

**CONSTITUTION OF
THE NATIONAL ASSOCIATION FOR GAMBLING STUDIES INC.**

1. The name of the Association shall be the National Association for Gambling Studies Incorporated (in these rules called “the Association”).
2. The office of the Association shall be in such place as the committee may, from time to time determine.
3. The basic objects and purposes for which the Association is established are:
 - 3.1 to promote, develop and commission research and coordinate opportunities for research into gambling and activities associated with gambling; (amended Nov 07)
 - 3.2 to act as an agent for the collection and dissemination of information and data related to gambling and associated activities;
 - 3.3 to encourage and promote excellence in gambling research; and (amended Nov 07)
 - 3.4 to further knowledge and understanding of gambling and gambling-related issues in the community.
4. The Association shall have the power to do all things necessary for and incidental to the purposes of carrying into effect and furthering the objectives of the Association, including:
 - 4.1 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;
 - 4.2 the buying selling and supplying of and dealing in goods of all kinds;
 - 4.3 to enter into any arrangements with any Government or Authority that are incidental or conducive to the attainment of the objects and the exercise of the powers of the Association; to obtain from any such Government or Authority any rights, privileges and concessions which the Association may think it desirable to obtain; and to carry out, exercise and comply with any such arrangements, rights, privileges and concessions;
 - 4.4 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;
 - 4.5 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;
 - 4.6 the printing and publishing of such newspapers, 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;

- 4.7 the promotion, organisation and administration of conferences, events and meetings which serve as a forum for debate, discussion and consideration of gambling issues and research;
- 4.8 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;
- 4.9 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;
- 4.10 the establishment, and support, or aiding in the establishment and support, of members or any other association formed for any of the basic objects of the Association;
- 4.11 to appoint, employ, remove or suspend such managers, clerks, secretaries, servants, workmen and other persons as may be necessary or convenient for the purposes of the Association;
- 4.12 to remunerate any person or body corporate for services rendered, or to be rendered, and whether by way of brokerage or otherwise in placing or assisting to place or guaranteeing the placing of any unsecured notes, debentures or other securities of the incorporated association, or in or about the incorporated association or promotion of the incorporated association or in the furtherance of its objects;
- 4.13 in furtherance of the objects of the Association to sell, improve, manage, develop, exchange, lease, dispose of, turn to account or other-wise deal with all or any part of the property and rights of the Association;
- 4.14 to take such steps by personal or written appeals, public meetings or otherwise, as may from time to time be deemed expedient for the purpose of procuring contributions to the funds of the Association, in the shape of donations, annual subscriptions or other-wise;
- 4.15 to do all such other things as are incidental or conducive to the attainment of the objects and the exercise of the powers of the Association.

MEMBERSHIP

- 5.1 The membership of the Association shall consist of individual members and any of the following organisation types: institutions, societies, government departments, companies, corporations, associations, statutory authorities and foreign affiliations.
- 5.2 The number of members shall be unlimited.
- 5.3 The membership of the Association shall also consist of Life Members. The criterion for life membership is that the person has made a sustained and substantial contribution to the Association through, for example, membership of the National Committee and contribution to conferences through presentations or Conference Committee membership, and in so doing has contributed to the good standing of the Association both nationally and internationally. Normally, one Life Membership may be conferred by the Association's National Committee annually, although an appointment does not have to be made every year. (added 2014 AGM, Gold Coast)

MEMBER SUBSCRIPTIONS AND MEMBERS' LIABILITY

- 6.1 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, except in the case of Life Members whose annual subscription will be waived. (amended 2014 AGM, Gold Coast)
- 6.2 The liability of a member to contribute towards the payment of the debts and liabilities of the Association or the costs, charges and expenses of the winding up of the Association is limited to the amount, if any, unpaid by the member in respect of membership of the Association as required by Section 7. (added 2014 AGM, Gold Coast)

APPLICATIONS FOR MEMBERSHIP AND FEES

7. The application for membership shall be made in writing, signed by the applicant and shall be in such form as the National Committee from time to time prescribes.
- 7.1 The membership fees for each class of membership shall be such sum as the members shall from time to time at any general meeting so determine.
- 7.2 The membership fees for each class of membership shall be payable at such time and in such manner as the National Committee shall from time to time determine.
- 7.3 Membership subscriptions shall coincide with financial years 1 July to 30 June. Membership renewal applications received from current members within two months of the commencement of the financial year need not be considered by the Committee as per Section 8 below. (amended 2014 AGM, Gold Coast)
- 7.4 Where a member has not renewed membership of the Association by paying the annual subscription due in any financial year within two months from the due date, that person ceases to be a member and the Secretary will remove the name of that person from the Register of Members. (added 2014 AGM, Gold Coast)

