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APPENDIX A    Form of Appointing a Proxy



## 1. ASSOCIATION TITLE

The name of the Incorporated Association is Australian Campdraft Association Inc (“**the Association**”).

## 2. INTERPRETATION

In these Rules:

A word or expression that is not defined in these rules, but is defined in the *Associations Incorporation Act 1981* has, if the context permits, the meaning given by the Act.

“Act” means the *Associations Incorporation Act 1981*.

“Business Days” does not include public holidays, weekends or a day between 15th December of a year and 21st January of the following year.

“Bylaws” means the bylaws of the Association pursuant to Rule 38.

“Complaint” means a written complaint, alleging a specified breach of the rules by a member.

“Councillor” means a member of the Association elected to the management committee as a Zone Councillor in accordance with Rule 19.1(d).

"Disciplinary Tribunal" means a body delegated the powers to oversee complaints of misconduct by a member or judge.

"Executive" means the members of the Association who have been elected to the Management Committee as the President, Vice Presidents and Treasurer. “Financial Year” means each year ending 31st December.

“Life Member” means a person who has been admitted a member of the Association for that class of membership mentioned and referred to in Rule 5, and has the same entitlements as an ordinary member.

“Member” includes an ordinary member and the other classes of members mentioned and referred to in Rule 5.

“Nomination Date” means the date by which nominations for election to the Management Committee must be received by the Secretary.

"Operations Manager" means the person who has been appointed as the Secretary by the Management Committee and any reference to the Secretary shall be inferred as the Operations Manager.

“Ordinary Member” means a person who has been admitted as a member of the Association for the class of membership specified in Rule 5.1.

“Present”

- a) at a Management Committee meeting, see Rule 24.6; or
- b) at a general and special general meeting, see Rule 34.1.

“President” means a member of the Association elected to the Management Committee as the President in accordance with Rule 19.1(a).

“Publication” means the Association's website and any publication published by the Association and circulated to their members other than child members.



“Register of Members” means the register of members kept and maintained in accordance with Rule 13.

“Rules” means these rules and consistently with the definition of rules under the Association’s Incorporation Act the rules of this Association include its constitution and regulations.

“Secretary” means a person appointed as the Secretary by the Management Committee in accordance with Rule 15.

“Special Resolution” means a resolution passed at a meeting of the Association by 75% of the members who are present and entitled to vote on the resolution.

“Treasurer” means a member of the Association elected to the Management Committee as the Treasurer in accordance with Rule 19.1(c).

“Zone” means a grouping of defined geographical areas pursuant to Rule 18.

### 3. OBJECTS

The objects of the Association are to:

- 3.1. Promote the sport of campdrafting throughout the Commonwealth of Australia to a recognised level and to create more spectator interest.
- 3.2. Assist affiliated Associations and their committees and other bodies and their committees in promoting competitive campdrafts.
- 3.3. Obtain uniform competition rules and conditions throughout the Commonwealth of Australia.
- 3.4. Create a register of all Open, Novice and Maiden campdraft horses registered or that compete with the Association.
- 3.5. Create a horse and rider high points award, the winners of the same to be declared as the Association’s “Australian Champion of the Year”.
- 3.6. Appoint persons of appropriate qualifications and experience to a panel of judges.

### 4. POWERS

- 4.1. The Association has the powers of an individual.
- 4.2. The Association may, for example:
  - (a) enter into contracts; and
  - (b) acquire, hold, deal with and dispose of property; and
  - (c) make charges for services and facilities it supplies; and
  - (d) do other things necessary or convenient to be done in carrying out its affairs.

### 5. CLASSES OF MEMBERS

- 5.1. The membership of the Association shall consist of ordinary members and any of the following classes of members:
  - (a) Child Members – aged under thirteen (13 years).
  - (b) Juvenile Members – aged thirteen (13) years and under seventeen (17) years.



- (c) Life Members – approved by a special resolution carried at a Management Committee meeting for persons who have provided long and meritorious service over a sustained period of time principally to the Association and in respect of which no membership fees will be payable by such member.

5.2. The number of members in each class shall be unlimited.

## 6. AWARDS FOR OUTSTANDING CONTRIBUTIONS

- 6.1. The Management Committee may approve of an award to honour individuals for their outstanding contributions over a reasonable period of time to campdrafting in general and to the Association.
- 6.2. To be awarded the honour, the Management Committee must carry a special resolution to approve of the recipient.
- 6.3. The names of the recipients of the award will be placed on the 'Roll of Honour'.
- 6.4. Membership fees are payable by 'Roll of Honour' recipients if they wish to have the rights of ordinary members.

