

**Institute of Public Administration  
Australia  
Tasmania Division Inc.**

**Rules of Association**

Revised to include amendments prior to and including those approved at  
the Annual General Meeting on 7 August 1997 and the Special General Meeting on the 18<sup>th</sup> July 2002

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## **Name of the Association**

1. The name of the association shall be INSTITUTE OF PUBLIC ADMINISTRATION AUSTRALIA TASMANIA DIVISION INCORPORATED (in these rules called "the Association").

In these rules, unless the contrary intention appears

"bank" includes a credit union;

"Council" means the Council of management of the Association;

"general meeting" means a general meeting of members convened in accordance with rule 13;

"Institute" shall mean Institute of Public Administration Australia, of which this Division is part;

"National Council" shall mean the National Council of the Institute of Public Administration Australia;

"nominee" shall mean such person as the treasurer, public officer, or secretary/shall nominate to undertake the duties on his or her behalf; and

"ordinary Councillor" means a member of the Council to whom paragraph (b) of sub-rule (1) of rule 23 relates.

The area covered by this Division shall be the State of Tasmania and its dependencies in the Commonwealth of Australia.

## **Definitions**

2. In these rules, expressions referring to writing shall, unless the contrary intention appears, be construed as including references to printing, lithography, photography, and other modes representing or reproducing words in a visible form.

Words or expressions contained in these rules shall be interpreted in accordance with the provisions of the, *Acts Interpretation Act 1931* and the Act as in force on the date on which these rules are adopted by the Association.

## **Office**

3. The office of the Association shall be at such place as the Council may, from time to time, determine.

## Objectives

4.

- (1) In addition to the basic objects of the Association, the activities of the Association shall be deemed to include :-
  - (a) the purchase, taking on lease or in exchange, and the hiring or otherwise acquiring of any real or personal property that may be deemed necessary or convenient for any 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 such steps from time to time as the Council or the members in general meeting may deem expedient for the purpose of procuring contributions to the funds of the Association, whether by way of donations, subscriptions, or otherwise;
  - (f) the printing and publishing of such newspapers, periodicals, books, leaflets, or other documents as the Council or the members in general meeting may think desirable for the promotion of the objects and purposes of the Association;
  - (g) the borrowing and raising of money in such manner and on such terms as the Council may think fit or as may be approved or directed by resolution passed at a general meeting;
  - (h) subject to the provisions of the *Trustee Act 1898*, the investment of any moneys of the Association not immediately required for any of its objects or purposes in such manner as the Council may from time to time determine;
  - (i) the making of gifts, subscriptions, or donations to any of the funds, authorities, or institutions to which paragraph (a) of subsection (1) of 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 those 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 may at any time become amalgamated in accordance with the provisions of the Act and the rules of the Association; and
  - (m) the doing of all such other lawful things as are incidental or conducive to the attainment of the basic objects of the Association or of any of the objects and purposes specified in the foregoing provisions of this sub-rule.
- (2) In this rule, "basic objects of the Association" means the objects and purposes of the Association, as stated in the application under Subsection (2) of section 7 of the Act for the incorporation of the Association lodged with the Registrar; pursuant to that section.

## 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.
- (2) deleted
- (3) A nomination of a person for membership of the Association :-
  - (a) shall be made in writing.
  - (b) shall be accompanied by the written consent of the person nominated (which may be endorsed on the form of nomination); and
  - (c) shall be lodged with the public officer of the Association.
- (4) The objects of the Association, which shall be a non-political body, shall be to advance the study and practice of public administration.
- (5)
  - (a) Membership of the Association shall be open to persons and bodies as follows :-
    - (i) Corporate Member: The Division Council may admit as a Corporate Member any Government Department, Statutory Authority, Local Government or other, corporation or body involved or interested in public administration. There shall be three levels of Corporate membership being:
      - (I) Small Corporate members of less than 100 employees with 3 nominated

individuals as representatives.

