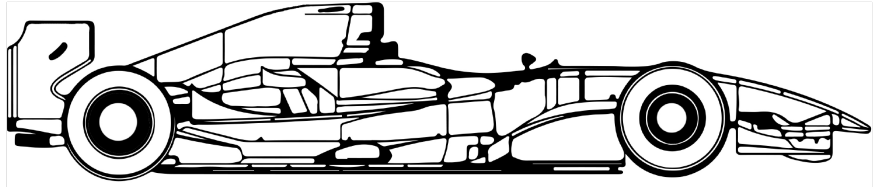


**FORMULA  
RACE CAR  
ASSOCIATION**



## **RULES AND CONSTITUTION**

The name of the Club formed under the rules shall be the **FORMULA RACE CAR ASSOCIATION INCORPORATED (FRCA INC)**.

### **1: OBJECTIVES**

1. To provide the opportunity for owners and competitors of Formula type racing cars (as described at Annex 1) to participate in competition in a sportsman-like manner in accordance with the applicable rules and regulations of CAMS.
2. To promote friendship, courtesy and safe competition between competitors whilst ensuring that all motor sport activities within the Club are effected with consideration to the safety of all participants, officials, spectators and the public.
3. To promote the features and benefits of the involvement with formula racing cars and to encourage, support and mentor younger drivers into the category.
4. To conduct meetings whereby members may obtain additional knowledge enabling them to become better drivers and maintainers of their vehicles with the view to achieving a higher standard of proficiency and to conduct discussion on general matters pertaining to the FRCA.
5. To affiliate with CAMS, acknowledging its Constitution and observing the National Competition Rules and the Rules of the FIA.
6. To apply, when appropriate, for registration as an incorporated association.
7. To encourage members to participate in a CAMS NSW state championship.
8. To encourage, welcome and support interstate competitors to enter in CAMS NSW state championship events.
9. To encourage members to enter and support competition in interstate events.
10. To foster an active social enjoyment of FRCA involvement.

## **2: MEMBERSHIP**

1. Membership shall be open to any person interested in furtherance of the objects of the Club. Application for membership shall be in writing and shall be in such form as the Committee shall determine. All member applications shall be subject to approval by the Committee of the Club.
2. The Committee will consider applications for associate members. The application must be promoted by an existing (full) member, and the associate membership carries no voting rights at any meeting of members.

## **3: MANAGEMENT**

The Management of the Club shall be vested in the Committee, which shall consist of the President, Vice-President, Secretary, Treasurer and not more than five ordinary members of the Club. The President shall be the Chairman of all meetings except that in his absence the Vice-President shall be Chairman. Appointment of other identified positions, necessary to the operation of the Club, rests with the Committee.

## **4: COMMITTEE MEETINGS**

The Committee shall meet at least quarterly and at such other times as decided upon by the Committee, also upon a written request from a majority of members of the Committee giving seven days' notice.

## **5. OFFICE BEARERS**

The Office Bearers shall be elected at the AGM, and shall hold office for a period of twelve months from the date of election, and they shall consist of the President, Vice-President, Secretary and Treasurer, and such other members as shall be decided upon at the AGM. The whole of the Committee shall hold office until the following AGM and shall be eligible for re-election.

Any Office Bearer or member of the Committee failing to attend three consecutive committee meetings without apology or just cause shall thereby render themselves liable to exclusion from that office or Committee, by the Committee.

## **6. ELECTION OF COMMITTEE**

The election of members of the Committee shall take place in the ensuing manner:

1. Any two ordinary members of the Club may nominate a member to serve on the Committee. Nominations must be in writing, and forwarded to the Secretary at least twenty-one days before the AGM, accompanied by a written memorandum from the

candidate agreeing to serve, if elected. In the event of there being insufficient nominations so received, those to hand shall be automatically elected and nominations shall then be called from those members present to fill the vacancies.

