

RULES FOR THE SOUTHERN TASMANIAN BADMINTON ASSOCIATION INC

As passed at the Annual General Meeting on 10 October 2018

Table of Contents

1. Name.....	2
2. Definitions.....	2
3. Office.....	2
4. Objects & Purposes.....	2
5. Membership of the Association.....	3
6. Life Members & Service Awards.....	5
7. Income & Property of the Association.....	5
8. Accounts of Receipts and Expenditure	5
9. Banking and Finance	5
10. Auditor	6
11. Audit of Accounts.....	6
12. Public Officer.....	7
13. Annual General Meeting.....	7
14. Special General Meeting.....	7
15. Notices of General Meeting.....	8
16. Business & Quorum at General Meetings	8
17. Chairperson at General Meetings.....	8
18. Adjournment of a General Meeting	8
19. Voting at a General Meeting	8
20. One Vote	8
21. Taking a Poll	9
22. When a Poll to be taken	9
23. Affairs of Association to be managed by a Committee	9
24. Executive Officers of the Association	9
25. Constitution of the Committee.....	9
26. Nominations for Committee.....	10
27. Vacation of Office	10
28. Meetings of the Committee	11
29. Disclosure of Interests	11
30. Subcommittees	11
31. Membership Subscription	12
32. Financial Year.....	12
33. Service of Notices	12
34. Expulsion of Members	12
35. Disputes	13
36. Seal of the Association.....	13

1. Name

The name of the association shall be Southern Tasmanian Badminton Association Inc (in these rules called “the Association”).

2. Definitions

- (1) In these rules, unless the contrary intention appears –
 - (a) “Committee” means the committee of management of the Association;
 - (b) “general meeting” means a general meeting of members convened in accordance with rule 15; and
 - (c) “ordinary committee member” means a member/s of the committee to whom paragraph(b) of sub-rule (1) of rule 25 relates.
- (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 of representing or reproducing words in a visible form.
- (3) Words or expressions contained in these rules shall be interpreted in accordance with the provisions of the Act Interpretations Act 1931 and the Act as in force on the date on which these rules are adopted by the Association.

3. Office

The office of the Association shall be at 101 Cascade Road, South Hobart or such other place as the committee may, from time to time, determine.

4. Objects & Purposes

- (1) “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.
- (2) In addition to the basic objects of the Association, the purpose and objects of the Association shall be deemed to include –
 - (a) The doing of all things conducive to governess, running and promotion of the sport of Badminton in Tasmania.
 - (b) To affiliate with the Tasmanian Badminton Association and/or Badminton Australia.
 - (c) 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 of the objects or purposes of the Association;
 - (d) The buying, selling and supplying of, and dealing in goods of all kinds;
 - (e) The construction, maintenance, and the alteration of buildings or works necessary or convenient for any of the objects or purposes of the Association;
 - (f) 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;
 - (g) The taking of such steps from time to time as the committee 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;
 - (h) The printing and publishing of such newspaper, periodicals, books, leaflets, or other documents as the committee or the members in general meeting may think desirable for the promotion of the objects and purposes of the Association;
 - (i) The borrowing and raising of money in such manner and on such terms as the committee may think fit or as may be approved or directed by resolution passed at a general meeting;

- (j) 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 committee may from time to time determine;
- (k) 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 of the Income Tax and Social Services Contribution Assessment Act 1936-1964 of the Commonwealth relates;
- (l) 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;
- (m) The establishment and support, or aiding in the establishment or support, of another association formed for any of the basic objects of the Association;
- (n) 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
- (o) The doing of all 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.

5. Membership of the Association

A person who nominates and is approved for membership as provided in these rules is eligible to be a member of the Association on payment of the subscription prescribed in, or fixed under, these rules.

