constitution and Rules

7.1 This Constitution and any Rules for the time being in-force may be amended by resolution passed by at least a three quarters (3/4) majority of the Delegate Members voting, and entitled to vote, by ballot at a general meeting of the Association.

7.2 Notice of motion for such amendment shall be in writing signed by a proposer and seconder each of whom shall be a Delegate Member of the Association, and in the hands of the Secretary of the Association at least twenty eight (28) days prior to the date of the meeting at which such notice of motion will be discussed.

7.3 The Secretary of the Association must give affiliated archery clubs at least fourteen (14) days notice in writing in accordance with Rule 47 of such notice in motion.

7.4 Any amendment to the objects, purposes, Constitution or Rules of the Association shall not be effective until a copy of the alteration is lodged with the Registrar-General of Incorporated Associations in the Australian Capital Territory.

8. Policies and Procedures - Making of

8.1 The Delegate Members may approve, at a General Meeting, policies and procedures which provides for duties, functions and responsibilities of all Executive officers and the other officers of the Association and all technical and administrative matters as the Association deems appropriate, which are not inconsistent with the Constitution or Rules.

9. Amendments to Policies and Procedures

9.1 The policies and procedures for the time being in force may be amended by a motion passed by at least a three quarters (3/4) majority of the Delegate Members voting, and entitled to vote, by ballot at a general meeting of the Association.

9.2 Any amendment to the policies or procedures of the Association shall come into operation immediately, or, at some other time as determined by the Delegate Members, following its acceptance at a duly constituted general meeting of the Association.

10. Definitions

10.1 Association means Archery ACT Society Incorporated.

10.2 Committee means the Committee constituted pursuant to Rule 23.

10.3 Delegate Member(s) means the duly accredited delegate(s) of the bodies described in Rule 12.

10.4 Affiliated Member means a member of an Affiliated Archery Club as described in Rule 15.

10.5 Associate Member means the duly accredited observer of the bodies described in Rule 13.

10.6 Executive means the body as described in Sub Rule 23.2.

10.7 Member means a person or body referred to in Rule 11

10.8 Prescribed Fees means the fees as described in Rule 20.

10.9 Affiliated Archery Club means an archery club as described in Rule 16.

10.10 Financial Year means the year ending 30 June.

10.11 The Act means the Associations Incorporation Act 1991.

10.12 The Regulation means the Associations Incorporation Regulation 1991.

DIVISION 2 - RULES
Part I- Membership

11. Membership

The members of the Association shall be:

- Delegate Members;
- Associate Members;
- Life Members;
- Affiliated Members; and
- Affiliated Archery Clubs.

12. Delegate Members

- 12.1 Each Affiliated Archery Club shall nominate three (3) persons to be Delegate Members of the Association.
- 12.2 Each Delegate Member to the Association must be an Affiliated Member of the Association.
- 12.3 Each Affiliated Archery Club shall notify, in writing, the Secretary of the Association of the name of the persons who shall be its Delegate Members and shall notify, within 28 days of a vacancy, in writing, the Secretary of the Association of any change of its Delegate Members.
- 12.4 A Delegate Member may be represented at general meetings by another Affiliated Member of the Affiliated Archery Club he/she represents provided that they shall be authorised in writing to so represent the Affiliated Archery Club.
- 12.5 Delegate Members shall be voting members of the Association at general meetings of the Association.
- 12.6 Delegate Members are not entitled to vote by proxy.

13. Associate Membership

- 13.1 Associate Membership may be granted to any properly constituted sporting group based in the Australian Capital Territory which seeks such membership;
- 13.2 An Associate Member may be represented at general meetings of the Association by an observer; and
- 13.3 Subject to this Constitution, an Associate Member may participate in all activities of the Association but shall not be entitled to vote at general meetings of the Association.

14. Life Members

- 14.1 A person who has rendered distinguished service may be nominated for election as a life member of the Association.
- 14.2 A notice of nomination for life membership must be in writing, signed by at least two (2) Affiliated Members, shall contain the written consent of the nominee and must be in the hands of the Secretary at least twenty-eight (28) days prior to an Annual General meeting of the Association.
- 14.3 To be elected a life member, the nominee must obtain the consent of not less than two thirds (2/3) of the Delegate Members present at such meeting and entitled to vote.