- (II) Medium Corporate members of between 100 & 499 employees with 6 nominated individuals as representatives.
  - (III) Large Corporate members of more than 500 employees with 10 nominated individuals as representatives Corporate Representatives shall have all the rights of private members including voting and holding office. Corporate representatives shall be nominated by the head of the corporate entity in writing and hold the position for the period of the membership subject to the normal procedure of acceptance that applies for other members.
- (ii) Member: The Division Council may admit as a Member any person who is or has been engaged or interested in the practice of public administration, or, who is or has been engaged in or interested in teaching or study of public administration or related subjects.
  - (iii) Student Member: The Division Council may admit as a Student Member any person pursuing a full-time course of study relevant to public administration.
  - (iv) Member Retired: The Division Council may continue membership of a retired person as a Member Retired.
  - (v) Honorary Life Member: The Division Council may appoint as an Honorary Life Member any person who has rendered <sup>significant</sup> signal service to the Institute or to any Division thereof Honorary life members shall be entitled to all the privileges of a Member.
  - (vi) Fellow: The Division Council may recommend to the National Council the appointment of any Member as a Fellow based on the outstanding contribution made to the achievement of the objectives of the Institute.

Notwithstanding the foregoing, persons previously appointed a Fellow of the Association prior to these rules coming into operation may retain that status without being permitted to use the letters F.I.P.A.A. after their names.

- (b) The Division Council may determine the entitlements of a Corporate Member, Student Member, Member Retired and Honorary Life Member.
- (6) As soon as is practicable after the receipt of a nomination, the public officer shall refer the nomination to the Council.
  - (7) Upon a nomination being approved by the Council, the public officer or his or her nominee shall, with as little delay as possible, notify the nominee, in writing, that he or she has been approved

for membership of *the Association and*, upon receipt of the sum payable by or on behalf of the nominee as his or her first year's subscription, shall enter the nominee's name in a register of members to be kept by the public officer, whereupon the nominee becomes a member of the Association.

- (8) The Secretary may, by arrangement with the National Council or another Division of the Institute, admit to membership of this Association any financial member of the Institute who wishes to transfer membership to this Association and may determine the proportion of the subscription payable by such transferee member for the then current year.
- (9) A member of the Association may, at any time, resign from the Association by delivering or sending by post to the public officer a written notice of resignation.
- (10) Upon receipt of a notice under sub-rule (9) of this rule, the public officer or his or her nominee shall remove the name of the member by whom the notice was given from the register of members, whereupon that member ceases to be a member of the Association.
- (11) A right, privilege, or obligation of a person by virtue of his or her membership of the Association :-
  - (a) is not capable of being transferred to another person; and
  - (b) terminates upon the cessation of his or her membership, whether by death, resignation, or otherwise.
- (12) In the event of the Association being wound up :-
  - (a) every member of the Association; and
  - (b) every person who, within the period of twelve months immediately preceding the commencement of the winding up, was a member of the Association, is liable to contribute to the assets of the Association for payment of the debts or liabilities of the Association and for the costs, charges, and expenses of the winding up and for the adjustment of the rights of the contributories among themselves such sum, not exceeding \$5, as may be required, but a former member is not liable so to contribute in respect of any debt or liability of the Association contracted after he or she ceased to be a member.

## **Income and Property**

6.

- (1) The income and property of the Association, however derived, shall be applied solely towards the promotion of the objects and purposes of the Association and no portion thereof shall be paid or transferred, directly or indirectly, by dividend, bonus, or otherwise, to any member of the Association.
- (2) In the event of the Association being dissolved the mount which remains after such dissolution

and the satisfaction of all debts and liabilities shall be repaid and applied by the Council in accordance with their powers to an organisation which is exempt from Income Tax under section 23 of the *Income Tax Assessment Act 1936*.

- (3) The Association shall not
  - (a) appoint a person who is a member of the Council to any office in the gift of the Association to the holder of which there is payable any remuneration by way of salary, fees, or allowances; or
  - (b) pay to any such person any remuneration or other benefit in money or money's worth (other than the repayment of out-of-pocket expenses).
- (4) Nothing in the foregoing provisions of this rule prevents the payment in good faith to a servant or member of the Association of :-
  - (a) remuneration in return for services actually 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 not exceeding seven and one quarter per cent on moneys lent to the Association by the servant or member', or
  - (c) a reasonable and proper sum by way of rent for premises let to the Association by the servant or member.

### **Accounts of the Association**

7.

- (1) True accounts shall be kept :-
  - (a) of all sums of money received and expended by the Association and the matter in respect of which the receipt or expenditure takes place; and
  - (b) of the property, credits, and liabilities of the Association, and subject to any reasonable restrictions to time and manner of inspecting them that may be imposed by the Association for the time being, those accounts shall be open to the inspection of the members of the Association.
- (2) The Treasurer of the Association or his or her nominee shall faithfully keep all general records, accounting books, and records or receipts and expenditure connected with the operations and business of the Association in such form and manner as the Council may direct.
- (3) The accounts, books, and records referred to in sub-rules (1) and (2) of this rule shall be kept at the Association's office or at such other place as the Council may decide.