CONSIDERATION OF MEMBERSHIP APPLICATIONS

- 8.1 At the next meeting of the Committee after the receipt of any application and the fee applicable for any class of membership, such application shall be considered by the committee, who shall thereupon determine upon the admission or rejection of the applicant.
- 8.2 Any applicant who receives a majority of the votes of the members of the Committee present at the meeting at which such application is being considered shall be accepted as a member to the class of membership applied for.
- 8.3 Upon the acceptance or rejection of an application for any class of membership the Secretary shall forthwith give the applicant notice in writing of such acceptance or rejection.

CESSATION OF MEMBERSHIPS

9. A person ceases to be a member of the Association if the person—
 - (i) dies;
 - (ii) resigns from membership of the Association; or
 - (iii) fails to renew membership of the Association. (amended 2014 AGM, Gold Coast)
- 9.1 Any balance of a membership subscription is forfeited to the Association upon resignation.
10. A right, privilege, or obligation of a person by virtue of his/her membership of the Association:
 - 10.1 is not capable of being transferred or transmitted to another person; and
 - 10.2 terminates upon the cessation of his/her membership, whether by death, resignation, or otherwise.

APPEAL PROCESS FOR REJECTED MEMBERSHIP APPLICATIONS

- 11.1 A person whose application for membership has been rejected may within one month of receiving written notification thereof, lodge with the Secretary written notice of intention to appeal against the decision of the Committee.
- 11.2 Upon receipt of a notification of intention to appeal against rejection or termination of membership the Secretary shall convene, within three months of the date of receipt of such notice, a general meeting to determine the appeal. At any such meeting the applicant shall be given the opportunity to fully present a case and the Committee or those members thereof who rejected the application for membership or terminated the membership subsequently shall likewise have the opportunity of presenting its or their case. The appeal shall be determined by the vote of the members present at such meeting.
- 11.3 Where a person whose application is rejected, does not appeal against the decision of the Committee within the time prescribed by these Rules or so appeals but the appeal is unsuccessful, the Secretary shall forthwith refund the amount of any fee paid.

REGISTER OF MEMBERS

- 12.1 The Committee shall cause a Register to be kept in which shall be entered the names and addresses of all persons admitted to membership of the Association and the dates of their admission.
- 12.2 Particulars shall also be entered into the Register of terminations and reinstatements of membership and any further particulars as the Committee or the members at any general meeting may require from time to time.
- 12.3 The Register shall be open for inspection at all reasonable times by any member who previously applies to the Secretary for such inspection.

DISCIPLINING OF MEMBERS

- 13.1 If the committee is of the opinion that a member has persistently refused or neglected to comply with a provision of these rules or has persistently and wilfully acted in a manner prejudicial to the interests of the association; the committee may, by resolution expel the member from the association; or suspend the member from the rights and privileges of membership of the association that the committee may decide for a specified period.
- 13.2 A resolution of the committee under subsection (1) is of no effect unless the committee, at a meeting held not earlier than 14 days and not later than 28 days after service on the member of a notice under subsection (3), confirms the resolution in accordance with this section.
- 13.3 If the committee passes a resolution under subsection (1), the secretary must, as soon as practicable, serve a written notice on the member setting out the resolution of the committee and the grounds on which it is based; and stating that the member may address the committee at a meeting to be held not earlier than 14 days and not later than 28 days after service of the notice; and stating the date, place and time of that meeting; and informing the member that the member may do either or both of the following:
 - (i) attend and speak at that meeting;
 - (ii) submit to the committee at or before the date of that meeting written representations relating to the resolution.
- 13.4 Subject to the Act, section 50, at a meeting of the committee mentioned in section 13.2, the committee must give to the member mentioned in section 13.1 an opportunity to make oral representations; and give due consideration to any written representations submitted to the committee by that member at or before the meeting; and by resolution decide whether to confirm or to revoke the resolution of the committee made under section 13.1.
- 13.5 If the committee confirms a resolution under section 13.4, the secretary must, within 7 days after that confirmation, by written notice inform the member of that confirmation and of the member's right of appeal under section 14.
- 13.6 A resolution confirmed by the committee under subsection (4) does not take effect until the end of the period within which the member is entitled to appeal against the resolution if the member does not exercise the right of appeal within that period; or if within that period the member exercises the right of appeal unless and until the association confirms the resolution in accordance with section 14.4.