2. A list of the names of the candidates for each position, in alphabetical order, shall be forwarded to the members of the Club fourteen days at least before the AGM. Balloting lists shall be prepared containing the names of the candidates only and each ordinary member present at the AGM shall be entitled to vote for any number of such candidates not exceeding the number of vacancies.
3. If two or more candidates obtain an equal number of votes a further ballot will be held, restricted to such candidates.

## **7. CASUAL VACANCIES**

Any casual vacancy on the Committee may be filled by the Committee and any member so chosen shall retire at the following AGM but shall be eligible to become a candidate for election to the Committee at such AGM.

## **8. POWERS OF COMMITTEE**

1. The Committee shall have power to make and publish any by-laws for the improved management and control of the Club which shall not be inconsistent with this Constitution, and shall have the power to invite any other person to attend Committee meetings who may be of assistance to them in a professional and skilled manner for his or her advice and guidance thereon.
2. The Committee in addition to the powers hereinafter specifically conferred upon them shall have the control of the finances of the Club, power to engage, control and dismiss the Club servants and all such administrative powers as may be necessary to properly carry out the objectives of the Club in accordance with these rules.

## **9. BY-LAWS**

The Committee is empowered to make, repeal and amend such by-laws as they consider necessary for the proper conduct of the Club. By-laws made as aforesaid shall have effect until otherwise determined by the Committee or at an AGM or Extraordinary General Meeting (EGM) of the Club. In particular, but not exclusively, such by-laws may provide for and regulate:

1. The method whereby Associate members may be elected to membership and the Committee and method of election of a Committee to manage their affairs.
2. The admission of visitors to meetings and benefits of the Club.

3. Generally all matters as are commonly the subject matter of rules, regulations or by-laws of a Club.

#### **10. DUTIES OF HONORARY TREASURER**

The Treasurer shall keep the accounts of the Club and shall make up the Annual Statement of Accounts and Balance Sheet of the Club to the end of February in each year, which shall, after audit, be typed or printed and circulated amongst the members with the notice of the AGM.

#### **11. FUNDS**

The funds of the Club shall be banked in the name of the Club, and the bank account shall be operated upon by any two of the President, Vice-President, Secretary or Treasurer. The Club is prohibited from making any distribution to its members, whether in money, property or otherwise howsoever, of any assets; provided however, that this shall not prevent payment in good faith of remuneration to any officers or servants, or reimbursement of out of pocket expenses incurred in facilitating the objectives of the Club.

#### **12. ACCOUNTS**

All accounts for payment shall be presented to the Committee for consideration prior to passing for payments.

#### **13. AUDIT**

An Auditor or Auditors shall be elected at each AGM, and it shall be his or their responsibility to examine all accounts, vouchers, receipt books, etc., and furnish a report thereon at the AGM. Audits shall be conducted at regular intervals of 12 months.

#### **14. FINANCIAL YEAR**

The financial year of the Club shall conclude on the last day of June in each year.

#### **15. DUTIES OF HONORARY SECRETARY**

The Secretary shall conduct the correspondence of the Club and subject to the control of the Committee, shall have the custody of all documents belonging to the Club. He/she shall keep full and correct minutes of all proceedings of the Club and of the Committee.

## **16. NOTICE OF MEETING**

At least 14 days clear notice of intention to convene an EGM or an AGM shall be given by the Secretary to all members. Any notice of motion intended to be put to the meeting and shall be delivered to the Secretary not later than 21 days prior to the date fixed for the meeting, and shall be included with the notice for the Meeting.

## **17. QUORUM**

At AGM and EGM, a quorum shall be seven Members present, and at a Committee Meeting, five Members.

## **18. ANNUAL GENERAL MEETING**

The AGM of the Club shall be held in each calendar year no later than (a) a period of fifteen months since the previous AGM and (b) the last day of November, when the Annual Report, Balance Sheet and Auditor's Report shall be presented, and elections held for the Committee.

## **19. EXTRAORDINARY GENERAL MEETING**

The Committee may call an EGM when any question of urgent importance shall arise and shall be bound to do so on receiving a requisition signed by seven ordinary members of the Club for a specifically stated purpose, or by a member who has been expelled by the Committee and has duly given notice of his desire to appeal to an EGM.