8.

- (1) The Treasurer of the Association or his or her nominee shall, on behalf of the Association, receive all moneys paid to the Association and forthwith after the receipt thereof issue official receipts therefor.
- (2) The Council shall cause to be opened with such bank as the Council selects a banking account in the name of the Association into which all moneys received shall be paid by the Treasurer or his or her nominee as soon as possible after receipt thereof.
- (3) The Council may receive from the Association's bank or bankers for the time being cheques drawn by the Association, on any of its accounts with the bank or bankers and may release or indemnify the bank or bankers from and against all claims, actions, suits, or demands that may be brought against the bank or bankers arising directly or indirectly out of those cheques or the surrender thereof to the Association.
- (4) Except with the authority of the Council, no payment of a sum exceeding the petty cash float shall be made from the funds of the Association otherwise than by cheque drawn on the Association's bank account, but the Council may provide the Treasurer with a sum to meet urgent expenditure, subject to the observance of such conditions in relation to the use and expenditure thereof as the Council may impose.
- (5) All payments of expenditure will be authorised by Council but Council may delegate this authority, with or without conditions, to an officer or officers of the Association provided the details of all action taken under such a delegation are reported to a subsequent Council meeting.
- (6) All cheques, drafts, bills of exchange, promissory notes, and other negotiable instruments shall be signed by the Treasurer or, in his or her absence, by such other member or members of the *Council* as the Council may nominate for that purpose, and shall be countersigned by another member of *Council* or the Executive Assistant as determined by Council.

### **Auditor**

9.

- (1) At each annual general meeting of the Association, the members present shall appoint a person as the auditor of the Association.
- (2) A person so appointed shall hold office until the annual general meeting next after that at which he or she is appointed, and is eligible for reappointment.
- (3) The first auditor of the Association may be appointed by the Council before the first annual general meeting, and, if so appointed, shall hold office until the first annual general meeting, unless previously 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.

- (4) If an appointment is not made at an annual general meeting the Council shall appoint an auditor of the Association for the then current financial year of the Association.
- (5) Except as provided in sub-rule (3) of this rule, the auditor may only be removed from office by special resolution.
- (6) If a casual vacancy occurs in the office of auditor during the course of a financial year of the Association, the Council may appoint a person as the auditor and the person so appointed shall hold office until the next succeeding annual general meeting.

10.

- (1) Once at least in each financial year, of the Association, the accounts of the Association shall be examined by the auditor.
- (2) The auditor shall certify as to the correctness of the accounts of the Association and shall report thereon to the members present at the annual general meeting.
- (3) In the report, and in certifying to the accounts, the auditor shall state :-
  - (a) whether the required information has been obtained;
  - (b) whether, 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 to him or her and as shown by the books of the Association; and
  - (c) whether the rules relating to the administration of the funds of the Association have been observed.
- (4) The public officer or his or her nominee of the Association shall cause to be delivered to the auditor a list of all the accounts, books, and records of the Association.
- (5) The auditor :-
  - (a) has a right of access to the accounts, books, records, vouchers, and documents of the Association;
  - (b) may require from the servants of the Association such information and explanations as may be necessary for the performance of the duties of auditor;
  - (c) may employ persons to assist in investigating the accounts of the Association; and
  - (d) may, in relation to the accounts of the Association, examine any member of the Council

or any servant of the Association.

### **Annual General Meeting**

11.

- (1) The Association shall, in each year, hold an annual general meeting.
- (2) The annual general meeting shall be held on such day (being not later than three months after the close of the financial year of the Association) as the Council may determine.
- (3) The annual general meeting shall be in addition to any other general meetings that may be held in the same year.
- (4) The annual general meeting shall be specified as such in the notice convening it.
- (5) The ordinary business of the 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 Council, auditor, and servants of the Association reports upon the transactions of the Association during the last preceding financial year;
  - (c) to elect the officers of the Association and the ordinary Councillors; and
  - (d) to appoint the auditor and determine the remuneration.
- (6) The annual general meeting may transact special business of which notice is given in accordance with these rules.
- (7) All general meetings other than the annual general meeting shall be called special general meetings.

### **Special General Meeting**

12.