- (1) Nomination of a person for membership of the Association –
 - (a) Shall be made in writing on the form provided by the Association for such purpose; and
 - (b) Shall be lodged with the Secretary of the Association.
- (2) As soon as is practicable after the receipt of a nomination, the Secretary shall refer the nomination to the committee.
- (3) Upon a nomination being approved by the committee, the Secretary shall, with as little delay as possible, and, upon receipt of the sum payable by or on behalf of the nominee as his/her subscription, shall enter the nominee's name in a register of members to be kept by the Secretary, whereupon the nominee becomes a member of the Association.
- (4) The Committee may from time to time prescribe other Membership categories; for example Social Membership, Affiliate Membership etc.
- (5) A member of the Association may, at any time, resign from the Association by delivering to or sending by post to the Secretary a written notice of resignation.
- (6) Upon receipt of a notice under sub rule (8) of this rule, the Secretary 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.
- (7) A right, privilege, or obligation of a person by virtue of membership of the Association –
 - (a) Is not capable of being transferred or transmitted to another person; and
 - (b) Terminates upon the cessation of membership, whether by death, resignation, or otherwise.
- (8) 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 five dollars, as may be required, but a former member is not liable so to contribute in respect of any debt of liability of the Association contracted after he/she ceased to be a member.

6. Life Members & Service Awards

Life members of the Association may be endorsed by those members present at an annual general meeting.

- (1) Nominations of candidates for life membership must be made in writing and signed by two members of the Association, such nominations to be delivered to the Secretary at least fourteen days prior to the date fixed for the holding of the annual general meeting.
- (2) The Association shall have the power to present Service Awards to any worthy person, who may be nominated by a member of the Association.
- (3) Nominations for Services Awards shall be forwarded to the Secretary for presentation to an assessment by the Committee.
- (4) Any award granted shall be presented to the recipient at a mutually acceptable time and place.
- (5) The Award presented shall be in the form of a Certificate signed by the President and the Secretary.

7. Income & Property of the Association

- (1) The income and property of the Association will be applied only towards the promotion of the Objects.
- (2) No income or property will be paid or transferred directly or indirectly to any Member except for payments to a Member:
 - (a) In return for any services rendered or goods supplied in the ordinary and usual course of business to the Association; or
 - (b) Of interest at a rate not exceeding current bank overdraft rates of interest for moneys lent; or
 - (c) Of reasonable rent for premises let by them to the Association.

8. Accounts of Receipts and Expenditure

- (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 as 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 shall faithfully keep all general records, accounting books, and records of receipts and expenditure connected with the operations and business of the Association in such form and manner as the committee 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 committee may decide.

9. Banking and Finance

The Treasurer of the Association shall, on behalf of the Association, receive all monies paid to the Association and wherever appropriate and whenever requested issue receipts therefore.

- (1) The committee shall cause to be opened with such bank as the committee selects a banking account in the name of the Association into which all moneys received shall be paid by the Treasurer as soon as possible after receipt thereof.
 - a. The committee may be permitted to open a bank transaction account for single signatory by the executive committee with provision for a debit card facility. Any deposits to the account to be authorised by the committee up to \$1,500 or at the discretion of the committee.

- (2) The committee may receive from the Association's bank or bankers for the time being the cheques drawn by the Association on any of its accounts with the bank or bankers and may release and 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.
- (3) The Committee may authorise the Treasurer to expend funds on behalf of the Association, including by electronic funds transfer, up to a specified limit without requiring approval from the Committee for each item on which the funds are to be expended.
- (4) All cheques, drafts, bills of exchange, promissory notes, and other negotiable instruments shall be signed, or electronically authorised, by two members of the Executive Committee.

10. Auditor

At each annual general meeting of the Association, members present shall appoint a person as the auditor of the Association.

- (1) A person so appointed shall hold office until the annual general meeting next after that at which he/she is appointed, and is eligible for reappointment.
- (2) The first auditor of the Association may be appointed by the committee 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.
- (3) If an appointment is not made at an annual general meeting the Committee shall appoint an auditor of the Association for the then current financial year of the Association.
- (4) Except as provided in sub-rule (3) of this rule, the auditor may only be removed from office by special resolution.
- (5) If a casual vacancy occurs in the office of auditor during the course of a financial year of the Association, the committee may appoint a person as the auditor and the person so appointed shall hold office until the next succeeding annual general meeting.

