

CAPITAL CATS INCORPORATED

RULES

AMENDED 15 MARCH 2000
AMENDED 27 NOVEMBER 2003

**RULES OF CAPITAL CATS INC.
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PART I - PRELIMINARY

1. Interpretation

1. In these rules, unless a contrary intention appears -
 - 'financial year' means the year ending 30 June;
 - 'member' means a member, however described, of the association;
 - 'ordinary committee member' means a member of the committee who is not an office bearer of the association as referred to in paragraph 14(1)(a).
 - 'secretary' means the person or, where no such person holds that office, the public officer of the association.
 - 'affiliate' means a club, society, association or agricultural society admitted by the Association as an affiliated body.
 - 'the Act' means the *Associations Incorporation Act 1991*;
 - 'the Regulations' means the *Associations Incorporation Regulations*.
2. In these rules -
 - (a) a reference to a function includes a reference to a power, authority and duty; and
 - (b) a reference to the exercise of a function includes, where the function is a power, authority or duty, a reference to the exercise of the power or authority or the performance of the duty.
3. The provisions of the *Interpretation Act 1967* apply to and in respect of these rules in the same manner as those provisions would so apply if these rules were an instrument made under the Act.

PART II - OBJECTS

2. Objects

1. The object of the association are:
 - (a) to maintain a register of recognised breeds of cats born in, and imported into, the ACT or other such area as prescribed by the Association's regulations.
 - (b) to provide rules and regulations relating to the breeding, showing, selling and keeping of recognised breeds of cats.
 - (c) to promote and encourage the ethical breeding, showing, selling and keeping of cats.

PART III - MEMBERSHIP

3. Membership Qualifications

1. A person is qualified to be a full member if:
 - (a) the person is a person referred to in paragraph 21(2)(a) or (b) of the Act and has not ceased to be a member of the association at anytime after incorporation of the Association under the Act; or
 - (b) the person
 - (i) has been nominated for membership in accordance with subrule 4.1;
 - (ii) has been approved for membership of the association by the committee of the association;
 - (iii) is aged 18 years or over and does not suffer from any mental incapacity;
 - (iv) is a resident of the Australian Capital Territory or as provided by the Association's Regulations;
 - (v) is the registered owner of a live cat registered in the Association's Register, or is considered by the committee to have special qualifications and/or knowledge of cat affairs and/or other qualifications helpful to the Association;
 - (vi) is not insolvent under administration within the meaning of the corporations law;
 - (vii) has not been convicted of an offence under the Prevention of Cruelty to Animals Ordinance 1959 (ACT), the Animal Welfare Act 1992 (ACT) or any amendment thereof or Act substituted therefore or its equivalent legislation in any other jurisdiction within or outside Australia; and
 - (viii) has not had an application for membership rejected or been expelled from another animal governing body or Breed Association.

2. Capital Cats Incorporated may admit as an associate member any natural person who has:
 - (a) attained the age of 18 years and does not reside at an address situated in the Australian Capital Territory;
 - (b) has been nominated for membership in accordance with paragraph 4(1); and

- (c) has been approved for associate membership of the association by the committee of the association.
3. An associate member:
 - (a) shall not be entitled to vote at any meeting;
 - (b) shall not be eligible for nomination to, or election as a member of the association committee and may not vote in any ballot in any election; and
 - (c) shall not be entitled to register with the association any litters born under his/her prefix excepting with the associate members holds a joint prefix with a full member of the association.
 4. Subject as aforementioned, an associate member for all purposes of the rules and regulations, shall be entitled to enjoy all the rights and privileges of, and shall be subject to all of the obligations imposed upon a member by, the rules and regulations.
 5. An associate member shall pay the amount of entrance fee and the amount of the annual subscription from time to time payable.
 6. A member transferring to associate membership and vice versa shall not be required to pay the entrance fee.