- (1) The Council may, whenever it thinks fit, convene a special general meeting of the Association.
- (2) The Council shall, on the requisition in writing of not less than ten members, convene a special general meeting of the Association.
- (3) A requisition for a special general meeting shall state the objects of the meeting and shall be signed by the requisitionists and deposited at the office of the Association and may consist of several documents in the like form, each signed by one or more of the requisitionists.
- (4) If the Council does not cause a special general meeting to be held within twenty-one days from

the date of which a requisition therefore is deposited at the office of the Association, the requisitionists, or any of them, may convene the meeting; but any meeting so convened shall not be held after three months from the date of the deposit of the requisition.

- (5) A special general meeting convened by requisitionists in pursuance of these rules shall be convened in the same manner as nearly as possible as that in which those meetings are convened by the Council, and all reasonable expenses incurred in convening the meeting shall be refunded by the Association to the persons incurring them.

13.

- (1) The public officer of the Association or his or her nominee shall at least fourteen days before the date fixed for holding a general meeting of the Association, send a notice to all members specifying the place, day, and time for the holding of the meeting, and the nature of the business to be transacted thereat.

14.

- (1) All business that is transacted at special general meetings and all business that is transacted at the annual general meeting, with the exception of that specially referred to in these rules as being the ordinary business of the annual general meeting, shall be deemed to be special business,
- (2) No item of business shall be transacted at a general meeting unless a quorum of members entitled under these rules to vote is present during the time when the meeting is considering that item.
- (3) Fifteen members personally present (being members entitled under these rules to vote thereat) constitute a quorum for the transaction of the business of a general meeting.
- (4) If within one 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 members, shall be dissolved; and in any other case it shall stand adjourned to the same day in the next week, at the same time and (unless another place is specified by the chairman at the time of the adjournment or, by written notice to members given before the day to which the meeting is adjourned) at the same place, and if at the adjourned meeting a quorum is not present within one hour after the time appointed for the commencement of the meeting, the meeting shall be dissolved.

### **Chairman**

15.

- (1) The President, or in his or her absence, a Vice-President, shall preside as chairman at every general meeting of the Association.
- (2) If the President and both Vice-Presidents are absent from a general meeting, the members present shall elect one of their number to preside as chairman thereat.

16.

- (1) The chairman 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 shall be transacted at an adjourned meeting other than the business left unfinished at the meeting at which the adjournment took place.

- (2) Where a meeting is adjourned for fourteen days or more, the like notice of the adjourned meeting shall be given as in the case of the original meeting.
- (3) Except as provided in the foregoing provisions of this rule, it is not necessary to give any notice of an adjournment or of the business to be transacted at an adjourned meeting.

### **Balloting**

17. A question arising at a general meeting of the Association shall be determined on a show of hands and unless, before or on the declaration of the result of the show of hands a poll is demanded, a declaration by the chairman that a resolution has, on a show of hands, been carded, or carded 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.
  - (1) Upon any questions arising at a general meeting of the Association, a member has one vote only.
  - (2) All Votes shall be given personally.
  - (3) In the case of an equality of voting on a question the chairman of the meeting is entitled to exercise a second or casting vote.
19. If at a meeting a poll on any question is demanded it shall be taken at that meeting in such manner as the chairman may direct, and the result of the poll shall be deemed to be the resolution of the meeting on that question.
20. A poll that is demanded on the election of a chairman, or on a question of adjournment, shall be taken forthwith, and a poll that is demanded on any other question shall be taken at such time before the close of the meeting as the chairman may direct.

### **Council of Management**

21.
  - (1) The affairs of the Association shall be managed by a Council of management constituted as provided in rule 23.
  - (2) The Council :-
    - (a) shall control and manage the business and affairs of the Association;
    - (b) may, subject to these rules, exercise all such powers and functions as may be exercised by

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) subject to the Act and these rules, has power to perform all such acts and things as appear to the Council to be essential for the proper management of the business and affairs of the Association.

## **Officers of the Association and Council Members**

22.

- (1) The officers of the association shall be :-
  - (a) a President;
  - (b) two Vice-Presidents;
  - (c) a *Treasurer*; and
  - (d) a Secretary.
- (2) *Deleted*
- (3) The provisions of sub-rules (2), (3), and (4) of rule 24, so far as they are applicable and with the necessary modifications, apply to and in relation to the election of persons to any of the offices mentioned in sub-rule (1) of this rule.
- (4) Each officer of the Association shall hold office until the annual general meeting next after the date of his or her election but is eligible for re-election.
- (5) In the event of a casual vacancy in any office mentioned in sub-rule (1) of this sub-rule, the Council may appoint one of its members to the vacant office, and the member so appointed may continue in office up to and including the conclusion of the annual general meeting next following the date of his or her appointment.