## 7. NEW MEMBERSHIP

- 7.1. A person who wishes to become a member must agree with and abide by these rules and the conditions of membership adopted by the Management Committee.

## 8. MEMBERSHIP FEES

- 8.1. The membership fee (if any) for each ordinary membership and for each other class of membership:
  - (a) is the amount decided by the Management Committee from time to time; and
  - (b) is payable when, and in the way, the Management Committee decides.

## 9. ADMISSION AND REJECTION OF MEMBERSHIP

- 9.1. The Management Committee must consider an application for membership at the next meeting of the committee held after it receives:
  - (a) the application for membership; and
  - (b) the appropriate membership fee for the application.
- 9.2. The Management Committee must ensure that, as soon as possible after the person applies to become a member of the Association, and before the Management Committee considers the persons application, the person is advised:
  - (a) whether or not the Association has public liability insurance; and
  - (b) if the Association has public liability insurance—the amount of the insurance.
- 9.3. The Management Committee must decide at the meeting whether to accept or reject the application.
- 9.4. If a majority of the members of the Management Committee present at the meeting vote to accept the applicant as a member, the applicant must be accepted as a member for the class of membership applied for.



- 9.5. The Secretary of the Association must, as soon as practicable after the Management Committee decides to accept or reject an application, give the applicant a written notice of the decision.
- 9.6. The Management Committee may, by resolution, delegate such of its powers to accept or reject an application for membership, in the first instance, as it thinks fit.
- 9.7. It shall be a condition of membership of the Association that no member, their executors, administrators or beneficiaries shall be entitled to make any claim demand or charge of any nature whatsoever against the Association and any Australian Campdraft Association Inc affiliated committee or the members of such committees for any loss, accident injury or damage which may be suffered by such member, their equipment or animals during the course of the program conducted by such affiliated committee.

## 10. RESIGNATION OF MEMBER

- 10.1. A member may resign from the Association by giving a written notice of resignation to the Secretary.
- 10.2. The resignation takes effect on:
  - (a) at the time the notice is received by the Secretary; or
  - (b) if a later day is stated in the notice – the later time.
- 10.3. No membership fees will be refunded.

## 11. TERMINATION OF MEMBERSHIP, INFRINGEMENT OF THE RULES, CONDUCT AT CAMPDRAFTS, SUSPENSION OF JUDGES, REVOKING OF LIFE MEMBERSHIP AND REVOKING OF AWARDS FOR OUTSTANDING CONTRIBUTIONS

- 11.1. The Management Committee shall adopt a bylaw to outline the disciplinary process relating to:
  - i) revoking of life membership; and
  - ii) revoking of awards for outstanding contributions; and
  - iii) complaints against a judge or official; and
  - iv) expulsion, suspension or terminating a member's membership or from competing at campdrafts of the Association and any affiliated campdrafts; and
  - v) consent required to be represented by a legally qualified or any other person at any hearing of any complaint; and
  - vi) permission required to record the proceedings by any recording device; and
  - vii) other relative matters
- 11.2. A member's membership may be terminated or the member may be expelled or suspended from competing at the Association's or their affiliated campdrafts if the member:
  - (a) is convicted of an indictable offence; or
  - (b) does not comply with any of the provisions of these rules; or
  - (c) (has membership fees in arrears for at least two (2) months; or