14.4 Subject to this Constitution, life members may participate in all activities of the Association but shall not be entitled to vote at general meetings of the Association unless they are also a Delegate Member appointed in accordance with Rule 12.

15. Affiliated Members

15.1 All shooting members of Affiliated Archery Clubs must affiliate to the Association.

15.2 A person is qualified to be an Affiliated Member if they are a member of an Affiliated Archery Club and are a current financial individual affiliate of Archery Australia.

15.3 Subject to this Constitution, an Affiliated Member may participate in all activities of the Association but shall not be entitled to vote at general meetings of the Association unless they are a Delegate Member of the Association.

16. Affiliated Archery Club

16.1 Archery clubs may apply for affiliation with the Association on:

- (a) paying the prescribed fees; and
- (b) lodging a copy of their Constitution and rules with the Secretary of the Association.

16.2 As soon as is practicable after receiving a nomination for affiliation, the Secretary shall refer the nomination to the Committee which shall determine whether to approve or to reject the application for affiliation. The Committee must give that archery club the right to put their case for application prior to deciding upon the application.

16.3 Where the Committee decides to approve affiliate membership for an archery club that membership shall take effective immediately.

16.4 Affiliated Archery Clubs shall register their total shooting membership as Affiliated Members of the Association.

16.5 Subject to this Constitution an Affiliated Archery Club may participate in all activities of the Association but shall not be entitled to vote at general meetings of the Association.

17. Cessation of Affiliated or Associate membership

17.1 An Affiliated Member, Associate Member or an Affiliated Archery Club ceases to be a Member, as the case may be, if that associate or affiliate:

- (a) dies, or in the case of an associate member, that body is wound up;
- (b) resigns membership of the Association;
- (c) in the case of an Affiliate Member, ceases to be a member of an Affiliated Archery Club;
- (d) is expelled from the Association; or
- (e) fails to renew membership to the Association

18. Register of Membership

18.1 The Association shall keep a register of Members of the Association.

18.2 The Register shall include such details of membership as the Committee may determine as appropriate.

19. Member's Liabilities

19.1 The liability of a Member to contribute towards the payment of the debts and liabilities of the Association or the costs, charges and expenses of the winding up of the Association is limited to the amount, if any, unpaid by that person or body in respect of prescribed fees of the Association.

20. Prescribed Fees

20.1 Prescribed fees shall be determined by resolution of the Committee as defined in Rule 31.

21. Disciplining of Members

21.1 Where the Committee is of the opinion that a Member:

- (a) has persistently refused or neglected to comply with a provision of these rules; or
- (b) has persistently and willfully acted in a manner prejudicial to the interests of the Association, the Committee may, by resolution-
- (c) expel the Member from the Association; or
- (d) suspend the Member from such rights and privileges of membership of the Association as the Committee may determine for a specified period.

21.2 A resolution of the Committee under Sub Rule 21.1 is of no effect unless the Committee, at a meeting held not earlier than 14 days and not later than 28 days after service on the Member of a notice under Sub Rule 21.3, confirms the resolution in accordance with this rule.

21.3 Where the Committee passes a resolution under Sub Rule 21.1, the Secretary shall, as soon as practicable, cause a notice in writing to be served on the Member:

- (a) setting out the resolution of the Committee and the grounds on which it is based;
- (b) stating that the Member may address the Committee at a meeting to be held not earlier than 14 days and not later than 28 days after service of the notice;
- (c) stating the date, place and time of that meeting; and
- (d) informing the Member that they may do either or both of the following:
 - (i) attend and speak at that meeting;
 - (ii) submit to the Committee at or prior to the date of that meeting written representations relating to the resolution.

21.4 Subject to section 50 of the Act, at a meeting of the Committee mentioned in Sub Rule 21.2, the committee shall:

- (a) give to the Member mentioned in Sub Rule 21.1 an opportunity to make oral representations;
- (b) give due consideration to any written representations submitted to the Committee by that Member at or prior to the meeting; and
- (c) by resolution determine whether to confirm or to revoke the resolution of the Committee made under Sub Rule 21.1.