## **20. VOTING**

Any decisions of the Committee or of the members at any EGM or AGM save and except as elsewhere provided otherwise shall be decided by the majority of those present and voting. Members unable to attend the meeting are allowed to appoint another member as their proxy. Proxies will only be accepted where notification is provided to the Secretary in writing prior to the commencement of the meeting.

The Chairman has neither a deliberative nor casting vote. Motions upon which the voting is equally for and against shall be declared lost.

## **21. AMENDMENT OF CONSTITUTION**

The Constitution may be amended at an EGM or an AGM convened in accord with Article 16, provided that the amendment is approved by at least two-thirds of the members present and voting at the meeting, and subject to the approval of CAMS, and provided that

this Article shall not empower the Club to amend this Constitution as far as it refers to the provisions set out in Articles 1 (Funds) and 22 (Dissolution).

## **22. DISSOLUTION**

The Club shall be dissolved in the event of the membership being less than seven persons or upon the vote of a majority of the members present at an EGM convened to consider such question. In the event of the organisation being dissolved, the amount that remains after such dissolution and the satisfaction of all debts and liabilities shall be transferred to another organisation with similar purposes which is not carried on for the profit or gain of its individual members.

## **23. PAYMENT OF SUBSCRIPTION**

All annual subscriptions shall be payable on the first day of July on which day the financial year shall commence. Any member whose subscription is unpaid on the last day of the month of August shall cease to be a member and the name of such member shall be erased from the books of the Club but may be reinstated by the Committee upon available vacancy and on payment of all arrears. Subscription rates shall be determined annually at the AGM.

## **24. ADDRESSES OF CLUB MEMBERS TO BE REGISTERED**

Every member shall communicate his or her address to the Secretary. Such address shall be inserted in the register of members and all notices sent by post to such address shall be deemed to have been duly delivered within three days following the day of posting. It shall be the responsibility of all members to notify the Secretary of any change of address.

## **25. RESIGNATION**

A member may at any time, by giving notice in writing to the Secretary, resign membership of the Club but shall continue to be liable for any annual subscription due and unpaid at the date of such resignation. Any such member having discharged all liabilities to the Club and wishing to rejoin may, upon an available vacancy, be proposed and balloted for in accordance with the rule and the Committee may, at their discretion excuse payment of any entrance fee.

## **26. EXPULSION OF MEMBERS**

If any member shall refuse or neglect to comply with any of the rules or by-laws of the Club or shall be guilty of conduct which, in the opinion of the Committee is injurious to the character or interests of the Club, the Committee may call upon such member to make an explanation either in writing or by personal attendance before a meeting of the Committee

specially called for the purpose and if, after considering the matter at such meeting, including the explanation (if any) offered by the member concerned, at least two-thirds of the members of the Committee present are of the opinion that the charge has been sustained, the Committee may, by the affirmative vote of a two-thirds majority, expel such member. The Committee shall, in writing, advise the member concerned of its decision. A member who has been expelled as aforesaid may, within 30 days thereafter give notice in writing to the Secretary, of his desire to appeal against the decision and in that case an appeal may be made to an EGM of the Club called for that purpose (see Article 16) at which the member shall be given an opportunity to attend and make a statement. After considering such an appeal, such EGM may affirm or reverse the decision of the Committee.

## **27. FORFEITURE OF RIGHTS**

Any member, in accordance with the rules or otherwise, ceasing to be a member of the Club, shall forfeit all such rights to, or claim upon the Club, or its property as he/she otherwise would have by reason of membership.

## **28. CLUB PROPERTY**

No member shall take away or permit to be taken away from the Club under any pretext whatever, or shall injure or destroy any newspaper, pamphlet, book or other article the property of the Club.

## **29. NOT FOR PROFIT ASSOCIATION**

The assets and income of the organisation shall be applied solely in furtherance of its above-mentioned objects and no portion shall be distributed directly or indirectly to the members of the organisation except as bona fide compensation for services rendered or expenses incurred on behalf of the organisation.