- (d) conducts himself or herself in a way to be injurious or prejudicial to the character or interests of the Association, or is likely to bring the Association into disrepute; or
  - (e) has been found guilty of a breach or breaches of the provisions of the rules; or
  - (f) has been disqualified by the executive committee or stewards of any Association conducting campdrafts whether affiliated with the Association or not; or
  - (g) has been found guilty of any grossly improper conduct, riotous behaviour or behaving in any undesirable manner at any campdraft; or
  - (h) (declines or neglects to pay any fine imposed on the member by any committee to which authority is delegated or by the committee or stewards of any affiliated campdraft Association; or
  - (i) declines or neglects to pay any monies which they have contracted or is liable to pay to the Association or any affiliated campdraft Association; or
  - (j) is found guilty of any act or improper conduct which in the opinion of the Management Committee renders it undesirable in the interest of the Association that such person should remain a member of the Association; or
  - (k) continues to work a beast after their round has been terminated and thereby causes death of or injury to the beast being drafted by them; or
  - (l) is found guilty of “ringing in a horse”, cheating in any way or is found guilty of negligently or otherwise incorrectly entering a horse in an incorrect category or otherwise incorrectly entering a horse in any category; or
  - (m) abuses or threatens or otherwise by anything done, omitted to be done or said overtly displays or expresses dissent in the ruling of any judge or other official; or
  - (n) is found guilty of cruelty or causing unnecessary distress to either horse or beast in any campdraft through any cause whatever; or
  - (o) has made payments to an affiliated committee that their bank has not honoured.
- 11.3. Before any expulsion, suspension or terminating a member’s membership or from competing at campdrafts of the Association and any affiliated campdrafts, the member must be given twenty (20) business days from the issuing of a notice to show why their membership should not be terminated or the member should not be expelled, suspended and/or from competing at the Associations campdrafts or any affiliated campdrafts.
- 11.4. The member may give orally or in writing any explanation or defence they may think fit.
- 11.5. The Secretary must give the member a written notice of the outcome of any disciplinary matter.
- 11.6. In addition to any expulsion, suspension or termination of membership, the points that any member or their horses have accumulated in any point’s awards may be cancelled and all winnings including trophies and ribbons where the offence took place shall be returned.





## 12. APPEAL AGAINST REJECTION, TERMINATION OF MEMBERSHIP OR BEING EXPELLED OR SUSPENDED

- 12.1. The Management Committee shall adopt a bylaw relating to appeals against expulsion, suspension or termination of a member's membership or from competing at the Association's or their affiliated campdrafts.
- 12.2. A person whose application for membership has been rejected or terminated, or has been expelled or suspended may give the Secretary written notice of the persons intention to appeal against any decision.
- 12.3. A notice of intention to appeal must be given to the Secretary within twenty (20) business days after the person receives written notice of the decision.
- 12.4. If the Secretary receives a notice of intention to appeal, the Secretary must within twenty (20) business days after receiving the notice, call a Management Committee meeting to decide the appeal.
- 12.5. The Management Committee meeting to decide an appeal must be held within ninety (90) business days after the Secretary receives the notice of intention to appeal.
- 12.6. At the meeting, the applicant must be given a full and fair opportunity to show why the application should be rejected or the membership should not be terminated.
- 12.7. The decision of the Management Committee shall be final, binding and conclusive upon the appellant and upon all members of the Association, and every person who shall take part in any matter or matters coming within these rules and/or regulations bylaws shall be held bound thereby and to have expressly debarred themselves from any right of appeal to any Court of Law and to any claim for loss or damage of any nature or kind whatsoever against the Association or its members or any of them in respect of any Act, deed or decision made by the Management Committee or the association.

## 13. REGISTER OF MEMBERS

- 13.1. The Secretary must keep a register of members.
- 13.2. The register of members must include the following particulars for each member:
  - (a) the full name of the member;
  - (b) the postal or residential address of the member;
  - (c) the date of admission as a member;
  - (d) the date of death or time of resignation of the member;
  - (e) details about the termination or reinstatement of membership; and
  - (f) any other particulars the Management Committee or the members at a general meeting decide.
- 13.3. The register must be open for inspection by members of the Association at all reasonable times.
- 13.4. A member must contact the Secretary to arrange an inspection of the register.
- 13.5. However, the Secretary may, on the application of a member of the Association, withhold information about the member (other than the members full name) from the register available



for inspection if the Secretary has reasonable grounds for believing the disclosure of the information would put the member at risk of harm.

## 14. PROHIBITION ON USE OF INFORMATION ON REGISTER OF MEMBERS

14.1. A member of the Association must not:

- (a) use information obtained from the register of members of the Association to contact, or send material to, another member of the Association for the purpose of advertising for political, religious, charitable or commercial purposes; or
- (b) disclose information obtained from the register to someone else, knowing that the information is likely to be used to contact, or send material to, another member of the Association for the purpose of advertising for political, religious, charitable or commercial purposes.

14.2. Rule 14.1 does not apply if the use or disclosure of the information is approved by the Association.

## 15. APPOINTMENT OF SECRETARY

15.1. The Secretary must be an individual residing in Queensland, or in another State but not more than 65km from the Queensland border, who is:

- (a) any of the following persons appointed by the Management Committee as Secretary:
  - (i) a member of the Associations Management Committee member; or
  - (ii) another member of the Association; or
  - (iii) another person.