4. Nomination for Membership

1. A nomination of a person for membership of the association:
 - (a) shall be made by a member of the association in writing in the form set out in Appendix 1 to these rules; and
 - (b) shall be lodged with the secretary of the association together with the entrance fee and the initial subscription.
2. As soon as practicable after receiving a nomination for membership, the secretary shall refer the nomination to the committee which shall determine whether to approve or to reject the nomination.
3. An application for membership may be refused by the committee without assigning any reason therefore and consideration of an application may be deferred during the pleasure of the committee.
4. Where the committee determines to approve a nomination for membership, the secretary shall, as soon as practicable after the determination, notify the nominee of that approval.
5. The secretary shall, on the committee's approval of a nomination, enter the nominee's name in the register of members and, upon the name being so entered, the nominee shall become a member of the association.

4. Membership entitlements not transferable

1. A right, privilege or obligation which a person has by reason of being a member of an association:
 - (a) is not capable of being transferred or transmitted to another person; and
 - (b) terminates upon cessation of the person's membership.

5. Cessation of Membership

1. A person ceases to be a member of the association if the person:
 - (a) dies;
 - (b) resigns from membership of the association;
 - (c) is expelled from the association;
 - (d) fails to renew membership of the association; or
 - (e) is insolvent under administration within the meaning of the corporations law; or
 - (f) is convicted of an offence under the Animal Welfare Act (ACT) or any amendment thereof or Act substituted therefore or equivalent legislation in any jurisdiction within or outside Australia.

6. Resignation of Membership

1. A member is not entitled to resign from membership of the association except in accordance with this rule.
2. A member who has paid all amounts payable by the member to the association may resign from membership of the association by first giving notice (being not less than 1 month or, if the committee has determined a shorter period, that shorter period) in writing to the secretary of the member's intention to resign and, upon the expiration of the period of notice, the member ceases to be a member.
3. Where a person ceases to be a member, the secretary shall make an appropriate entry in the register of members, recording the date on which the member ceased to be a member.

7. Fees, Subscriptions etc

1. The entrance fee to the association is \$10.00 or, if any other amount has been determined by the resolution of the committee, such other amount.
2. The annual membership fee of the association is:
 - (a) for single membership, \$20.00 or where the member joins the association after 31 December in a membership year, \$10.00;
 - (b) for multiple membership, a \$20.00 base fee plus \$10.00 for each additional member or where the multiple members join after 31 December in a membership year, half of the annual fee;
 - (c) or, if any other amounts are determined by resolution of the committee, such other amount.
3. The annual membership fee is payable:
 - (a) except as provided by paragraph (b), before 1 July in any calendar year; or
 - (b) where a person becomes a member on or after 1 July in any calendar year, before 1 July in each succeeding calendar year.

8. Members' liabilities

1. The liability of a member to contribute towards the payment of 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 rule 8.

9. Disciplining of members

1. Where the committee is of the opinion that a member:
 - (a) has persistently refused or neglected to comply with a provision of these rules or the association's Regulations; or
 - (b) has persistently and willfully acted in a manner prejudicial to the interests of the association,the committee may, by resolution:
 - (c) expel the member from the association; or
 - (d) suspend the member from such rights and privileges of membership of the association as the committee may determine for a specified period.
2. A resolution of the committee under subrule 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 subrule 3., confirms the resolution in accordance with this rule.

3. Where the committee passes a resolution under subrule 1., the secretary shall, as soon as practicable, cause a notice in writing to be served on the member:
 - (a) setting out the resolution of the committee and the grounds on which it is based;
 - (b) stating that the member may address the committee at a meeting to be held not earlier than 14 days and not later than 28 days after service of the notice;
 - (c) stating the date, place and time of that meeting; and
 - (d) informing the member that the member may do either or both of the following:
 - (i) attend and speak at that meeting;
 - (ii) submit to the committee at or prior to the date of the meeting, written representation relating to the resolution.
4. Subject to section 50 of the Act, at a meeting of the committee mentioned in subrule 2., the committee shall:
 - (a) give to the member mentioned in subrule 1., an opportunity to make oral representations;
 - (b) give due consideration to any written representations submitted to the committee by that member at or prior to the meeting;
 - (c) by resolution, determine whether to confirm or to revoke the resolution of the committee made under subrule 1.
5. Where the committee confirms a resolution under subrule 4., the secretary shall, within 7 days after that confirmation, by notice in writing, inform the member of that confirmation and of the member's right of appeal under rule 11.
6. A resolution confirmed by the committee under subrule 4. does not take effect:
 - (a) until the expiration of the period within which the member is entitled to appeal against the resolution where the member does not exercise the right of appeal within that period; or
 - (b) where within that period, the member exercises the right of appeal, unless and until the association confirms the resolution in accordance with subrule 11.4.