## **30. GOVERNING LAWS**

As an association governed by the Associations Incorporation Act 2009 and the Associations Incorporation Regulation 2010, the Association adopts the provisions of the Model Constitution set out in Appendix 1 that are not otherwise covered in the preceding Articles. This Constitution was presented to the members of this Club at a General Meeting on the 2nd day October 2010, and was unanimously adopted.

# **FORMULA RACE CAR ASSOCIATION INC.**

## **CONSTITUTION**

### **STATEMENT OF INTENT**

It is the intention of FRCA Inc to promote racing at a Club level, up to and including State Championship and be inclusive of all Category 1 type racing cars which are compliant with CAMS rules and regulations, and other vehicles which from time to time, the Committee of FRCA Inc agree and approve for inclusion as being seen to be sympathetic to their intention of the 'spirit of the sport' and consistent with the stated Objectives of the FRCA.



## **Appendix 1**

### **Rules for Incorporated Associations**

As an association governed by the *Associations Incorporation Act 2009* and the *Associations Incorporation Regulation 2010*, FRCA adopts the following provisions of the Model Constitution that are not otherwise covered in the preceding Articles.

#### **Part 1 - Preliminary**

##### **A1. Definitions**

(1) In this constitution:

**Director-General** means the Director-General of the Department of Services, Technology and Administration.

**ordinary committee member** means a member of the committee who is not an office-bearer of the association.

**secretary** means:

(a) the person holding office under this constitution as secretary of the association, or

(b) if no such person holds that office - the public officer of the association.

**special general meeting** means a general meeting of the association other than an annual general meeting.

**the Act** means the *Associations Incorporation Act 2009*.

**the Regulation** means the *Associations Incorporation Regulation 2010*.

(2) In this constitution:

(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, if the function is a duty, a reference to the performance of the duty.

(3) The provisions of the *Interpretation Act 1987* apply to and in respect of this constitution in the same manner as those provisions would so apply if this constitution were an instrument made under the Act.

#### **Part 2 - Membership**

##### **A2. Membership generally**

(1) A person is eligible to be a member of the association if:

(a) the person is a natural person, and

(b) the person has been nominated and approved for membership of the association in accordance with clause A3.

(2) A person is taken to be a member of the association if:

- (a) the person is a natural person, and
- (b) the person was:
  - (i) in the case of an unincorporated body that is registered as the association - a member of that unincorporated body immediately before the registration of the association.
- (3) A person is taken to be a member of the association if the person was one of the individuals on whose behalf an application for registration of the association under section 6 (1) (a) of the Act was made.

### **A3. Nomination for membership**

- (1) A nomination of a person for membership of the association:
  - (a) must be made by a member of the association in writing, and
  - (b) must be lodged with the secretary of the association.
- (2) As soon as practicable after receiving a nomination for membership, the secretary must refer the nomination to the committee which is to determine whether to approve or to reject the nomination.
- (3) As soon as practicable after the committee makes that determination, the secretary must:
  - (a) notify the nominee, in writing, that the committee approved or rejected the nomination (whichever is applicable), and
  - (b) if the committee approved the nomination, request the nominee to pay (within the period of 28 days after receipt by the nominee of the notification) the sum payable under this constitution by a member as entrance fee and annual subscription.
- (4) The secretary must, on payment by the nominee of the amounts referred to in subclause (3) (b) within the period referred to in that provision, enter or cause to be entered the nominee's name in the register of members and, on the name being so entered, the nominee becomes a member of the association.

### **A4. Cessation of membership**

A person ceases to be a member of the association if the person:

- (a) dies, or
- (b) resigns membership, or
- (c) is expelled from the association, or
- (d) fails to pay the annual membership fee under clause A8 (2) within 3 months after the fee is due.

### **A5. Membership entitlements not transferable**

A right, privilege or obligation which a person has by reason of being a member of the association:

- (a) is not capable of being transferred or transmitted to another person, and
- (b) terminates on cessation of the person's membership.