23.

- (1) The Council shall consist of
  - (a) the officers of the Association; and
  - (b) not more than five other members,all of whom shall be elected at the annual general meeting of the Association in each year.
- (2) Each ordinary Councillor shall, subject to these rules, hold office until the annual general meeting next after the date of his or her election, but is eligible for re-election.

- (3) In the event of a casual vacancy occurring in the office of ordinary Councillor, the Council may appoint a member of the Association to fill the vacancy, and the member so appointed shall hold office, subject to these rules until the conclusion of the annual general meeting next following the date of his or her appointment.
- (4) The Division Council may co-opt not more than two additional members other than those listed in these rules.
- (5) Candidates to be eligible for appointment as officers of the Association or as ordinary Councillors must be paid up private members or honorary members or corporate member representatives of the Tasmania Division of the Institute of Public Administration Australia.

## **Elections**

24.

- (1) Nominations of candidates for election as officers of the Association or as ordinary Councillors :-
  - (a) shall be made in writing signed by two members of the Association and accompanied by the written consent of the candidate (which may be endorsed on the form of nomination); and
  - (b) shall be delivered to the public officer of the Association at least ten days before the date fixed for the holding of the annual general meeting.
- (2) If sufficient nominations are received to fill all vacancies on the Council, the candidates nominated shall be deemed to be elected and further nominations shall be received at the annual general meeting.
- (3) If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated shall be deemed to be elected,
- (4) If the number of nominations exceeds the number of vacancies to be filled, a ballot shall be held.
- (5) The ballot for the election of officers and ordinary Councillors shall be conducted at the annual general meeting in such usual and proper manner as the Council may direct.
- (6) Candidates to be eligible for election as officers of the Association or as ordinary Councillors must be paid up private members or honorary members of the Tasmania Division of the Institute of Public Administration Australia.

## **Vacancies**

25. For the purposes of these rules, the office of an officer of the Association or of an ordinary Councillor becomes vacant if the officer or Councillor
- (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 from office in writing and addressed to the Council;
- (e) ceases to be resident in the State;
- (f) fails, without leave granted by the Council, to attend three consecutive meetings of the Council;
- (g) ceases to be a member of the Association; or,
- (h) fails to pay all arrears of subscription due within fourteen days after he or she has received a notice in writing signed by the public officer or his or her nominee stating that he or she has ceased to be a financial member of the Association.

### **Council Meetings**

26.

- (1) The Council shall meet at least six times in each year at such places and at such times as the Council may determine.
- (2) Special meetings of the Council may be convened by the President, or any four of its members.
- (3) Notice shall be given to members of the Council of any special meeting, specifying the general nature of the business to be transacted, and any other business shall be transacted at such a meeting.
- (4) Any number of members that amount to 50% of the total membership of the Council constitute a quorum for the transaction of the business of a meeting of the Council.
- (5) No business shall be transacted unless a quorum is present and if within half an hour of the time appointed for the meeting a quorum is not present, the meeting shall stand 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,
- (6) At meetings of Council
  - (a) the President, or in his or her absence a Vice-President; or
  - (b) if the President and the two Vice-Presidents are absent, such one of the remaining



members of the Council as may be chosen by the members present, shall preside.

- (7) Questions arising at meetings of the Council or of any sub-Council appointed by the Council shall be determined on a show of hands or, if demanded by a member, by a poll taken in such manner as the person presiding at the meeting may determine.
- (8) Each member present at a meeting of the Council or of any sub-Council appointed by the Council (including the person presiding at the meeting) is entitled to one vote and, in the event of an equality of votes on any question, the person presiding may exercise a second or casting vote.
- (9) Written notice of each Council meeting shall be served on each member of the Council by delivering it to him or her at a reasonable time before the meeting or by sending it by post in a prepaid letter addressed at the usual or last known place of abode in time to reach the councillor in due course of post before the date of the meeting.

### **Disclosure of Interest**

27.