10. Rights of appeal of disciplined member

1. A member may appeal to the association in general meeting against a resolution of the committee which is confirmed under subrule 10.4 within 7 days after notice of the resolution is served on the member, by lodging with the secretary a notice to that effect.
2. Upon receipt of a notice under subrule 1. the secretary shall notify the committee which shall convene a general meeting of the association to be held within 21 days after the date on which the secretary received the notice or as soon as possible after that date.
3. Subject to section 50 of the Act, at a general meeting of the association convened under subrule 2.:
 - (a) no business other than the question of the appeal shall be transacted;
 - (b) the committee and the member shall be given the opportunity to make representations in relation to the appeal orally or in writing, or both; and
 - (c) the members present shall vote by secret ballot on the question of whether the resolution made under subrule 10.4 should be confirmed or revoked.
4. If the meeting passes a special resolution in favour of the confirmation of the resolution made under subrule 10.4(c), that resolution is confirmed.

PART IV - AFFILIATED BODIES

11. Affiliated bodies

1. The committee may admit as an affiliate:
 - (a) an agricultural society, club, society or association that was an affiliate of the Royal National Capital Agricultural Society Cat Club at the date of incorporation of the association, provided that the agricultural society, club, society or association is, or shall become, an incorporated association pursuant to the Act or the Corporations Law within 18 months of incorporation of the Association; or
 - (b) an agricultural society, club, society or association established for the purpose of conducting exhibitions of cats or educating persons to act as judges of cats or promoting interest in a particular breed of cat, incorporated pursuant to the Act or the Corporations Law.

2. The Committee may charge such entrance fee and such annual subscription fee for affiliation as the Committee may from time to time determine and pending and subject to such determination, an Affiliate shall pay an annual subscription fee of \$25.00 in advance in respect of the financial year.

3. An application for an affiliation shall be made in writing signed by the secretary for the applicant and addressed to and lodged with the secretary and shall be accompanied by:
 - (a) such entrance fee and annual subscription fee as may be prescribed by the Committee from time to time;
 - (b) a copy of the constitution of the applicant and all rules, regulations and by-laws in force under its constitution;
 - (c) a statement signed by its president and secretary stating that the applicant has at least twenty (20) members or such other number as may be determined from time to time by the Committee, either generally or specifically for any particular area, and has a current bank balance of such amount as decided upon by the Committee from time to time;
 - (d) where the applicant is not an agricultural society, a memorandum signed by its secretary setting out the name and address of each member of the applicant;
 - (e) where the applicant is not an agricultural society, an undertaking in writing signed by its president and secretary that from its admission as an Affiliate it will annually thereafter furnish to the association any changes to its constitution, rules, regulations and by-laws, a certified copy of its balance sheet and a copy of any report of its activities furnished for its annual

(20) meeting together with a certificate that it has at least twenty financial members.

4. (a) an Affiliate shall be bound by these rules and the Association's Regulations.
- (b) an Affiliate that does not conform to the rules and regulations of the Association will cease to be an Affiliate.
5. An Affiliate may appeal to the association in general meeting against a resolution of the committee which is confirmed under subrule 10(a) within 7 days after notice of the resolution is served on the Affiliate, by lodging with the secretary a notice to that effect.
6. (a) A member of an Affiliated Body may appeal to the association against a disciplinary resolution made against them by the Affiliated Body within 7 days after notice of the resolution is served on the member, by lodging with the Secretaries of the Affiliated Body and the Association notices to that effect.
- (b) Upon receipt of a notice under subrule 1. the secretary shall notify the committee which shall convene a meeting of the committee of the association to be held within 21 days after the date on which the secretary received the notice or as soon as possible after that date.
- (c) Subject to section 50 of the Act, at a meeting of the association convened under subrule 6(b).:
 - (i) no business other than the question of the appeal shall be transacted;
 - (ii) the Affiliated body and the member shall be given the opportunity to make representations in relation to the appeal orally or in writing, or both; and
 - (iii) the committee shall vote by secret ballot on the question of whether the resolution made by the Affiliated body should be confirmed or revoked.
- (d) If the committee passes a special resolution in favour of the confirmation of the resolution made by the Affiliated Body, that resolution is confirmed.
7. A body ceases to be an affiliate of the association if the body:
 - (a) becomes defunct;