11. Audit of Accounts

Once at least in each financial year of the Association, the accounts of the Association shall be examined by the auditor.

- (1) 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.
- (2) In his/her report, and in certifying to the accounts, the auditor shall state –
 - (a) Whether he/she has obtained the information required by him/her;
 - (b) Whether, in his/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/her disposal and explanations given to him/her and as shown by the books of the Association;
 - (c) Whether the rules relating to the administration of the funds of the Association have been observed.
- (3) The Public Officer of the Association shall cause to be delivered to the auditor a list of all accounts, books, and records of the association.
- (4) 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 of the performance of his/her duties as auditor;
 - (c) May employ persons to assist him/her in investigating the accounts of the Association; and

- (d) May, in relation to the accounts of the Association, examine any member of the committee or any servant of the Association.

12. Public Officer

- (1) The Association shall at its first meeting after the Annual General Meeting in any year appoint a Public Officer. The person so appointed shall hold office until the first meeting of the Association after the Annual General Meeting in the following year, or until his or her death or resignation. In the event of any vacancy in the position of Public Officer then the Association shall, by resolution, fill such vacancy until the first meeting after the next Annual General Meeting.
- (2) If the Association fails to make an appointment as provided for in sub-rule (1) at its first meeting after the Annual General Meeting then the person who was the Public Officer prior to that meeting shall be deemed to have been re-appointed.

13. Annual General Meeting

The Association shall each year hold an annual general meeting.

- (1) 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 committee may determine.
- (2) The annual general meeting shall be in addition to any other general meetings that may be held in the same year.
- (3) The annual general meeting shall be specified as such in the notice of convening it.
- (4) 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 committee, 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, the Assistant Secretary, the ordinary committee members, and life members;
 - (d) To appoint the auditor, and
 - (e) To determine any honorariums of the Association.
- (5) The annual general meeting may transact special business of which notice is given in accordance with these rules.
- (6) All general meetings other than the annual general meeting shall be called special general meetings.

14. Special General Meeting

The committee may, whenever it thinks fit, convene a special general meeting of the Association.

- (1) The committee shall, on the requisition in writing of not less than thirty members, convene a special general meeting of the Association.
- (2) A requisition for a special 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.
- (3) If the committee does not cause a special general meeting to be held within twenty-one days from the date on 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.
- (4) 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 committee,

and all reasonable expenses incurred in convening the meeting shall be refunded by the Association to the persons incurring them.

15. Notices of General Meeting

The Secretary of the Association shall, at least fourteen days before the date fixed for holding a general meeting of the Association, cause to be (i) inserted in at least one Tasmanian newspaper (if required under current law) and/or on the Association website and (ii) placed on the Association noticeboard at 101 Cascade Road, an advertisement specifying the place, day, and time for the holding of the meeting, and the nature of the business to be transacted thereat.

16. Business & Quorum at General Meetings

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.

- (1) 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.
- (2) Twenty members (being members entitled under these rules to vote thereat) constitute a quorum for the transaction of the business of a general meeting.
- (3) If within 30 minutes 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 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 or the commencement of the meeting, the meeting shall be dissolved.

17. Chairperson at General Meetings

The President, or in his/her absence, the Vice-President, shall preside as chairman at every general meeting of the Association.

If the President and the Vice-President, are absent from a general meeting, the members present shall elect one of their number to preside as chairman thereat.

18. Adjournment of a General Meeting

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.

- (1) Where a meeting is adjourned for fourteen days or more, the like notice of the adjourned meeting shall be given as in case of the original meeting.
- (2) 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.

19. Voting at a General Meeting

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 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.

20. One Vote

- (1) Upon any question 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.

21. Taking a Poll

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.