21.5 Where the Committee confirms a resolution under Sub Rule 21.4, the Secretary shall, within 7 days after that confirmation, by notice in writing inform the Member of that confirmation and of the Member's right of appeal under Rule 22. A resolution confirmed by the Committee under Sub Rule 21.4 does not take effect:

- (a) until the expiration of the period within which the Member is entitled to appeal against the resolution where the Member does not exercise the right of appeal within that period; or
- (b) where within that period the Member exercises the right of appeal, unless and until the Association confirms the resolution in accordance with sub rule 21.4.

22. Right of Appeal of Disciplined Member

- 22.1 The Member may appeal to the Association in general meeting against a resolution of the Committee which is confirmed under Sub Rule 22.4, within 7 days after notice of the resolution is served on the Member, by lodging with the Secretary a notice to that effect.
- 22.2 Upon receipt of a notice under Sub Rule 22.1, the Secretary shall notify the Committee which shall convene a general meeting of the Association to be held within 21 days after the date on which the Secretary received the notice or as soon as possible after that date.
- 22.3 Subject to section 50 of the Act, at a general meeting of the Association convened under Sub Rule 22.2:
- (a) no business other than the question of the appeal shall be transacted;
 - (b) the Committee and the Member shall be given the opportunity to make representations in relation to the appeal orally or in writing, or both; and
 - (c) The Delegate Members present shall vote by secret ballot on the question of whether the resolution made under Sub Rule 21.4 should be confirmed or revoked.
- 22.4 If the meeting passes a special resolution in favour of the confirmation of the resolution made under Sub Rule 21.4, that resolution is confirmed.

DIVISION 2 - RULES

Part II - Management

23. Committee

23.1 The Committee consists of:

- (a) the Executive of the association; and
- (b) at least 6 office bearers, they may include Recorder, Youth Coordinator, Judges Coordinator, Coaching Coordinator, Adaptive Archery Coordinator and Webmaster;

each of whom must be elected under Rule 26 or appointed in accordance with Sub Rule 23.4.
each of whom shall be an Affiliated Member

23.2 The Executive of the association are:

- (a) the president;
- (b) the vice-president;
- (c) the treasurer; and
- (d) the secretary.

23.3 Each member of the Committee holds office, subject to these rules, until the conclusion of the annual general meeting following the date of the member's election, but is eligible for re-election.

23.4 If there is a vacancy in the membership of the Committee, the Committee may appoint an Affiliated Member to fill the vacancy and the member so appointed holds office, subject to these rules, until the conclusion of the next annual general meeting after the date of the appointment.

24. Power of the Executive

24.1 The Executive shall manage the day to day activities of the Association in accordance with the resolutions of the Committee and the Association's policies and procedures.

25. Power of the Committee

25.1 The Committee, subject to the Act, the Constitution and Rules and to any resolution passed by the Association in general meeting:

- (a) shall control and manage the affairs of the Association;
- (b) may exercise all such functions as may be exercised by the Association other than those functions that are required by these Rules to be exercised by the Association in general meeting; and
- (c) has the power to perform all such acts and do all such things as appear to the Committee to be necessary or desirable for the management of the affairs of the Association.

26. Election of Committee Members

26.1 Nominations of candidates for election of the Committee of the Association shall be:

- (a) made in writing, signed by two (2) Affiliated Members and accompanied by the written consent of the candidate (which may be endorsed on the nomination form); and
- (b) delivered to the Secretary of the Association not less than 7 days before the date fixed for the annual general meeting at which the election is to take place.

26.2 If no nominations are received for any vacant position by the closing date for receiving nominations, then nominations shall be called for at the annual general meeting.

- 26.3 If insufficient further nominations are received, any vacant positions remaining on the Committee are taken to be vacancies.
- 26.4 For each position which nominations have been received, a ballot shall be held.
- 26.5 The ballot for election shall be conducted at the annual general meeting in such manner as the Committee may direct.
- 26.6 Where only one nomination is received for a position that nomination must receive at least 50% of the votes to be elected.