RIGHT OF APPEAL OF DISCIPLINED MEMBER

- 14.1 A member may appeal to the association in general meeting against a resolution of the committee that is confirmed under section 13.4, within 7 days after notice of the resolution is served on the member, by lodging with the secretary a notice to that effect.
- 14.2 On receipt of a notice under subsection 14.1, the secretary must notify the committee which must call a general meeting of the association to be held within 21 days after the date when the secretary received the notice or as soon as possible after that date.
- 14.3 Subject to the Act, section 50, at a general meeting of the association called under section 14.2 no business other than the question of the appeal may be transacted; and the committee and the member must be given the opportunity to make representations in relation to the appeal orally or in writing, or both; and the members present must vote by secret ballot on the question of whether the resolution made under section 13.4 should be confirmed or revoked.
- 14.4 If the meeting passes a special resolution in favour of the confirmation of the resolution made under section 13.4, that resolution is confirmed.

COMPOSITION AND ELECTION OF COMMITTEE

- 15.1 The National Committee of the Association shall consist of a President, Vice-President, Secretary, Treasurer and at least one Representative from each State and Territory, all of whom shall be members of the Association, as the members of the Association at any general meeting may from time to time elect or appoint. No individual shall concurrently hold more than one position on the NAGS committee (amended 2000 AGM, Mildura).
- 15.2 In 2013, all positions in Column B (section 15.5) shall become vacant. In the election process that year, all positions in that column shall be nominated for a two year term, with the exception of Vice President, which shall be for a one year term. Those in Column A will continue in office for another year as per the established cycle. In the following year, 2014, those positions in Column A shall be nominated for a 2 year term with the exception of President, whose position shall be taken by the Vice President for a two year term. Thenceforth, the Vice President position shall be added to Column A and the position of President shall be removed from the election cycle and automatically taken up by the Vice President at the conclusion of that person's two year term. The process of staggered two year terms shall continue. (Amended 2013 AGM, Sydney)
- 15.3 In the event that a Vice President resigns or otherwise relinquishes the position and a casual vacancy arises, Clause 17.1 of these rules shall apply and the vacancy shall be filled until the next annual general meeting. If the vacancy arises in the first year of the two year term, the election of a replacement at the next annual general meeting shall be for a single year, to return to the normal two year cycle. (Amended 2013 AGM, Sydney)
- 15.4 In the event that a President resigns or otherwise relinquishes the Presidency, such event shall not be considered a casual vacancy and the Vice President shall assume the role of President. The Vice President shall then take on the role of President for the remainder of what was to be their Vice Presidency plus the two subsequent years as President. The casual vacancy in the Vice President position then occurring shall invoke the provisions of Section 15.3. (Amended 2013 AGM, Sydney)
- 15.5 Those National Committee members whose term expires in a particular year shall retire from office, according to the table below but shall be eligible upon nomination for re-election.

YEAR A (EVEN YEARS)	YEAR B (ODD YEARS)
VICE PRESIDENT	
SECRETARY	TREASURER
TAS REP	VIC REP
NSW REP	QLD REP
SA REP	NT REP
ACT REP	WA REP

(amended 2013 AGM, Sydney)

- 15.4 The election of officers and other members of the Committee shall take place in the following manner:
- 15.4.1 Any two members of the Association shall be at liberty to nominate any other member to serve as an officer or other member of the Committee;

- 15.4.2 The nomination, which shall be in writing and signed by the member and his proposer and seconder, shall be lodged with the Secretary at least fourteen days before the annual general meeting at which the election is to take place;
 - 15.4.3 A list of the candidates' names in alphabetical order, with the proposers' and seconders' names, shall be posted in a conspicuous place in the office or usual place of meeting of the Association for at least seven days immediately preceding the annual general meeting.
 - 15.4.4 Balloting lists shall be prepared (if necessary) containing the names of the candidates in alphabetical order, and each member present at the annual general meeting shall be entitled to vote for any number of such candidates not exceeding the number of vacancies;
 - 15.4.5 Should, at the commencement of such meeting, there be an insufficient number of candidates nominated, nominations may be taken from the floor of the meeting.
16. Any member of the Committee may resign from membership of the Committee at any time by giving notice in writing to the Secretary but such resignation shall take effect at the time such notice is received by the Secretary unless a later date is specified in the notice, when it shall take effect on that later date, or such member may be removed from office at a general meeting of the Association where that member shall be given the opportunity to fully present his case. The question of removal shall be determined by the vote of the members present at such a general meeting.