15.2. If a vacancy happens in the office of Secretary, the members of the Management Committee must ensure a Secretary is appointed for the Association within three (3) months after the vacancy happens.

## 16. REMOVAL OF SECRETARY

16.1. The Management Committee of the Association may at any time remove a person appointed by the committee as the Secretary.

## 17. FUNCTIONS OF SECRETARY

17.1. The Secretary's functions include, but are not limited to:

- (a) calling meetings of the Association, including preparing notices of a meeting and of the business to be conducted at the meeting in consultation with the President of the Association; and
- (b) keeping minutes of each meeting; and
- (c) keeping copies of all correspondence and other documents relating to the Association; and
- (d) maintaining the register of members of the Association; and
- (e) the duties as determined by the Management Committee and detailed in a job description, titled operations manager.



## 18. ZONES

- 18.1. The Management Committee may establish zones of defined geographical areas.
- 18.2. The areas of each zone are to be determined by the Management Committee.
- 18.3. The number of zones is to be determined by the Management Committee.
- 18.4. Each zone is to be represented on the Management Committee in proportion to the number of ordinary members that reside in that zone.
- 18.5. The Management Committee shall determine the proportion of the number of ordinary members that reside in a zone to the number of members of the Management Committee.
- 18.6. The member of the Management Committee representing each zone shall be known as a councillor.

## 19. MEMBERSHIP OF MANAGEMENT COMMITTEE

- 19.1. The Management Committee of the Association shall consist of:

- (a) a President; and
- (b) 3 Vice Presidents; and
- (c) a Treasurer; and
- (d) Councillors.

The number of councillors shall be determined by the Secretary in accordance with Rule 18.5 and based on the number of life and ordinary members who are entitled to vote that reside in each zone as at 31st December in the year preceding an election.

- 19.2. A member of the Management Committee must be a life member or ordinary member of the Association.
- 19.3. The President, Vice Presidents and Treasurer shall hold office for a period of one (1) year.
- 19.4. All Councillors shall hold office for a period of two (2) years.
- 19.5. 50% of the Councillors for each zone shall be elected each year.
- 19.6. All retiring members of the Management Committee are eligible, on nomination, for re-election.
- 19.7. A member of the Association may be appointed to a casual vacancy on the Management Committee under Rule 22.

## 20. ELECTING THE MANAGEMENT COMMITTEE

- 20.1. At the annual general meeting the election of members of the Management Committee may be conducted in either of the following ways:
  - (a) by voting at the annual general meeting; or
  - (b) by postal ballot
- 20.2. The Management Committee shall adopt a bylaw on electing the Management Committee relating to:
  - (i) nominating as a candidate; and



- (ii) eligibility to vote; and
- (iii) election procedure;
- (iv) ballots; and
- (v) report on result of elections; and
- (vi) other relative matters

**NOTE: No child or juvenile members are entitled to nominate as a candidate or to vote.**

20.3. A person may be a candidate only if the person:

- (a) is an ordinary member or life member; and
- (b) is not otherwise ineligible pursuant to the provisions of section 61A of the Act.

20.4. If the Management Committee decides that voting at the annual general meeting shall be by postal ballot then such decision cannot be reversed for that year.

20.5. The Secretary must ensure that, before a candidate is elected as a member of the Management Committee, the candidate is advised:

- (a) whether or not the Association has public liability insurance; and
- (b) if the Association has public liability insurance - the amount of the insurance.

## 21. RESIGNATION OR REMOVAL FROM OFFICE OF MANAGEMENT COMMITTEE MEMBER

21.1. A member of the Management Committee may resign from the committee by giving written notice of resignation to the Secretary.

21.2. The resignation takes effect at:

- (a) the time the notice is received by the Secretary; or
- (b) if a later day is stated in the notice – the later day.

21.3. A Management Committee member's office is vacated if the member:

- (a) ceases to be a full financial member, honorary member or life member of the Association; or
- (b) without the Management Committee's leave, is absent from three (3) consecutive Management Committee meetings; or
- (c) is absent from three (3) consecutive management meetings and has not submitted the form appointing a proxy [refer Rule 24.5(b)].

21.4. A Management Committee member may be removed from office at a Management Committee meeting of the Association if a majority of the members present at the meeting vote in favour of removing the member.

21.5. Before a vote of Management Committee members is taken about removing the Management Committee member from office, the member must be given a full and fair opportunity to show cause why he or she should not be removed from office.