27. Vacancies

- 27.1 For the purposes of these rules, a vacancy in the office of a member of the Committee occurs if the person:
- (a) dies;
 - (b) ceases to be an Affiliated Member of the Association;
 - (c) resigns the office;
 - (d) is removed from office pursuant to Rule 28;
 - (e) becomes an insolvent under administration within the meaning of the Corporations Law;
 - (f) suffers from mental or physical incapacity;
 - (g) is disqualified from office under subsection 63 (1) of the Act; or
 - (h) is absent without the consent of the committee from all meetings of the Committee held during a period of 6 months.

28. Removal of Committee Members

- 28.1 The Association in general meeting may by resolution, subject to section 50 of the Act, remove any member of the Committee from their office before the expiration of the member's term of office.

29. Delegation of the Committee's Power

- 29.1 The Committee may, in writing, delegate any of its powers to a sub-committee to deal with any particular matter or matters and upon such terms as the Committee may think fit; other than:
- (a) the power of delegation; and
 - (b) a function which is a function imposed on the Committee by the Act, by any other law of the Territory, or by resolution of the Association in general meeting.
- 29.2 The President and Secretary shall be ex-officio members of all sub-committees.
- 29.3 The Committee may, in writing, revoke wholly or in part any delegation under this Rule.
- 29.4 Any act or thing done or suffered by a sub-committee acting in the exercise of a delegation under this Rule has the same effect as it would have if it had been done or suffered by the Committee.

30. Committee Meetings

- 30.1 The Committee shall meet at least 4 times in each calendar year at such place and time as the Committee may determine.
- 30.2 Meetings of the Committee shall be convened by the Secretary, or in the absence of the Secretary, by the President, or in absence of the Secretary and the President by any Committee member.

- 30.3 Notice of meetings shall be given to Committee members, Delegate Members, Affiliated Archery Clubs and Associate Members by the convener of the meeting, at least 7 days prior to the date of the meeting.
- 30.4 Notice of a meeting under Sub Rule 30.3 shall specify the general nature of the business to be transacted at the meeting and no business other than that business shall be transacted at the meeting, except business which the Committee members present at the meeting unanimously agree to consider.
- 30.5 A quorum for the meeting shall exist if the number of Committee members present is equal to forty percent (40%) of the number of Committee members.
- 30.6 At meetings of the Committee:
- (a) the President or in the absence of the President, the Vice-President shall preside; or
 - (b) if the President and Vice-President are absent, one (1) of the remaining members of the Committee may be chosen by the members present to preside.
- 30.7 The Chairperson shall, at all meetings, have unlimited authority on every question of order, and in the case of doubt or dissent, Parliamentary procedure shall be followed.

31. Voting and Decisions

- 31.1 Questions arising at a meeting of the Committee or of any sub-committee appointed by the Committee shall be determined by a majority of the votes of members of the Committee or sub-committee present at the meeting.
- 31.2 Each member present at a meeting of the Committee or of any sub-committee appointed by the Committee is entitled to one (1) vote but in the event of an equality of votes on any question, the question will not be passed.

DIVISION 2 – RULES

Part III--General Meetings

32. Annual General Meetings--holding of

- 32.1 With the exception of the first annual general meeting of the Association, the Association shall, at least once in each calendar year and within the period of five (5) months after the expiration of each financial year of the Association, convene an annual general meeting of its Members.
- 32.2 The Association shall hold its first annual general meeting:
- (a) within the period of 18 months after its incorporation under the Act; and
 - (b) within the period of five (5) months after the expiration of the first financial year of the Association.
- 32.3 Sub Rules 32.1 and 32.2 have effect subject to the powers of the Registrar of Incorporated Associations under section 120 of the Act in relation to extensions of time.

33. Annual General Meetings--calling of and business at

- 33.1 The annual general meeting of the Association shall, subject to the Act, be convened on such

date and at such place and time as the Committee thinks fit.

- 33.2 In addition to any other business which may be transacted at an annual general meeting the business of an annual general meeting shall be:
- (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 Committee, reports on the activities of the Association during the last preceding financial year;
 - (c) to elect members of the Executive and office-bearers; and
 - (d) to receive and consider the statement of accounts and the reports that are required to be submitted to Delegate Members pursuant to subsection 73 (1) of the Act.