CASUAL VACANCIES

- 17.1 The Committee shall have power at any time to appoint any member of the Association to fill any casual vacancy on the Committee until the next annual general meeting.
- 17.2 The continuing members of the Committee may act notwithstanding any casual vacancy in the Committee, but if and so long as their number is reduced below the number fixed by or pursuant to these Rules as the necessary quorum of the Committee, the continuing member or members may act for the purpose of increasing the number of members of the Committee to that number or of summoning a general meeting of the Association, but for no other purpose.

AUTHORITY OF COMMITTEE

- 18.1 Except as otherwise provided by these Rules and subject to resolutions of the members of the Association carried at any general meeting, the Committee:
 - 18.1.1 shall have the general control and management of the administration of the affairs, property and funds of the Association;
 - 18.1.2 make, alter or rescind any by-law that it considers necessary for the effective administration of the association, provided that no by-law may be inconsistent with the rules of the association; (added 2012 AGM, Launceston);
 - 18.1.3 shall inform members of any changes to the by-laws at each Annual General Meeting; and (added 2012 AGM, Launceston)

18.1.4 shall have authority to interpret the meaning of these Rules and any matter relating to the Association on which these rules are silent.

18.2 The Committee may exercise all the powers of the Association to borrow or raise or secure the payment of money in such manner as the members of the Association may think fit and secure the same 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 and in particular by the issue of debentures, perpetual or otherwise, charged upon all or any of the Association's property both present and future, and to purchase, redeem or pay off any such securities.

RESTRICTIONS ON PAYMENTS TO MEMBERS

19.1 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 other-wise, to any member of the Association.

19.2 The Association shall not:

19.2.1 appoint a person who is a member of the Committee to any office the holder of which there is payable any remuneration by way of salary, fees, or allowances; (amended 2012 AGM, Launceston) or

19.2.2 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).

19.3 Nothing in the foregoing provisions of this rule prevents the payment in good faith to a servant or member of the Association of:

19.3.1 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; or

19.3.2 a reasonable and proper sum by way of rent for premises let to the Association by the servant or member.

COMMITTEE MEETINGS

20.1 The Committee shall meet at least once every calendar year to exercise its functions. Such meeting/s need not be face to face but may be via telephone, teleconference or some other electronic means or by post and may regulate such proceedings as it sees fit.

20.2 A meeting of the Committee shall be convened by the Secretary on the requisition in writing signed by not less than one-third of the members of the Committee, which requisition shall clearly state the reasons why such special meeting is being convened and the nature of the business to be transacted thereat.

20.3 At every meeting of the Committee a simple majority of a number equal to the number of members elected and/or appointed to the Committee as at the close of the last general meeting of the members, shall constitute a quorum.

- 20.4 Subject as previously provided in this rule, the Committee may meet together and regulate its proceedings as it thinks fit - provided that questions arising at any meeting of the Committee shall be decided by a majority of votes and, in the case of equality of votes, the question shall be deemed to be decided in the negative.
- 20.5 A member of the Committee shall not vote in respect of any contract or proposed contract with the Association in which he is interested, or any matter arising thereat, and if he does so vote his vote shall not be counted.
- 20.6 Not less than seven days notice shall be given by the Secretary to members of the Committee of any meeting of the Committee. Such notice shall clearly state the nature of the business to be discussed thereat.
- 20.7 The President shall preside as Chairman at every meeting of the Committee, or if there is no President, or if at any meeting he is not present within ten minutes after the time appointed for holding the meeting, the Vice-President shall be Chairman or if the Vice-President is not present at the meeting then the members may choose one of their number to be Chairman of the meeting.
- 20.8 If within half an hour from the time appointed for the commencement of a Committee meeting a quorum is not present, the meeting, if convened upon the requisition of members of the Committee, shall lapse. In any other case it shall stand adjourned to such other day and at such other time and place as the Committee may determine, and if at the adjourned meeting a quorum is not present within half an hour from the time appointed for the meeting, the meeting shall lapse.