21.6. A Management Committee member has no right of appeal against the member's removal from office.



- 21.7. A Management Committee member immediately vacates the office of member in the circumstances mentioned in section 64(2) of the Act.

## 22. VACANCIES ON MANAGEMENT COMMITTEE

- 22.1. If a casual vacancy happens on the Management Committee, the continuing members of the committee may appoint another member of the Association to fill the vacancy until the next election.
- 22.2. The continuing members of the Management Committee may act despite a casual vacancy on the Management Committee.
- 22.3. However, if the number of committee members is less than the number fixed under these rules as a quorum of the Management Committee, the continuing members may act only to:
- (a) increase the number of Management Committee members to the number required for a quorum; or
  - (b) call a general meeting of the Association.

## 23. FUNCTIONS OF MANAGEMENT COMMITTEE

- 23.1. Subject to the Act, these rules or any resolution of the Association members carried at a general meeting, the Management Committee has the general control and management of the administration of the affairs, property and funds of the Association.
- 23.2. The Management Committee has authority to interpret the meaning of these rules and any matter relating to the Association on which the rules are silent, but any interpretation must have regard to the Act, including any regulation made under the Act.
- 23.3. The Management Committee may exercise the powers of the Association:
- (a) to borrow, raise or secure the payment of amounts in a way the Association members decide; and
  - (b) to secure the amounts mentioned in Rule 23.3(a) or the payment or performance of any debt, liability, contract, guarantee or other engagement incurred or to be entered into by the Association in any way, whether by a charge upon the whole or part of the Association's property, both present and future or otherwise as it shall think fit; and
  - (c) to purchase, redeem or pay off any securities issued; and
  - (d) to borrow amounts from members and pay interest on the amounts borrowed; and
  - (e) to mortgage or charge the whole or part of its property; and
  - (f) to issue securities of any type, whether outright or as security for any debt, liability or obligation of the Association; and
  - (g) to provide and pay off any securities issued; and
  - (h) to invest in a way the members of the Association may from time to time decide.
- 23.4. For Rule 23.3(d), the rate of interest must not be more than the current rate being charged for overdrawn accounts on money lent (regardless of the term of the loan) by:
- (a) the financial institution for the Association; or



- (b) if there is more than one (1) financial institution for the Association - the financial institution nominated by the Association.

## 24. MEETINGS OF MANAGEMENT COMMITTEE

- 24.1. Subject to this rule, the Management Committee may meet and conduct its proceedings, as it considers appropriate.
- 24.2. The Management Committee must meet at least three times in each financial year to exercise its functions.
- 24.3. The Management Committee must decide how a meeting is to be called.
- 24.4. Notice of a meeting is to be given in the way decided by the President.
- 24.5. The Management Committee may hold meetings, or permit a Management Committee member to take part in its meetings, by:
  - (a) using any technology that reasonably allows the member to hear and take part in discussions as they happen; or
  - (b) giving to the Secretary before the start of the meeting a signed form appointing a proxy in the form set out in Appendix A to these rules.
- 24.6. A Management Committee member who participates in the meeting as mentioned in Rule 24.5 is taken to be present at the meeting.
- 24.7. A question arising at a Management Committee meeting is to be decided by a majority vote of committee members present at the meeting and, if the votes are equal, the question is decided in the negative.
- 24.8. A Management Committee member must not vote on a question about a contract or proposed contract with the Association if the member has an interest in the contract or proposed contract, and if the member does vote the member's vote must not be counted.
- 24.9. The President is to preside as chairperson at a Management Committee meeting.
- 24.10. If there is no President or if the President is not present within ten (10) minutes after the time fixed for a Management Committee meeting, the members may choose one (1) of their number to preside as chairperson at the meeting.

## 25. QUORUM FOR, AND ADJOURNMENT OF, MANAGEMENT COMMITTEE MEETING

- 25.1. At a Management Committee meeting, at least thirteen (13) of the members elected or appointed to the committee form a quorum.
- 25.2. If a quorum is not present within thirty (30) minutes after the time fixed for a Management Committee meeting called on the request of members of the committee, the meeting lapses.
- 25.3. If a quorum is not present within thirty (30) minutes after the time fixed for a Management Committee meeting called other than on the request of members of the committee:
  - (a) the meeting is to be adjourned for at least one (1) day; and
  - (b) the members of the Management Committee who are present are to decide the day, time and place of the adjourned meeting.
- 25.4. If, at the adjourned meeting mentioned in Rule 25.3, there is no quorum within thirty (30) minutes after the time fixed for the meeting, the meeting lapses.