#### **A6. Resignation of membership**

- (1) A member of the association may resign from membership of the association by first giving to the secretary written notice of at least one month (or such other period as the committee may determine) of the member's intention to resign and, on the expiration of the period of notice, the member ceases to be a member.
- (2) If a member of the association ceases to be a member under subclause (1), and in every other case where a member ceases to hold membership, the secretary must make an appropriate entry in the register of members recording the date on which the member ceased to be a member.

#### **A7. Register of members**

- (1) The public officer of the association must establish and maintain a register of members of the association specifying the name and postal or residential address of each person who is a member of the association together with the date on which the person became a member.
- (2) The register of members must be kept in New South Wales:
  - (a) at the main premises of the association, or
  - (b) if the association has no premises, at the association's official address.
- (3) The register of members must be open for inspection, free of charge, by any member of the association at any reasonable hour.
- (4) A member of the association may obtain a copy of any part of the register on payment of a fee of not more than \$1 for each page copied.
- (5) If a member requests that any information contained on the register about the member (other than the member's name) not be available for inspection, that information must not be made available for inspection.
- (6) A member must not use information about a person obtained from the register to contact or send material to the person, other than for:
  - (a) the purposes of sending the person a newsletter, a notice in respect of a meeting or other event relating to the association or other material relating to the association, or
  - (b) any other purpose necessary to comply with a requirement of the Act or the Regulation.

#### **A8. Fees and subscriptions**

Fees and subscriptions are covered in Article 23.

#### **A9. Members' liabilities**

The liability of a member of the association 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.

#### **A10. Resolution of disputes**

- (1) A dispute between a member and another member (in their capacity as members) of the association, or a dispute between a member or members and the association, are to be referred to a community justice centre for mediation under the *Community Justice Centres Act 1983*.
- (2) If a dispute is not resolved by mediation within 3 months of the referral to a community justice centre, the dispute is to be referred to arbitration.
- (3) The *Commercial Arbitration Act 1984* applies to any such dispute referred to arbitration.

#### **A11. Disciplining of members**

- (1) A complaint may be made to the committee by any person that a member of the association:
  - (a) has refused or neglected to comply with a provision or provisions of this constitution, or
  - (b) has wilfully acted in a manner prejudicial to the interests of the association.
- (2) The committee may refuse to deal with a complaint if it considers the complaint to be trivial or vexatious in nature.
- (3) If the committee decides to deal with the complaint, the committee:
  - (a) must cause notice of the complaint to be served on the member concerned, and
  - (b) must give the member at least 14 days from the time the notice is served within which to make submissions to the committee in connection with the complaint, and
  - (c) must take into consideration any submissions made by the member in connection with the complaint.
- (4) The committee may, by resolution, expel the member from the association or suspend the member from membership of the association if, after considering the complaint and any submissions made in connection with the complaint, it is satisfied that the facts alleged in the complaint have been proved and the expulsion or suspension is warranted in the circumstances.
- (5) If the committee expels or suspends a member, the secretary must, within 7 days after the action is taken, cause written notice to be given to the member of the action taken, of the reasons given by the committee for having taken that action and of the member's right of appeal under clause A12.
- (6) The expulsion or suspension does not take effect:
  - (a) until the expiration of the period within which the member is entitled to appeal against the resolution concerned, or
  - (b) if within that period the member exercises the right of appeal, unless and until the association confirms the resolution under clause A12, whichever is the later.

### **A12. Right of appeal of disciplined member**

- (1) A member may appeal to the association in general meeting against a resolution of the committee under clause A11, within 7 days after notice of the resolution is served on the member, by lodging with the secretary a notice to that effect.
- (2) The notice may, but need not, be accompanied by a statement of the grounds on which the member intends to rely for the purposes of the appeal.
- (3) On receipt of a notice from a member under subclause (1), the secretary must notify the committee which is to convene a general meeting of the association to be held within 28 days after the date on which the secretary received the notice.
- (4) At a general meeting of the association convened under subclause (3):
  - (a) no business other than the question of the appeal is to be transacted, and
  - (b) the committee and the member must be given the opportunity to state their respective cases orally or in writing, or both, and
  - (c) the members present are to vote by secret ballot on the question of whether the resolution should be confirmed or revoked.
- (5) The appeal is to be determined by a simple majority of votes cast by members of the association.