22. When a Poll to be taken

A poll that is demanded on the election of a chairman, or 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.

23. Affairs of Association to be managed by a Committee

The affairs of the Association shall be managed by a committee of management constituted as provided in rule 24.

The committee –

- (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 committee to be essential for the proper management of the business and affairs of the Association.

24. Executive Officers of the Association

(1) The Officers of the Association shall be –

- (a) A President;
- (b) A Vice President;
- (c) A Treasurer; and
- (d) A Secretary.

- (2) The provisions of sub-rules (2), (3) and (4) of rule 26, 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.
- (3) Each officer of the Association shall hold office until the annual general meeting next after the date of his/her election but is eligible for re-election.
- (4) In the event of a casual vacancy in any office mentioned in sub-rule (1) of this rule, the committee 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/her appointment.

25. Constitution of the Committee

(1) The Committee shall consist of –

- (a) The Officers of the Association,
- (b) an Assistant Secretary elected on a yearly basis with a view to becoming the Secretary of the future, and
- (c) up to 8 other members, all of whom shall be elected at an annual general meeting of the Association.

- (2) Each ordinary committee member shall, subject to these rules, hold office until the annual general meeting two years after the date of his/her election, but is eligible for re-election.
- (3) Four committee positions shall be declared vacant, on a rotating basis prior to each annual general meeting.
- (4) In the event of a casual vacancy occurring in the office of ordinary committee member, the committee 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/her appointment.
- (5) A maximum of four candidates will be elected to two-year terms at each annual general meeting. If there are more than four vacancies, and more than four candidates nominating, a ballot will held to determine which of the candidates will be elected to a two year term. For any remaining casual vacancies, it will be up to the committee to appoint unsuccessful candidates to a one year term, where they will be required to stand for election at the following annual general meeting (as per section 3 of rule 25).

26. Nominations for Committee

- (1) Nominations of candidates for election as officers of the Association or as ordinary committee members –
 - (a) Shall be made in writing signed by two members of the Association, one of whom may be the candidate, 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 Secretary of the Association at least ten days before the date fixed for the holding of the annual general meeting.
- (2) If insufficient nominations are received to fill all vacancies on the committee, the candidates nominated shall be deemed to be elected.
- (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 committee members shall be conducted at the annual general meeting in such usual and proper manner as the committee may direct.

27. Vacation of Office

For the purposes of these rules, the office of an officer of the Association or of an ordinary committee member becomes vacant if the officer or the 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/her creditors, or makes any assignment of his/her estate for their benefit;
- (c) Becomes of unsound mind;
- (d) Resigns his/her office by writing under his/her hand addressed to the committee;
- (e) Ceases to be resident in the State;
- (f) Fails, without leave granted by the committee, to attend three consecutive meetings of the committee;
- (g) Ceases to be a member of the Association; or
- (h) Fails to pay all arrears of subscription due by him/her within fourteen days after he/she has received a notice in writing signed by the Public Officer stating that he/she has ceased to be a financial member of the Association.

28. Meetings of the Committee

In addition to the Annual General Meeting and any other Special Meetings, the Committee shall meet 4 times per year or as needed for the effective management of the association. Such meetings may include video conferences or other electronic means of communication. .

- (1) Special meetings of the committee may be convened by the President, or any four of its members.
- (2) Notice shall be given to members of the committee of any special meetings specifying the general nature of the business to be transacted, and no other business shall be transacted at such a meeting.
- (3) The quorum for the transaction of the business of a meeting of the committee shall consist of at least 50 percent of the current committee members, but shall not be less than 5.
- (4) 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.
- (5) At meetings of the committee –
 - (a) The President, or in his absence the Vice-President; or
 - (b) If the President and the Vice-President are absent, such one of the remaining members of the committee as may be chosen by the members present, shall preside.
- (6) Questions arising at meetings of the committee or of any subcommittee appointed by the committee shall be determined on a show of hands or, if demanded by a member, by a poll in such manner as the person presiding at the meeting may determine.
- (7) Each member present at a meeting of the committee or of any subcommittee appointed by the committee (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.
- (8) Written notice of each committee meeting shall be served on each member of the committee by delivering it to him/her at a reasonable time before the meeting or by sending it by email or by post in a prepaid letter addressed to him/her at his usual last known place of abode in time to reach him/her in due course of post before the date of the meeting.
- (9) Life members and members of the Association may attend meetings of the committee when invited by the President but may not vote, and may not speak unless invited to do so by the presiding person.