FORMATION OF SUB-COMMITTEES

- 21.1 The Committee may delegate any of its powers to a sub-committee consisting of such members of the Association as the Committee thinks fit. Any sub-committee so formed shall in the exercise of the powers so delegated conform to any regulations that may be imposed on it by the Committee.
- 21.2 A sub-committee may elect a Chairman of its meetings. If no such Chairman is elected, or if at any meeting the Chairman is not present within ten minutes after the time appointed for holding the meeting, the members present may choose one of their number to be Chairman of the meeting.
- 21.3 A sub-committee may meet and adjourn as it thinks proper. Questions arising at any meeting shall be determined by a majority of votes of the members present and, in the case of an equality of votes, the question shall be referred back to the National Committee for a final decision.
22. A resolution in writing signed by all the members of the Committee for the time being entitled to receive notice of a meeting of the Committee shall be as valid and effectual as if it had been passed at a meeting of the Committee duly convened and held. Any such resolution may consist of several documents in like form, each signed by one or more members of the Committee.

ANNUAL GENERAL MEETINGS

- 23. The Association shall hold an Annual General Meeting each year at such time and in such a place as the Committee may determine.
- 23.1 The Annual General Meeting shall be held within six months of the close of the financial year.
- 23.2 The Annual General Meeting shall be specified as such in the notice convening it.
- 23.3 The Annual General Meeting may transact special business of which notice is given in accordance with these Rules.
- 23.4 All general meetings other than the Annual General Meeting shall be called special general meetings.
- 23.5 The business to be transacted at every Annual General Meeting shall be:
 - 23.5.1 the receiving of the Committee's report and the statement of income and expenditure, assets and liabilities and mortgages, charges and securities affecting the property of the association for the preceding financial year;
 - 23.5.2 the receiving of the auditor's report upon the books and accounts for the preceding financial year;
 - 23.5.3 the election of members of the Committee; and
 - 23.5.4 the appointment of an auditor.

SPECIAL GENERAL MEETINGS

- 24.1 The Secretary shall convene a Special General Meeting when directed to do so by the Committee;
or
- 24.2 on the requisition in writing signed by not less than one-third of the members presently on the Committee or not less than the number of ordinary members of the Association which equals double the number of members presently on the Committee plus one. Such requisition shall clearly state the reasons why such Special General Meeting is being convened and the nature of the business to be transacted thereat; or
- 24.3 on being given a notice in writing of an intention to appeal against the decision of the Committee to reject an application for membership or to terminate the membership of any person.

QUORUM AND ADJOURNMENTS OF GENERAL MEETINGS

- 25.1 At any general meeting the number of members required to constitute a quorum shall be the number of members presently on the Committee plus one.
- 25.2 No business shall be transacted at any general meeting unless a quorum of members is present at the time when the meeting proceeds to business. For the purposes of this rule "member" includes a person attending as a proxy or as representing a corporation which is a member.

- 25.3 If within half an hour from the time appointed for the commencement of a general meeting a quorum is not present, the meeting, if convened upon the requisition of members of the Committee or the Association, shall lapse. In any other case it shall stand adjourned to the same day in the next week at the same time and place, or to such other day and at such other time and place as the Committee may determine, and if at the adjourned meeting a quorum is not present within half an hour from the time appointed for the meeting, the members present shall be a quorum.
- 25.4 The Chairman may, with the consent of any meeting at which a quorum is present (and shall if so directed by the meeting), adjourn the meeting from time to time and from place to place, but no business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place. When a meeting is adjourned for thirty days or more, notice of the adjourned meeting shall be given as in the case of an original meeting. Save as aforesaid it shall not be necessary to give any notice of an adjournment or of the business to be transacted at an adjourned meeting.

CONVENING GENERAL MEETINGS

- 26.1 The Secretary shall convene all general meetings of the Association by giving not less than 21 days notice of any such meeting to the members of the Association.
- 26.2 The manner by which such notice shall be given shall be determined by the Committee: Provided that notice of any meeting convened for the purpose of hearing and determining the appeal of a member against the rejection or termination of his membership by the Committee, shall be given in writing. Notice of a general meeting shall clearly state the nature of the business to be discussed thereat.