## **Part 3 - The committee**

### **A13. Powers of the committee**

Powers of the committee are covered in Article 8.

Subject to the Act, the Regulation and this constitution and to any resolution passed by the association in general meeting, the committee:

- (a) is to control and manage the affairs of the association, and
- (b) may exercise all such functions as may be exercised by the association, other than those functions that are required by this constitution to be exercised by a general meeting of members of the association, and
- (c) has power to perform all such acts and do all such things as appear to the committee to be necessary or desirable for the proper management of the affairs of the association.

### **A14. Composition and membership of committee**

Composition & membership of the committee is covered in Articles 3, 4 and 5 .

### **A15. Election of committee members**

Election of the committee is covered in Article 6.

### **A16. Secretary**

Duties of the Secretary are also covered at Article 15.

- (1) The secretary of the association must, as soon as practicable after being appointed as secretary, lodge notice with the association of his or her address.
- (2) It is the duty of the secretary to keep minutes of:
  - (a) all appointments of office-bearers and members of the committee, and
  - (b) the names of members of the committee present at a committee meeting or a general meeting, and
  - (c) all proceedings at committee meetings and general meetings.
- (3) Minutes of proceedings at a meeting must be signed by the chairperson of the meeting or by the chairperson of the next succeeding meeting.

### **A17. Treasurer**

Duties of the Secretary are also covered at Article 10.

It is the duty of the treasurer of the association to ensure:

- (a) that all money due to the association is collected and received and that all payments authorised by the association are made, and
- (b) that correct books and accounts are kept showing the financial affairs of the association, including full details of all receipts and expenditure connected with the activities of the association.

### **A18. Casual vacancies**

Casual vacancies in the committee is covered in Article 6.

### **A19. Removal of committee members**

- (1) The association in general meeting may by resolution remove any member of the committee from the office of member before the expiration of the member's term of office and may by resolution appoint another person to hold office until the expiration of the term of office of the member so removed.
- (2) If a member of the committee to whom a proposed resolution referred to in subclause (1) relates makes representations in writing to the secretary or president (not exceeding a reasonable length) and requests that the representations be notified to the members of the association, the secretary or the president may send a copy of the representations to each member of the association or, if the representations are not so sent, the member is entitled to require that the representations be read out at the meeting at which the resolution is considered.

### **A20. Committee meetings and quorum**

Committee meetings are covered in Article 4, and quorums in Article 17.

### **A21. Delegation by committee to sub-committee**

- (1) The committee may, by instrument in writing, delegate to one 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 duty imposed on the committee by the Act or by any other law.
- (2) A function the exercise of which has been delegated to a sub-committee under this clause 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 clause may be made subject to such conditions or limitations as to the exercise of any function, or as to time or circumstances, as may be specified in the instrument of delegation.
- (4) Despite any delegation under this clause, 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 clause has the same force and effect as it 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 clause.
- (7) A sub-committee may meet and adjourn as it thinks proper.

#### **A22. Voting and decisions**

- (1) Questions arising at a meeting of the committee or of any sub-committee appointed by the committee are to 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 one vote but, in the event of an equality of votes on any question, the person presiding may exercise a second or casting vote.
- (3) The committee may act despite 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 a sub-committee appointed by the committee, is valid and effectual despite any defect that may afterwards be discovered in the appointment or qualification of any member of the committee or sub-committee.

### **Part 4 - General meetings**

#### **A23. Annual general meetings - holding of**

The Annual General Meeting is covered in Article 18.