- (1) A member of the Council who is interested in any contract or arrangement made or proposed to be made with the Association shall disclose this interest at the first meeting of the Council at which the contract arrangement is first taken into consideration, if his or her interest then exists, or, in any other case, at the first meeting of the Council after the acquisition of the interest.
- (2) If a member of the Council becomes interested in a contract or arrangement after it is made or entered into the member shall disclose such interest at the first meeting of the Council after the acquisition of the interest.
- (3) No member of the Council shall vote as a member of the Council in respect of any contract or any arrangement in which he or she is interested and if he or she does so vote that vote shall not be counted.

### **Sub Council**

28.

- (1) The Council may at any time appoint a sub-Council from the Council as it may think fit and shall prescribe the powers and functions thereof.
- (2) The Council may coopt as members of a sub-Council such persons as it thinks fit, whether or not those persons are members of the Association, but a person so coopted is not entitled to vote.
- (3) Three appointed members of a sub-Council constitute a quorum at a meeting of the sub-Council.
- (4) The public officer of the Association or his or her nominee is responsible for calling meetings of a sub-Council.
- (5) Written notice of each sub-Council meeting shall be served on each member of the sub-Council

by delivering it to him or her at a reasonable time before the meeting or, by sending it by post in a prepaid letter addressed to him or her at the usual or last known place of abode in time to reach the member in due course of post before the date of the meeting.

- (6) The President, the Vice-Presidents, the Treasurer, and the Secretary constitute an executive Council, which 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 intervals between meetings of the Council, and where any such instructions are issued shall report thereon to the next meeting of the Council.

### **Annual Subscriptions**

29.

- (1) The amount of the annual subscription may be set and altered by the Council.
- (2) The annual subscription of a member is due and payable on or before the first day of the financial year of the Association.

### **Financial Year**

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

### **Notice of Meetings**

31. A notice may be served by or on behalf of the Association upon any member either personally or by sending it through the post in a prepaid letter addressed to the member at his or her usual or last known place of abode or by e-mail.

### **Expulsion**

32.

- (1) Subject to this rule, the Council may expel a member from the Association if, in the opinion of the Council the member has been guilty of conduct detrimental to the interests of the Association.
- (2) The expulsion of a member pursuant to sub-rule (i) of this rule does not take effect :-
  - (a) until the expiration of fourteen days after the service on the member of a notice under sub-rule (3) of this rule; or
  - (b) if the member exercises the right of appeal under this rule, until the conclusion of the special general meeting convened to hear the appeal, whichever is the later date.
- (3) Where the Council expels a member from the Association, the public officer of the Association shall, without undue delay, cause to be served on the member a notice in writing

- (a) stating that the Council has expelled the member;
  - (b) specifying the grounds for the expulsion; and
  - (c) informing the member that if he or she so desires he or she may, within fourteen days after the service of the notice on him or her appeal against the expulsion as provided in this rule.
- (4) A member on whom a notice under sub-rule (3) of this rule is served may appeal against the expulsion to a special general meeting by delivering or sending by post to the public officer of the Association, within fourteen days after the service of that notice, a requisition in writing demanding the convening of such a meeting for the purpose of hearing an appeal.
- (5) Upon receipt of a requisition under sub-rule (4) of this rule, the public officer shall forthwith notify the Council of its receipt and the Council shall thereupon cause a special general meeting of members to be held within twenty-one days after the date on which the requisition is received by the public officer.
- (6) 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;
  - (b) the Council may place before the meeting details of the grounds of the expulsion and the Council's reasons for the expulsion;
  - (c) the expelled member shall be given an opportunity to be heard; and
  - (d) the members present shall vote by secret ballot of the question whether the expulsion should be lifted or confirmed.
- (7) If at the special general meeting a majority of the members present vote in favour of the lifting of the expulsion, the expulsion shall be deemed to have been lifted and the expelled member is entitled to continue with membership of the Association.
- (8) 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.

## **Arbitration**

33.

- (1) Subject to this rule, a dispute between a member of the Association, in his or her capacity as a member, and the Association shall be determined by arbitration in accordance with the provisions of the *Arbitration Act 1982*.

- (2) Nothing in this rule affects the operation or effect of rule 32.

### **The Seal**

34.

- (1) The seal of the Association shall be in the form of a rubber stamp, inscribed with the name of the Association encircling the word "Seal".
- (2) The seal of the Association shall not be affixed to any instrument except by the authority of the Council, and the affixing thereof shall be attested by the signatures either of two members of the Council or of one member of the Council and of the public officer of the Association or such other person as the Council may appoint for that purpose, and that attestation is sufficient for all purposes that the seal was affixed by authority of the Council.
- (3) The seal shall remain in the custody of the public officer.