## 26. SPECIAL MEETING OF MANAGEMENT COMMITTEE

- 26.1. If the Secretary receives a written request signed by at least twenty seven (27) of the Management Committee members, the Secretary must call a special meeting of the committee by giving each member of the committee notice of the meeting within ten (10) business days after the Secretary receives the request.
- 26.2. If the Secretary is unable or unwilling to call the special meeting, the President must call the meeting.
- 26.3. A request for a special meeting of the Management Committee must state:
  - (a) why the special meeting is being called; and
  - (b) the business to be conducted at the meeting.
- 26.4. A notice of a special meeting of the Management Committee must state:
  - (a) the day, time and place of the meeting; and
  - (b) the business to be conducted at the meeting.
- 26.5. A special meeting of the Management Committee must be held within ten (10) business days after notice of the meeting is given to the members of the Management Committee.

## 27. MINUTES OF MANAGEMENT COMMITTEE MEETINGS

- 27.1. The Secretary must ensure full and accurate minutes of all questions, matters, resolutions and other proceedings of each Management Committee meeting are entered in a minute book.
- 27.2. To ensure the accuracy of the minutes, the minutes of each Management Committee meeting must be signed by the chairperson of the meeting, or the chairperson of the next Management Committee meeting, verifying their accuracy.
- 27.3. The Secretary shall ensure that members attending any meeting are provided with a copy of the Management Committee minutes prior to any item being published in any newspaper or publication.
- 27.4. The minutes of any meeting shall not record the name of the mover and seconder of any resolution concerning matters discussed in committee.

## 28. APPOINTMENT OF SUBCOMMITTEES

- 28.1. The Management Committee may appoint a Sub Committee consisting of members of the Association considered appropriate by the committee to help with the conduct of the Associations operations.
- 28.2. A member of the Sub Committee who is not a member of the Management Committee is not entitled to vote at a Management Committee meeting.
- 28.3. A Sub Committee may elect a chairperson of its meetings.
- 28.4. If a chairperson is not elected, or if the chairperson is not present within ten (10) minutes after the time fixed for a meeting, the members present may choose one (1) of their number to be chairperson of the meeting.
- 28.5. A Sub Committee may meet and adjourn as it considers appropriate.



28.6. A question arising at a Sub Committee meeting is to be decided by a majority vote of the members present at the meeting and, if the votes are equal, the question is decided in the negative.

## 29. ACTS NOT AFFECTED BY DEFECTS OR DISQUALIFICATIONS

29.1. An act performed by the Management Committee, a Sub Committee or a person acting as a member of the Management Committee is taken to have been validly performed.

29.2. Rule 29.1 applies even if the act was performed when:

- (a) there was a defect in the appointment of a member of the Management Committee, Sub Committee or person acting as a member of the Management Committee; or
- (b) a Management Committee member, Sub Committee member or person acting as a member of the Management Committee was disqualified from being a member.

## 30. ANNUAL GENERAL MEETINGS

30.1. The Association must hold an annual general meeting:

- (a) at least once each year; and
- (b) within six (6) months after the end of the Association's previous financial year.

## 31. BUSINESS TO BE CONDUCTED AT THE ANNUAL GENERAL MEETING

31.1. The following business must be conducted at the annual general meeting:

- (a) receiving the Association's financial statement, and audit report, for the last reportable financial year;
- (b) presenting the financial statement and audit report to the meeting for adoption;
- (c) electing members of the Management Committee;
- (d) appointing an auditor or an accountant for the present financial year.

31.2. No general business shall be voted on at the annual general meeting.

## 32. NOTICE OF GENERAL MEETING

32.1. The Secretary may call a general meeting of the Association.

32.2. The Secretary must give at least ten (10) business days notice of the meeting to each Association member by inserting a notice in the Association's publication (currently known as the ACA News) and/or on the ACA Website.

32.3. If the Secretary is unable or unwilling to call the meeting, the President must call the meeting.

32.4. A notice of a general meeting must state the business to be conducted at the meeting.





### 33. QUORUM FOR, AND ADJOURNMENT OF, ANNUAL GENERAL, GENERAL OR SPECIAL GENERAL MEETING

33.1. The quorum for the annual general, general or special general meetings of the Association shall be as follows:

- (a) **Annual General or General Meetings** – the quorum shall consist of ordinary members and life members and be at least the number of members elected or appointed to the Association’s Management Committee at the close of the Association’s last general or annual general meeting plus one (1); and
- (b) **Special General Meetings** - the quorum shall be at least 10% of members who are entitled to vote as at 31st December in the year preceding the meeting.