- (b) resigns from membership of the association;
 - (c) is expelled from the association;
 - (d) fails to renew membership of the association;
 - (e) is insolvent under administration within the meaning of the corporations law.
8. (a) An affiliate is not entitled to resign from membership of the association except in accordance with this rule.
- (b) An affiliate who has paid all amounts payable by the affiliate to the association may resign from membership of the association by first giving notice (being not less than 1 month or, if the committee has determined a shorter period, that shorter period) in writing to the secretary of the affiliate's intention to resign and, upon the expiration of the period of notice, the member ceases to be a member.
- (c) Where an affiliate ceases to be a member, the secretary shall make an appropriate entry in the register of members, recording the date on which the affiliate ceased to be a member.
9. The liability of an affiliate to contribute towards the payment of 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 affiliate in respect of membership of the association as required by sub-rule 2.
10. (a) Where the committee is of the opinion that a member:
- (i) has persistently refused or neglected to comply with a provision of these rules or the association's Regulations;
or
 - (ii) has persistently and willfully acted in a manner prejudicial to the interests of the association,
the committee may, by resolution:
 - (iii) expel the affiliate from the association; or
 - (iv) suspend the affiliate from such rights and privileges of membership of the association as the committee may determine for a specified period.
- (b) A resolution of the committee under subrule 10(a). 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 affiliate of a notice under subrule 10(c)., confirms the resolution in accordance with this rule.

- (c) Where the committee passes a resolution under subrule 10(a)., the secretary shall, as soon as practicable, cause a notice in writing to be served on the affiliate:
 - (i) setting out the resolution of the committee and the grounds on which it is based;
 - (ii) stating that a representative of the affiliate 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;
 - (iii) stating the date, place and time of that meeting; and
 - (iv) informing the affiliate that the affiliate may do either or both of the following:
 - (a) have a representative attend and speak at that meeting;
 - b) submit to the committee at or prior to the date of the meeting, written representation relating to the resolution.
- (d) Subject to section 50 of the Act, at a meeting of the committee mentioned in subrule 10(b)., the committee shall:
 - (i) give to the affiliate mentioned in subrule 10(a)., an opportunity to make oral representations;
 - (ii) give due consideration to any written representations submitted to the committee by that affiliate at or prior to the meeting;
 - (iii) by resolution, determine whether to confirm or to revoke the resolution of the committee made under subrule 10(a).
- (e) Where the committee confirms a resolution under subrule 10(d)., the secretary shall, within 7 days after that confirmation, by notice in writing, inform the affiliate of that confirmation and of the affiliate's right of appeal under subrule 11.
- (f) A resolution confirmed by the committee under subrule 10(d). does not take effect:

- (i) until the expiration of the period within which the affiliate is entitled to appeal against the resolution where the affiliate does not exercise the right of appeal within that period; or
 - (ii) where within that period, the affiliate exercises the right of appeal, unless and until the association confirms the resolution in accordance with subrule 11.4.
- 11. (a) An affiliate may appeal to the association in general meeting against a resolution of the committee which is confirmed under subrule 10(d) within 7 days after notice of the resolution is served on the affiliate, by lodging with the secretary a notice to that effect.
- (b) Upon receipt of a notice under subrule 11 (a). the secretary shall notify the committee which shall convene a general meeting of the association to be held within 21 days after the date on which the secretary received the notice or as soon as possible after that date.
- (c) Subject to section 50 of the Act, at a general meeting of the association convened under subrule 11 (b):
 - (i) no business other than the question of the appeal shall be transacted',
 - (ii) the committee and the affiliate shall be given the opportunity to make representations in relation to the appeal orally or in writing, or both; and
 - (iii) the members present shall vote by secret ballot on the question of whether the resolution made under subrule 10(d) should be confirmed or revoked.
- (d) If the meeting passes a special resolution in favour of the confirmation of the resolution made under subrule 10(d)(iii), that resolution is confirmed.