29. Disclosure of Interests

A member of the committee who is interested in any contract or arrangement made or proposed to be made with the Association shall disclose his/her interest at the first meeting of the committee at which the contract or arrangement is first taken into consideration, if his/her interest then exists, or, in any other case, at the first meeting of the committee after the acquisition of his/her interest.

- (1) If a member of the committee becomes interested in a contract or arrangement after it is made or entered into he/she shall disclose his/her interest at the first meeting of the committee after he/she becomes so interested.
- (2) No member of the committee shall vote as a member of the committee in respect of any contract or arrangement in which he/she is interested and if he/she does so vote his/her vote shall not be counted.

30. Subcommittees

The committee may at any time appoint a sub-committee from the committee as it may think fit and shall prescribe the powers and functions thereof.

- (1) The committee may co-opt as members of a sub-committee such persons as it thinks fit, whether or not those persons are members of the Association, but a person so co-opted is not entitled to vote.
- (2) Three appointed members of a sub-committee constitute a quorum at a meeting of the sub-committee.

- (3) The Secretary of the Association is responsible for calling meetings of a sub-committee.
- (4) Written notice of each sub-committee meeting shall be served on each member of the sub-committee by delivering it to him/her at a reasonable time before the meeting or by sending it by post in a prepaid letter addressed to him/her at his/her usual or last known place of abode in time to reach him/her in due course of post before the date of the meeting.
- (5) The President, the Vice-President, the Treasurer and the Secretary constitute an executive committee, 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 the intervals between meetings of the committee, and where any such instructions are issued shall report thereon to the next meeting of the committee.

31. Membership Subscription

- (1) The amount of the annual subscription may be altered from time to time by the Committee.
- (2) The annual subscription of a member is due and payable on or before the first day of March in each year and covers a twelve month period until the last day of February in the following year.
- (3) Other membership periods and subscription amounts may be decided from time to time by the Committee.

32. Financial Year

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

33. Service of Notices

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

34. Expulsion of Members

Subject to this rule, 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.

- (1) The expulsion of a member pursuant to sub-rule (1) 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 his right of appeal under this rule, until the conclusion of the special general meeting convened to hear the appeal,
 whichever is the later date.
- (2) Where the committee 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 committee has expelled the member;
 - (b) Specifying the grounds for the expulsion; and
 - (c) Informing the member that if he/she so desires he/she may, within fourteen days after the service of the notice on him/her, appeal against, the expulsion as provided by this rule.
- (3) 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 his/her appeal.
- (4) Upon receipt of a requisition under sub-rule (3) of this rule, the Public Officer shall forthwith notify the committee of its receipt and the committee 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.

- (5) 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 committee may place before the meeting details of the grounds of the expulsion and the committee'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 on the question whether the expulsion should be lifted or confirmed.
- (6) 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 his/her membership of the Association.
- (7) 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

- (1) Subject to this rule, a dispute between a member of the Association, in his capacity as a member, and the Association shall be determined by arbitration in accordance with the provisions of the Arbitration Act 1892.
- (2) Nothing in this rule affects the operation or effect of rule 34.

36. Seal of the Association

- (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 committee, and the affixing thereof shall be attested by the signatures of either of two members of the committee or of one member of the committee and of the Secretary of the Association or such other person as the committee may appoint for that purpose, and that attestation is sufficient for all purposes that the seal was affixed by the authority of the committee.
 - (3) The seal shall remain in the custody of the Secretary.
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