33.2. No business may be conducted at a meeting unless a quorum of members, entitled to vote under the rules, is present during the whole time of the meeting.

**NOTE: Child or juvenile members are not entitled to vote.**

33.3. If there is no quorum within thirty (30) minutes after the time fixed for a general meeting the meeting lapses.

33.4. If there is no quorum within thirty (30) minutes after the time fixed for a special general meeting -

- (a) the meeting is to be adjourned for at least five (5) business days; and
- (b) the Management Committee is to decide the day, time and place of the adjourned meeting.

33.5. The chairperson may, with the consent of any meeting at which there is a quorum, and must if directed by the meeting, adjourn the meeting from time to time and from place to place.

33.6. If a meeting is adjourned under Rule 33.5, only the business left unfinished at the meeting from which the adjournment took place may be conducted at the adjourned meeting.

33.7. The Secretary is not required to give the members notice of an adjournment or of the business to be conducted at an adjourned meeting unless a meeting is adjourned for at least twenty (20) business days.

33.8. If a meeting is adjourned for at least twenty (20) business days, notice of the adjourned meeting must be given in the same way notice is given for the original meeting.

### 34. PROCEDURE AT GENERAL OR SPECIAL GENERAL MEETINGS

34.1. A member must be present to take part and vote in a general or special general meeting.

**NOTE:** The use of any technology or proxy votes is not permitted.

34.2. At each general and special general meeting:

- (a) the President is to preside as chairperson; and
- (b) if there is no President or if the President is not present within fifteen (15) minutes after the time fixed for the meeting or is unwilling to act, the members present must elect one (1) of their number to be chairperson of the meeting; and
- (c) the chairperson must conduct the meeting in a proper and orderly way.



## 35. VOTING AT GENERAL OR SPECIAL GENERAL MEETINGS

- 35.1. At a general or special general meeting, each question, matter or resolution, other than a special resolution, must be decided by a majority of votes of the members present.
- Members present at a general or special general meeting must provide evidence that they are entitled to vote prior to any vote being taken.
- 35.2. Each member present and eligible to vote is entitled to one (1) vote only and, if the votes are equal, the chairperson has a casting vote as well as a primary vote.
- 35.3. A member is not entitled to vote at a general or special general meeting if the member's annual subscription is in arrears at the date of the meeting.
- 35.4. The method of voting is to be decided by the Management Committee.
- 35.5. However, if at least 20% of the members present demand a secret ballot, voting must be by secret ballot.
- 35.6. If a secret ballot is held, the chairperson must appoint two (2) members to conduct the secret ballot in the way the chairperson decides.
- 35.7. The result of a secret ballot as declared by the chairperson is taken to be a resolution of the meeting at which the ballot was held.

## 36. SPECIAL GENERAL MEETINGS

- 36.1. The Secretary must call a special general meeting by giving each member of the Association notice of the meeting or by inserting a notice in the Association's publication (currently known as the ACA News) and/or on the ACA Website within ten (10) business days after being given a written request signed by at least 10% of the members of the Association who are entitled to vote as at 31st December in the year preceding the date when the request is signed.
- 36.2. A request mentioned in Rule 36.1 must state:
- (a) why the special general meeting is being called; and
  - (b) the business to be conducted at the meeting.
- 36.3. A special general meeting must be held within three (3) months after the Secretary:
- (a) is directed to call the meeting by the Management Committee; or
  - (b) is given the written request mentioned in Rule 36.1.
- 36.4. If the Secretary is unable or unwilling to call the special general meeting, the President must call the meeting.

## 37. MINUTES OF ANNUAL GENERAL, GENERAL OR SPECIAL GENERAL MEETINGS

- 37.1. The Secretary must ensure full and accurate minutes of all questions, matters, resolutions and other proceedings of each annual general, general or special general meeting are entered in a minute book.
- 37.2. To ensure the accuracy of the minutes:
- (a) the minutes of each general or special general meeting must be signed by the chairperson of the meeting, or the chairperson of the next general meeting, verifying their accuracy; and



- (b) the minutes of each annual general meeting must be signed by the chairperson of the meeting, or the chairperson of the next meeting of the Association that is a general meeting or annual general meeting, verifying their accuracy; and
- 37.3. If asked by a member of the Association, the Secretary must, within twenty (20) business days after the request is made:
  - (a) make the minute book for a particular general or special meeting available for inspection by the member at a mutually agreed time and place; and
  - (b) give the member copies of the minutes of the meeting.
- 37.4. The Association may require the member to pay the reasonable costs of providing copies of the minutes.