PART V - THE COMMITTEE

12. Powers of the committee

1. The committee, subject to the Act, the Regulations, these rules, and to any resolution passed by the committee in general meeting:
 - (a) shall control and manage the affairs of the association;
 - (b) may exercise all such functions as may be exercised by the association other than those functions that are required by these rules to be exercised by the association at general meeting;
 - (c) has the power to perform all such acts and do all such things as appear to the committee to be desirable for the proper management of the affairs of the association.
 - (d) Shall provide, revise and update, regulations relating to registration, breeding, showing, selling and keeping of cats.

13. Constitution and membership

1. The committee shall consist of:
 - (a) the office bearers of the association;
 - (b) 3 ordinary members of the association;
each of whom shall be elected pursuant to rule 15 or appointed in accordance with subrule 4.
2. The office bearers of the association shall be:
 - (a) the chair;
 - (b) the treasurer; and
 - (c) the secretary.
3. Each member of the committee shall, subject to these rules, hold office until the conclusion of the annual general meeting following the date of the member's election, but is eligible for re-election.
4. In the event of a vacancy in the membership of the committee, 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 following the date of appointment.

14. Election of committee members

1. Nomination of candidates for election as office-bearers of the association or as ordinary committee members:
 - (a) shall be made in writing, signed by 2 members of the association and accompanied by the written consent of the candidate (which may be endorsed on the nomination form); and
 - (b) shall be delivered to the secretary of the association not less than 7 days before the date fixed for the annual general meeting at which the election is to take place.
2. If insufficient nominations are received to fill all vacancies on the committee, the candidates nominated shall be deemed to be elected and further nominations shall be received at the annual general meeting.
3. If insufficient further nominations are received, any vacant positions remaining on the committee shall be deemed to be vacancies.
4. If the number of nominations received is equal to the number of vacancies to be filled, the persons shall be taken to be elected.
5. If the number of nominations exceeds the number of vacancies to be filled, a ballot shall be held.
6. The ballot for the election of office-bearers and ordinary committee members shall be completed at the annual general meeting in such a manner as the committee may direct.
7. A person is not eligible to simultaneously hold more than 1 position on the committee, except that of Public Officer.

15. Secretary

1. The secretary of the association shall, as soon as practicable after being appointed as secretary, notify the association of his or her address.
2. The secretary shall cause to keep and maintain:
 - (a) minutes of all elections and appointments of office-bearers and ordinary committee members;
 - (b) the names of members of the committee present at a committee meeting or a general meeting;
 - (c) minutes of all proceedings at committee meetings and general meetings;
 - (d) a membership roll containing the names and addresses of all members of the association;

- (e) a register of the persons appointed to the various Judges Panels;
 - (f) a register of affiliates;
 - (g) a record of litters and applications for registration;
 - (h) a record of registered cats;
 - (i) a record of registered prefixes;
 - (j) a record of transfers of ownership of registered cats;
 - (k) a record of results from all shows held under the Regulations;
 - (l) a record of all titles awarded to cats;
 - (m) a record of all cats that are notified for fractious behaviour at a show;
 - (n) a record of all cats that are rejected at vetting at shows and the reasons therefore;
 - (o) a record of catteries which are quarantined for infectious diseases;
 - (p) a record of disqualifications from showing whether local or notified from interstate.
3. Minutes of proceedings at a meeting shall be signed by the person presiding at the meeting or by a person presiding at the next succeeding meeting.

16. Treasurer

1. The treasurer of the association shall:
- (a) collect and receive all monies due to the association and make payments authorised by the association; and
 - (b) keep correct accounts and books showing the financial affairs of the association with full details of all receipts and expenditure connected with the activities of the association.