CHAIRMANSHIP, VOTING AND PROXIES FOR GENERAL MEETINGS

- 27.1 Unless otherwise provided by these Rules, at every general meeting the President shall preside as Chairman, or if there is no President, or if he is not present within fifteen minutes after the time appointed for the holding of the meeting or is unwilling to act, the Vice-President shall be the Chairman or if the Vice-President is not present or is unwilling to act then the members present shall elect one of their number to be Chairman of the meeting.
- 27.2 The Chairman shall maintain order and conduct the meeting in a proper and orderly manner.
- 27.3 Every question, matter or resolution shall be decided by a majority of votes of the members present.
- 27.4 Every member present shall be entitled to one vote and in the case of an equality of votes the Chairman shall have a second or casting vote. No member shall be entitled to vote at any general meeting if they are unfinancial.

- 27.5 For decisions requiring a vote by members, with the exception of voting for nominees to committee positions (elections), voting shall be by show of hands or a division of members, unless not less than one-fifth of the members present demand a ballot, in which event there shall be a secret ballot. An election shall be held whenever there is more than one nominee to a position. Voting for the election of nominees to committee positions shall only be by secret ballot. The Chairman shall appoint two members to conduct the secret ballot in such manner as in accordance with the by-laws and the result of the ballot as declared by the Chairman shall be deemed to be the resolution of the meeting at which the ballot was held. (Amended 2013 AGM, Sydney).
- 27.6 A member may vote in person or by proxy or by attorney and on a show of hands every person present who is a member or a representative of a member shall have one vote and in a secret ballot every member present in person or by proxy or by attorney or other duly authorised representative shall have one vote.
- 27.7 The instrument appointing a proxy shall be in writing in the common or usual form under the hand of the appointor or of his attorney duly authorised in writing or, if the appointee is a corporation, either under seal, or under the hand of an officer or attorney duly authorised. A proxy may but need not be a member of the Association. The instrument appointing a proxy shall be deemed to confer authority to demand or join in demanding a secret ballot.
- 27.8 Where it is desired to afford members an opportunity of voting for or against a resolution the instrument appointing a proxy shall be in the following form or a form as near thereto as circumstances permit.

NATIONAL ASSOCIATION FOR GAMBLING STUDIES

I,.....
of.....
being a member of the above-named Association, hereby appoint
.....
of.....
as my proxy to vote for me on my behalf at the (annual) general meeting of the Association, to be held
on theday of19..... and at any adjournment thereof.
Signed this day of19

Signature.....

This form is to be used *in favour of the resolution.
 *against the resolution.

*Strike out whichever is not desired. (Unless otherwise instructed, the proxy may vote as he thinks fit).

- 27.9 The instrument appointing a proxy shall be deposited with the Secretary prior to the commencement of any meeting or adjourned meeting at which the person named in the instrument proposes to vote; and
- 27.10 The Secretary shall cause full and accurate minutes of all questions, matters, resolutions and other proceedings of every Committee meeting and general meeting to be entered in a book to be open for inspection at all reasonable times by any financial member who previously applies to the Secretary for that inspection. For the purposes of ensuring the accuracy of the recording of such minutes, the minutes of every Committee meeting shall be signed by the Chairman of that meeting or the Chairman of the next succeeding Committee meeting verifying their accuracy. Similarly, the minutes of every general meeting shall be signed by the Chairman of that meeting or the Chairman of the next succeeding general meeting.

ACCOUNT KEEPING

- 28.1 True accounts shall be kept:
- 28.1.1 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
 - 28.1.2 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 Association for the time being, those accounts shall be open to the inspection of the members of the Association.
- 28.2 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.
- 28.3 The accounts, books, and records referred to in sub-rules 28.1 and 28.2 of this rule shall be kept at the Association's office or at such other place as the Committee may decide.
- 28.4 The Treasurer of the Association shall, on behalf of the Association, receive all moneys paid to the Association and forthwith after the receipt thereof issue official receipts therefor.