#### **A24. Annual general meetings - calling of and business at**

- (1) The annual general meeting of the association is, subject to the Act and to clause 23, to be convened on such date and at such place and time as the committee thinks fit.
- (2) In addition to any other business which may be transacted at an annual general meeting, the business of an annual general meeting is to include the following:

- (a) to confirm the minutes of the last preceding annual general meeting and of any special general meeting held since that meeting,
  - (b) to receive from the committee reports on the activities of the association during the last preceding financial year,
  - (c) to elect office-bearers of the association and ordinary committee members,
  - (d) to receive and consider any financial statement or report required to be submitted to members under the Act.
- (3) An annual general meeting must be specified as such in the notice convening it.

#### **A25. Special general meetings - calling of**

The holding of extraordinary general meetings is covered in Article 19.

#### **A26. Notice**

Notice for meetings is covered in Article 16.

#### **A27. Quorum for general meetings**

Definition of quorum is covered in Article 17.

#### **A28. Presiding member**

- (1) The president or, in the president's absence, the vice-president, is to preside as chairperson at each general meeting of the association.
- (2) If the president and the vice-president are absent or unwilling to act, the members present must elect one of their number to preside as chairperson at the meeting.

#### **A29. Adjournment**

- (1) The chairperson of 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 is to be transacted at an adjourned meeting other than the business left unfinished at the meeting at which the adjournment took place.
- (2) If a general meeting is adjourned for 14 days or more, the secretary must 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 subclauses (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.

#### **A30. Making of decisions**

Voting is covered in Article 20.

#### **A31. Special resolutions**

A special resolution may only be passed by the association in accordance with section 39 of the Act.



### **A32. Voting**

Voting is covered in Article 20.

### **A33. Proxy votes not permitted**

Proxies are covered in Article 20.

### **A34. Postal ballots**

Postal ballots are not permitted.

## **Part 5 - Miscellaneous**

### **A35. Insurance**

The association may effect and maintain insurance.

### **A36. Funds - source**

- (1) The funds of the association are to be derived from entrance fees and annual subscriptions of members, donations and, subject to any resolution passed by the association in general meeting, such other sources as the committee determines.
- (2) All money received by the association must be deposited as soon as practicable and without deduction to the credit of the association's bank or other authorised deposit-taking institution account.
- (3) The association must, as soon as practicable after receiving any money, issue an appropriate receipt.

### **A37. Funds - management**

Financial management is covered in Articles 11 to 14.

### **A38. Change of name, objects and constitution**

An application to the Director-General for registration of a change in the association's name, objects or constitution in accordance with section 10 of the Act is to be made by the public officer or a committee member.

### **A39. Custody of books etc**

Except as otherwise provided by this constitution, the public officer must keep in his or her custody or under his or her control all records, books and other documents relating to the association.

### **A40. Inspection of books etc**

- (1) The following documents must be open to inspection, free of charge, by a member of the association at any reasonable hour:
  - (a) records, books and other financial documents of the association,
  - (b) this constitution,
  - (c) minutes of all committee meetings and general meetings of the association.

- (2) A member of the association may obtain a copy of any of the documents referred to in subclause (1) on payment of a fee of not more than \$1 for each page copied.

#### **A41. Service of notices**

- (1) For the purpose of this constitution, a notice may be served on or given to a person:
- (a) by delivering it to the person personally, or
  - (b) by sending it by pre-paid post to the address of the person, or
  - (c) by sending it by facsimile transmission or some other form of electronic transmission to an address specified by the person for giving or serving the notice.
- (2) For the purpose of this constitution, a notice is taken, unless the contrary is proved, to have been given or served:
- (a) in the case of a notice given or served personally, on the date on which it is received by the addressee, and
  - (b) in the case of a notice sent by pre-paid post, on the date when it would have been delivered in the ordinary course of post, and
  - (c) in the case of a notice sent by facsimile transmission or some other form of electronic transmission, on the date it was sent or, if the machine from which the transmission was sent produces a report indicating that the notice was sent on a later date, on that date.

#### **A42. Financial year**

The financial year is covered in Article 14.