17. Vacancies

1. For the purposes of these rules, a vacancy in the office of a member of the committee occurs if the member:
- (a) dies;
 - (b) ceases to be a member of the association;
 - (c) resigns from office;
 - (d) is removed from office pursuant to rule 19;

- (e) becomes an insolvent under administration within the meaning of the Corporations Law;
- (f) suffers from mental or physical incapacity;
- (g) is disqualified from office under subsection 63(1) of the Act;
- (h) is absent without the consent of the committee members from 3 consecutive meetings; or
- (i) is convicted of an offence under the Animal Welfare Act (ACT) or any amendment thereof or Act substituted therefore or its equivalent legislation in any other jurisdiction within or outside Australia.

18. Removal of committee members

1. The association in general meeting may, by resolution, subject to section 50 of the Act, remove any member of the committee from the office of member of the committee before the expiration of the member's term of office.

19. Committee meetings and quorum

1. The committee shall meet at least 6 times in each calendar year at such place and time as the committee may determine.
2. Additional meetings of the committee may be convened by any 2 members of the committee.
3. Oral or written notice of a meeting of the committee shall be given by the secretary to each member of the committee at least 48 hours (or such other period as may be unanimously agreed upon by the members of the committee) before the time appointed for the holding of the meeting.
4. Notice of a meeting given under subrule 3. shall specify the general nature of the business to be transacted at the meeting, except business which the majority of the committee members present at the meeting agree to treat as urgent business.
5. Any 3 members of the committee constitute a quorum for the transaction of the business of a meeting of the committee.
6. No business shall be transacted by the committee unless a quorum is present and if within half an hour after the time appointed for the meeting a quorum is not present, the meeting stands adjourned to a place and time agreed by the majority of the members of the committee.

7. If at the adjourned meeting a quorum is not present within half an hour of the time appointed for the meeting, the meeting shall be dissolved.
8. At meetings of the committee:
 - (a) the Chair shall preside; or
 - (b) if the Chair is absent, 1 of the remaining members of the committee shall be chosen by the members present to preside.

20. Delegation by committee to sub-committee

1. The committee may, by instrument in writing, delegate to 1 or more sub-committees (consisting of such member or members of the association as the committee thinks fit) the exercise of such of the functions of the committee as are specified in the instrument, other than:
 - (a) this power of delegation; and
 - (b) a function which is a function imposed on the committee by the Act, by any other law of the Territory, or by resolution of the association in general meeting.
2. A function, the exercise of which has been delegated to a sub-committee under this rule may, while the delegation remains unrevoked, be exercised from time to time by the sub-committee in accordance with the terms of the delegation.
3. A delegation under this rule may be made subject to such conditions or limitations as to the exercise of any function, or as time or circumstances, as may be specified in the instrument of delegation.
4. Notwithstanding any delegation under this rule, the committee may continue to exercise any function delegated.
5. Any act or thing done or suffered by a sub-committee acting in the exercise of a delegation under this rule has the same force and effect as to would have if it had been done or suffered by the committee.
6. The committee may, by instrument in writing, revoke wholly or in part any delegation under this rule.
7. A sub-committee may meet and adjourn as it thinks proper.

21. Voting and decisions

1. Questions arising at the meeting of the committee or any sub-committee appointed by the committee shall be determined by a

majority of the votes of members of the committee or sub-committee present at the meeting.

2. Each member present at a meeting of the committee or of any sub-committee appointed by the committee (including the person presiding at the meeting) is entitled to 1 vote but, in the event of an equality of votes on any question, the person presiding may exercise a second or casting vote.
3. Subject to subrule 20.5, the committee may not act notwithstanding any vacancy on the committee.
4. Any act or thing done or suffered, or purporting to have been done or suffered, by the committee or by the sub-committee appointed by the committee, is valid and effectual notwithstanding any defect that may afterwards be discovered in the appointment or qualification of any member of the committee or sub-committee.