33.3 An annual general meeting shall be specified as such in the notice convening it in accordance with Rule 33.

33.4 An annual general meeting shall be conducted in accordance with the provisions of this Part.

34. General Meetings--calling of

34.1 The Committee may whenever it thinks fit, convene a general meeting of the Association.

34.2 The Committee must, on the requisition in writing of not less than 5% of the total number of Affiliated Members, call a general meeting of the association.

34.3 A requisition of Affiliated Members for a general meeting—

- (a) must state the purpose or purposes of the meeting; and
- (b) must be signed by the members making the requisition; and
- (c) must be lodged with the secretary; and
- (d) may consist of several documents in a similar form, each signed by 1 or more of the members making the requisition.

34.4 If the Committee fails to call a general meeting within 1 month after the date when a requisition of Affiliated Members for the meeting is lodged with the secretary, any 1 or more of the Affiliated Members who made the requisition may call a general meeting to be held not later than 3 months after that date.

34.5 A general meeting called by an Affiliated Member or Affiliated Members mentioned in Sub Rule 34.4 must be called as nearly as is practicable in the same way as general meetings are called by the Committee and any Affiliated Member who thereby incurs expense is entitled to be reimbursed by the Association for any reasonable expense so incurred.

35. Notice

35.1 Except where the nature of the business proposed to be dealt with at a general meeting requires a special resolution of the Association, the Secretary shall, at least 14 days before the date fixed for the holding of the general meeting, cause to be sent to each Delegate Member at the member's address appearing in the register of members, a notice in accordance with Rule 46 specifying the place, date and time of the meeting and the nature of the business proposed to be transacted at the meeting.

35.2 Where the nature of the business proposed to be dealt with at a general meeting requires a special resolution of the Association, the Secretary shall, at least 21 days before the date fixed for the holding of the general meeting, cause notice to be sent to each Delegate Member in the

manner provided in Sub Rule 35.1 specifying, in addition to the matter required under that sub rule, the intention to propose the resolution as a special resolution.

- 35.3 No business other than that specified in the notice convening a general meeting shall be transacted at the meeting except, in the case of an annual general meeting, business which may be transacted pursuant to Sub Rule 35.2. A Delegate Member desiring to bring any business before a general meeting may give notice in writing of that business to the Secretary who shall include that business in the next notice calling a general meeting given after receipt of the notice from the Delegate Member.

36. General Meetings--procedure and quorum

- 36.1 No item of business shall be transacted at a general meeting unless a quorum of Delegate Members entitled under these rules to vote is present during the time the meeting is considering that item.
- 36.2 The number of Delegate Members present in person (being members entitled under these rules to vote at a general meeting) required to constitute a quorum for the transaction of the business of a general meeting shall be calculated as being equal to the number of Affiliated Archery Clubs at the date of the meeting plus two (2).
- 36.3 If within half an hour after the appointed time for the commencement of a general meeting a quorum is not present, the meeting if convened upon the requisition of Delegate Members shall be dissolved and in any other case shall stand adjourned to the same day in the following week at the same time and (unless another place is specified at the time of adjournment by the person presiding at the meeting or communicated by written notice to Members given before the day to which the meeting is adjourned) at the same place.
- 36.4 If at the adjourned meeting a quorum is not present within half an hour after the time appointed for the commencement of the meeting, the Delegate Members present (being not less than equal to the number of Affiliated Archery Clubs at the date of the meeting) shall constitute a quorum.

37. Presiding Member

- 37.1 The president, or in the absence of the president, the vice-president, shall preside at each general meeting of the Association.
- 37.2 If the president and the vice-president are absent from a general meeting, the Delegate Members present shall elect one (1) of their number to preside at the meeting.

38. Adjournment

- 38.1 The person presiding at a general meeting at which a quorum is present may, with the consent of the majority of Delegate Members present at the meeting, adjourn the meeting from time to time and place to place, but no business shall be transacted at an adjourned meeting other than the business left unfinished at the meeting at which the adjournment took place.
- 38.2 Where a general meeting is adjourned for 14 days or more, the Secretary shall give written or oral notice of the adjourned meeting to each Delegate Member of the Association stating, the place, date and time of the meeting and the nature of the business to be transacted at the meeting.
- 38.3 Except as provided in Sub Rule 38.1 and 38.2, notice of an adjournment, of a general meeting or

of the business to be transacted at an adjourned meeting is not required to be given.