## 38. BYLAWS

- 38.1. The Management Committee may make, amend or repeal bylaws, not inconsistent with these rules, for the internal management of the Association.
- 38.2. A bylaw may be adopted by a vote of members at a Management Committee meeting of the Association.
- 38.3. All alterations to such bylaws by the Management Committee will become effective ten (10) business days after a notice is inserted in the Association's publication (currently known as the ACA News and/or on the ACA Website).

## 39. ALTERATION OF RULES

- 39.1. Subject to the Act, these rules may be amended, repealed or added to by a special resolution carried at a general meeting.
- 39.2. However an amendment, repeal or addition is valid only if it is registered by the chief executive.

## 40. COMMON SEAL

- 40.1. The Management Committee must ensure the Association has a common seal.
- 40.2. The common seal must be:
  - (a) kept securely by the Secretary; and
  - (b) used only under the authority of the Management Committee.
- 40.3. Each instrument to which the seal is attached must be signed by a member of the Management Committee and countersigned by:
  - (a) the Secretary; or
  - (b) another member of the Management Committee; or
  - (c) someone appointed by the Management Committee.

## 41. FUNDS AND ACCOUNTS

- 41.1. The funds of the Association must be kept in an account in the name of the Association in a financial institution decided by the Management Committee.



- 41.2. Records and accounts must be kept in the English language showing full and accurate particulars of the financial affairs of the Association.
- 41.3. All amounts must be deposited in the financial institution account as soon as practicable after receipt.
- 41.4. A payment by the Association of \$100 or more must be made by cheque or electronic funds transfer.
- 41.5. When a payment is made by cheque or electronic fund transfer, any two (2) of the following must sign the cheque or authorise the electronic fund transfer:
  - (a) the President;
  - (b) the Secretary;
  - (c) the Treasurer;
  - (d) any one (1) of three (3) other members of the Association who have been authorised by the Management Committee to sign cheques issued by the Association;
  - (e) an employee who have been authorised by the Executive.
- 41.6. However, one (1) of the persons who signs the cheque or authorises the electronic fund transfer must be the President, the Secretary or the treasurer.
- 41.7. Cheques, other than cheques for wages, allowances or petty cash recoupment, must be crossed not negotiable.
- 41.8. A petty cash account must be kept on the imprest system, and the Management Committee must decide the amount of petty cash to be kept in the account.
- 41.9. All expenditure must be approved or ratified at a Management Committee meeting.

## 42. GENERAL FINANCIAL MATTERS

- 42.1. On behalf of the Management Committee, the treasurer must, as soon as practicable after the end date of each financial year, ensure a financial statement for its last reportable financial year is prepared.
- 42.2. The income and property of the Association must be used solely in promoting the Association's objects and exercising the Association's powers.

## 43. DOCUMENTS

- 43.1. The Secretary must ensure the safe custody of books, documents, instruments of title and securities of the Association.

## 44. FINANCIAL YEAR

- 44.1. The financial year of the Association closes on 31st December in each year.

## 45. DISTRIBUTION OF SURPLUS ASSETS TO ANOTHER ENTITY

- 45.1. This rule applies if the Association:
  - (a) is wound-up under part 10 of the Act; and
  - (b) has surplus assets.



- 45.2. The surplus assets must not be distributed among the Association members.
- 45.3. The surplus assets must be given to another entity:
- (a) having objects similar to the Association's objects; and
  - (b) the rules of which prohibit the distribution of the entity's income and assets to its members.
- 45.4. In this section – **surplus assets** see Section 92(3) of the Act.

## 46. AFFILIATION FEES

- 46.1. Any organisation desiring to conduct a campdraft or campdrafts must make application to the Association for registration in respect of such campdraft or campdrafts.
- 46.2. On receipt of such application the Management Committee may approve or disapprove of such application.
- 46.3. For every campdraft promoted under the auspices of the Association or conducted by an affiliated committee, the organising body shall pay to the Association such fees as may be fixed by the Management Committee from time to time.
- 46.4. The Management Committee may by resolution, delegate its authority under Rule 46.2 to the Secretary.