PART VI - GENERAL MEETINGS

22. Annual general meetings - holding of

1. With the exception of the first annual general meeting of the association, the association shall, at least once in each calendar year and within the period of 5 months after the expiration of each financial year of the association, convene an annual general meeting of its members.
2. The association shall hold its first annual general meeting:
 - (a) within the period of 18 months after its incorporation under the Act; and
 - (b) within the period of 5 months after the expiration of the first financial year of the association.
3. Subrules 1. and 2. have effect subject to the powers of the Registrar of Incorporated Associations under section 120 of the Act in relation to extensions of time.

23. Annual general meetings - calling of and business

1. The annual general meeting of the association shall, subject to the Act, be convened on such a date and at such a place and time as the committee thinks fit.
2. In addition to any other business which may be transacted at the annual general meeting, the business of an annual general meeting shall be:
 - (a) to confirm the minutes of the last preceding annual general meeting;
 - (b) to receive from the committee, reports on the activities of the association during the last preceding financial year;
 - (c) to elect members of the committee, including office-bearers; and
 - (d) to receive and consider the statement of accounts and the reports that are required to be submitted to members pursuant to subsection 73(1) of the Act.
3. An annual general meeting shall be specified as such in the notice convening it in accordance with rule 26.

24. General meetings - calling of

1. The committee may, whenever it thinks fit, convene a general meeting of the association.
2. The committee shall, on the requisition in writing of not less than 5 members, convene a general meeting of the association.
3. A requisition of members for a general meeting:
 - (a) shall state the purpose or purposes of the meeting;
 - (b) shall be signed by the members making the requisitions;
 - (c) shall be lodged with the secretary; and
 - (d) may consist of several documents in a similar form, each signed by 1 or more of the members making the requisition.
4. If the committee fails to convene a general meeting within 1 month after the date on which a requisition of members for the meeting is lodged with the secretary, any 1 or more of the members who made the requisition may convene a meeting to be held not more than 3 months after that date.
5. A general meeting convened by a member or members referred to in subrule 4. shall be convened as nearly as is practicable in the same manner as general meetings are convened by the committee and any member who thereby incurs expense in convening the meeting is entitled to be reimbursed by the association for any reasonable expense so incurred.

25. Notice

1. Except where the nature of the business proposed to be dealt with at a general meeting requires a special resolution of the association, the secretary shall, at least 14 days before the date fixed for the holding of the general meeting, cause to be sent by prepaid post to each member at the member's address appearing in the register of members, a notice specifying the place, date and time of the meeting and the nature of the business proposed to be transacted at the meeting.
2. Where the nature of the business proposed to be dealt with at a general meeting requires a special resolution of the association, the secretary shall, at least 21 days before the date fixed for the holding of the general meeting, cause notice to be sent to each member in the manner provided in subrule 1. specifying, in addition to the matter required under that subrule, the intention to propose the resolution as a special resolution.

3. No business, other than that specified in the notice convening a general meeting shall be transacted at the meeting except, in the case of the annual general meeting, business which may be transacted pursuant to subrule 24.2.
4. A member desiring to bring any business before a general meeting may give notice in writing of the business to the secretary who shall include that notice from the member.

26. General meetings - procedure and quorum

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 the meeting is considering that item.
2. 7 members present in person (being members entitled under these rules to vote at a general meeting) constitute a quorum for the transaction of business of a general meeting.
3. If within half an hour after the appointed time for the commencement of a general meeting a quorum is not present, the meeting if convened upon the requisition of the members shall be dissolved and in any other case shall stand adjourned to the same day in the following week at the same time and (unless another place is specified at the time of the adjournment by the person presiding at the meeting or communicated by written notice to members given before the day to which the meeting is adjourned) at the same place.
4. If at the adjourned meeting a quorum is not present within half an hour after the time appointed for the commencement of the meeting, the members present (being not less than 4) shall constitute a quorum.

27. Presiding member

1. The Chair shall preside at each general meeting of the association.
2. If the Chair is absent from the general meeting, the members present shall elect 1 of their number to preside at the meeting.

28. Adjournment

1. The person presiding at a general meeting at which a quorum is present may, with the consent of the majority of members present at the meeting, adjourn the meeting from time to time and place to place, but no business shall be transacted at an adjourned meeting other than the business left unfinished at the meeting at which the adjournment took place.