39. Making of Decisions

- 39.1 A question arising at a general meeting of the Association shall be determined on a show of hands of Delegate Members and, unless before or on the declaration of the show of hands a ballot of Delegate Members is demanded, a declaration by the person presiding that a resolution has, on a show of hands, been carried or carried unanimously or carried by a particular majority or lost, or 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.
- 39.2 At a general meeting of the Association, a ballot may be demanded by the person presiding or by not less than three (3) Delegate Members present in person at the meeting.
- 39.3 Where the ballot is demanded at a general meeting, the ballot shall be taken:
- (a) immediately in the case of a ballot which relates to the election of the person to preside at the meeting or to the question of an adjournment; or
 - (b) in any other case, in such manner and at such time before the close of the meeting as the person presiding directs, and the resolution of the ballot on the matter shall be deemed to be the resolution of the meeting on that matter.

40. Voting

- 40.1 Subject to Sub Rule 40.3, upon any question arising at a general meeting of the Association a Delegate Member has one (1) vote only.
- 40.2 All votes shall be given personally.
- 40.3 In the case of an equality of votes on a question at a general meeting, the question will not be passed.
- 40.4 A Delegate Member is not entitled to vote at any general meeting of the Association unless all money due and payable by their Affiliated Archery Club has been paid, other than the amount of the annual subscription payable in respect of the then current year.

DIVISION 2 - RULES

Part IV--Miscellaneous

41. Funds--source

- 41.1 The funds of the Association shall be derived from membership fees, entrance fees and prescribed fees, donations and, subject to any resolution passed by the Association in general meeting and subject to section 114 of the Act, such other sources as the committee determines.
- 41.2 All money received by the Association shall be deposited as soon as practicable and without deduction to the credit of the Association's bank account.
- 41.3 The Association shall, as soon as practicable after receiving any money, issue an appropriate receipt.

42. Funds--management

- 42.1 Subject to any resolution passed by the Association in general meeting, the funds of the Association shall be used in pursuance of the objects of the Association in such manner as the Committee determines in accordance with relevant Association policies.
- 42.2 All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments shall be signed, or authorized in the case of internet banking, by any two members of the Committee, being officers or members of the Committee authorised to do so by the Committee.

43. Alteration of Objects and Rules

- 43.1 Neither the objects of the Association referred to in section 29 of the Act nor these rules shall be altered except in accordance with the Act.

44. Common Seal

- 44.1 The common seal of the Association shall be kept in the custody of the Secretary.
- 44.2 The common seal shall not be affixed to any instrument except by the authority of the Committee and the affixing of the common seal shall be attested by the signatures either of two (2) members of the Committee or of one (1) member of the Committee and of the Secretary.

45. Custody of Books

- 45.1 Subject to the Act, the Regulations and these rules, the Secretary shall keep in his or her custody or under his or her control all records, books, and other documents relating to the Association.

46. Inspection of Books

- 46.1 The records, books and other documents of the Association shall be open to inspection at a place in the Territory, free of charge, by a Member of the Association at any reasonable hour.

47. Service of Notices

- 47.1 For the purpose of these rules, a notice may be served by or on behalf of the Association upon any Member either personally, by e-mail or by sending it by post to the Member at the Member's e-mail or postal address shown in the register of members.
- 47.2 Where a document is sent to a person by properly addressing, prepaying and posting to the person a letter containing the document, the document shall, unless the contrary is proved, be

deemed for the purposes of these rules to have been served on the person at the time at which the letter would have been delivered in the ordinary course of post.

47.3 A document established to have been duly dispatched by e-mail to the e-mail address shown in the register of members shall in the absence of specific proof of earlier delivery be deemed to have been duly received by the addressee not later than 24 hours after the time and date recorded in the e-mail as the time and date of dispatch.

48. Surplus Property

48.1 At the first general meeting of the Association, the Association shall pass a special resolution nominating:

- (a) another association for the purpose of paragraph 92 (1) (a) of the Act; or
- (b) a fund, authority or institution for the purpose of paragraph 92 (1) (b) of the Act.