ASSET MANAGEMENT

- 29.1 The funds of the Association shall be banked in the name of the Association in such bank as the Committee may from time to time direct.
- 29.2 All moneys shall be banked as soon as practicable after receipt thereof.
- 29.3 All amounts of one hundred dollars or over shall be paid by cheque or authorised online transfer, signed (in the case of cheques), or appropriately authorised (in the case of online transfer) by any two of the President, Secretary, Treasurer or other member authorised from time to time by the Committee. (amended AGM 2015 Adelaide)
- 29.4 Where any payment is made by cheque, cheques shall be crossed "not negotiable" except those in payment of wages, allowances or petty cash recoupments which may be open. (amended AGM 2015 Adelaide)
- 29.5 The Committee shall determine the amount of petty cash that shall be kept on the imprest system.
- 29.6 All expenditure shall be approved or ratified at a Committee meeting.
- 29.7 As soon as practicable after the end of each financial year the Treasurer shall cause to be prepared a statement containing particulars of:
- 29.7.1 the income and expenditure for the financial year just ended; and
 - 29.7.2 the assets and liabilities of all mortgages, charges and securities affecting the property of the Association at the close of that year.

- 29.8 All such statements shall be examined by the auditor who shall present his report upon such audit to the Secretary prior to the holding of the annual general meeting next following the financial year in respect of which such audit was made.

APPOINTMENT OF AUDITOR

- 30.1 At each Annual General Meeting of the Association, the members present shall appoint a person who is not a member or the Public Officer of the Association as the auditor of the Association.
- 30.2 A person so appointed shall hold office until the Annual General Meeting next after that at which he is appointed, and is eligible for re-appointment.
- 30.3 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.
- 30.4 The auditor may only be removed from office by special resolution.
- 30.5 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.
31. The Committee shall provide for the safe custody of books, documents, instruments of title and securities of the Association.
32. The financial year of the Association shall close on 30th June in each year.

PUBLIC OFFICER

- 33.1 The National Committee shall appoint a person resident in the ACT to be the Public Officer of the Association, and, if that office at any time becomes vacant, shall within twenty-eight days appoint another such person to fill the vacancy.
- 33.2 The provisions of the ordinance relating to the Public Officer, and in particular sections 9, 10, 11 and 13(i) shall be deemed to be incorporated in these Rules.

ASSOCIATION SEAL

- 34.1 The Seal of the Association shall be in the form of a stamp inscribed with the name of the Association encircling the word "Seal".
- 34.2 The Seal of the Association shall not be affixed to any instrument except by the authority of the National Committee, and the affixing thereof shall be attested by the signatures of any two of the following officers: President, Vice President, Secretary, Treasurer, Public Officer and that attestation is sufficient for all purposes that the seal was affixed by the Authority of the National Committee
- 34.3 Any Seal of the Association shall remain in the custody of the Secretary.

RULES FOR AMENDMENTS TO CONSTITUTION

- 35.1 These rules shall not be amended except by resolution passed by a three-quarter majority of financial members voting at an Annual General Meeting or a special general meeting. (amended 2014 AGM, Gold Coast)
- 35.2 The nature of the proposed amendment shall be included in the notice calling the general meeting.
- 35.3 Subject to sub-rule 35.4, an amendment is of no effect until notice of the amendment is lodged with the appropriate ACT regulatory authority.
- 35.4 An amendment to the objects and purposes of the Association is of no effect until the notice of amendment is filed with, and approved by, the appropriate ACT regulatory authority.

WINDING UP THE ASSOCIATION

- 36.1 A decision to wind up the affairs and activities of the Association can be made at an extraordinary special general meeting of the Association, of which at least one calendar month's notice in writing must be given by the Secretary to the members, and the decision to call such an extraordinary general meeting can only be made by a majority of members present and voting at a general meeting of the Association, of which due notice has been given. The decision to wind up the activities and affairs of the Association can only be made by at least a two-thirds majority of the members present and entitled to vote at such an extraordinary meeting.
- 36.2 In the event of a decision to wind up the Association being made, all moneys and/or property belonging to or under the control of the Association shall, after all liabilities are met, be handed to a Society, Association or Institution having similar general objects to this Association, or any other Society, Association or Institution deemed appropriate. Such a Society, Association or Institution is to be determined by the parties responsible for the winding up of this Association.
- 36.3 Any Society, Association or Institution to whom this Association's assets and property are given on winding up must have a similar clause to 36.2 above. Should it subsequently wind up, it must prohibit the distribution of assets to members and only allow hand over to a like organisation.