2. Where a general meeting is adjourned for 14 days or more, the secretary shall give written or oral notice of the adjourned meeting to each member of the association stating the place, date and time of the meeting and the nature of the business to be transacted at the meeting.
3. Except as provided in subrules 1. and 2., notice of an adjournment of a general meeting or of the business to be transacted at an adjourned meeting is not required to be given.

29. Making of decisions

1. A question arising at a general meeting of the association shall be determined on a show of hands and unless a poll is demanded, a declaration by the person presiding, that a resolution has, on a show of hands, been carried or carried unanimously or carried by a particular majority or lost, or an entry to that effect in the minute book of the association, is evidence of the fact without proof of the number or proportion of the votes recorded in favour or against that resolution.
2. At a general meeting of the association, a poll may be demanded by the person presiding or by not less than 3 members present in person at the meeting.
3. Where the poll is demanded at the general meeting, the poll shall be taken:
 - (a) immediately in the case of a poll which related to the election of the person to preside at the meeting or to the question of adjournment; or
 - (b) in any other case, in such manner and at such time before the close of the meeting as the person presiding directs, and the resolution of the poll on the matter shall be deemed to be the resolution of the meeting on that matter.

30. Voting

1. Subject to subrule 3., upon any question arising at a general meeting of the association, a member has 1 vote only.
2. All votes shall be given personally.
3. In the case of an equality of votes on a question at a general meeting, the person presiding may exercise a second or casting vote.

4. A member is not entitled to vote at any general meeting of the association unless all money due and payable by the member to the association has been paid.

PART VII - MISCELLANEOUS

31. Funds - source

1. The funds of the association shall be derived from entrance fees and annual subscriptions of members, registration fees, donations and, subject to any resolution passed by the association in general meeting and subject to section 114 of the Act, such other sources as the committee determines.
2. All money received by the association shall be deposited as soon as practicable and without deduction to the association's bank account.
3. The association shall, as soon as practicable after receiving any money, issue an appropriate receipt.

32. Funds - management

1. The assets and income of the organisation shall be applied exclusively to the promotion of its objects and no portion shall be paid or distributed directly or indirectly to the members of the organisation except as bona fide remuneration for services rendered or expenses incurred on behalf of the organisation.
2. In the event of the organisation being dissolved, the amount which remains after such dissolution and the satisfaction of all debts and liabilities shall be paid and applied by the organisation in accordance with its powers to any organisation which has similar objects and which has rules prohibiting the distribution of its assets and income to its members.
3. All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments shall be signed by any 2 members of the committee or employees of the association, being members of the committee or employees authorised to do so by the committee.

33. Alteration of objects and rules

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

34. Common Seal

1. The common seal of the association shall be kept in the custody of the secretary.

2. The common seal shall not be affixed to any instrument except by the authority of the committee and the affixing of the common seal shall be attested by the signatures either of 2 members of the committee or 1 member of the committee and of the secretary.

35. Custody of books

Subject to the Act, the Regulations and these rules, the secretary shall keep in his or her control, all record books and other documents relating to the association.

36. Inspection of books

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

37. Service of notices

1. For the purpose of these rules, a notice may be served by or on behalf of the association upon any member at the member's address shown in the register of members.
2. Where a document is sent to a person by properly addressing, prepaying and posting to the person a letter containing the document, the document shall, unless the contrary is proved, be deemed for the purposes of these rules to have been served on the person at the time at which the letter would have been delivered in the ordinary course of post.

38. Surplus property

1. At the first general meeting of the association, the association shall pass a special resolution nominating:
 - (a) another association for the purpose of paragraph 92(1)(a) of the Act; or
 - (b) a fund, authority or institution for the purpose of paragraph 92(1)(b) of the Act in which it is to vest its surplus property in the event of the dissolution or winding up of the association.
2. An association nominated under paragraph (1)(a) must fulfil the requirements specified in subsection 92(2) of the Act.

APPENDIX 1 - APPLICATION FOR MEMBERSHIP OF ASSOCIATION