



STATEMENT OF RULES
RICHMOND ROWING CLUB INCORPORATED
REGISTRATION NO. A2236
(as amended on 25 July 2009)

1. NAME

The name of the Incorporated Association is Richmond Rowing Club Incorporated (in these Rules called the "Association").

2. INTERPRETATION

i. In these Rules, unless the contrary intention appears:

"Committee" means the Committee of Management of the Association.

"Financial Year" means the year ending on the 31st of May.

"General Meeting" means a General Meeting of members convened in accordance with Rule 10.

"Member" means a member of the Association.

"Ordinary Member of the Committee" means a member of the Committee who is not an officer of the Association under Rule 19.

"The Act" means the Associations Incorporation Act 1981.

"The Regulations" means Regulations under the Act.

ii. In these Rules a reference to the Secretary of an Association is a reference:

(a) Where a person holds office under these Rules as Secretary of the Association - to that person; and

(b) In any other case, to the Public Officer of the Association.

iii. Words or expressions contained in these Rules shall be interpreted in accordance with the provisions of the Interpretation Act 1958 and the Act as in force from time to time.

3. MEMBERSHIP

i. A natural 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 Entrance Fee and Annual Subscription payable under these Rules.

ii. A person who is not a member of the Association at the time of incorporation of the Association (or who was such a member at that time but has ceased to be a member) shall not be admitted to membership:

(a) Unless s/he is nominated as provided in Sub-rule iii, and

(b) Her/his admission as a member is approved by the Committee.

iii. A nomination of a person for membership of the Association;

- (a) Shall be made in writing in the form adopted by the Committee from time to time;
 - (b) Shall be lodged with the Secretary of the Association; and
 - (c) Shall be accompanied by the sum payable as the first year's annual subscription.
- iv. As soon as is practicable after the receipt of a nomination the Secretary shall refer the nomination to the Committee.
 - v. Upon a nomination being referred to the Committee the Committee shall determine whether to approve or reject the nomination.
 - vi. Upon a nomination being approved by the Committee, the Secretary shall, with as little delay as possible, notify the nominee in writing that s/he is approved for membership in the Association.
 - vii. Within 28 days of a nomination being approved by the Committee, the Secretary shall enter the nominee's name in the Register of Members kept by her/him and upon the name being so entered the nominee becomes a member of the Association and is:
 - (a) entitled to exercise the rights of membership in accordance with their class of membership as provided in sub-rule ix; and
 - (b) is bound by these Rules and the Association's codes, policies and procedures as adopted or amended from time to time.
 - viii. A right privilege or obligation of a person by reason of membership of the Association;
 - (a) is not capable of being transferred or transmitted to another person,
 - (b) terminates upon the cessation of membership whether by death or resignation or otherwise.
 - ix. The Association shall consist of the following classes of members:
 - (a) FULL MEMBERS**
Members who have attained the age of 23 years and are entitled to all the privileges of membership.
 - (b) SENIOR MEMBERS**

Members who have completed ten years membership with the Association including the period prior to the date of incorporation and are entitled to all the privileges enjoyed by a full member except that of entering for any Regatta race.
 - (c) JUNIOR MEMBERS**
Members who are under the age of 18 years . Junior members shall be entitled to all the privileges of membership enjoyed by a full member except a Junior Member may not hold any office in the Club nor be entitled to vote at meetings of the Association.
 - (d) ASSOCIATE MEMBERS**

Members who have attained the age of 18 years who shall be entitled to all the privileges of membership enjoyed by a full member save and except Associate Members shall not:
 - (i) Hold any position on the Committee,
 - (ii) Enter for any regatta or Club race as a member of this Association,
 - (iii) Use any of the boating or gymnasium equipment or change-room facilities provided however the occasional use of the boating and gymnasium equipment and change-room facilities by an Associate Member shall be allowed at the sole discretion of the Captain.
 - (iv) Vote at meetings of the Association.

(e) UNDER 23 MEMBERS

Members who have attained the age of 18 years but are under the age of 23 years who shall enjoy the privileges of membership enjoyed by Full Members.

(f) LIFE MEMBERS

Members, who in the opinion of the members have rendered the Association such services as to entitle them to the honour of Life Membership with the Association may be so elected at a General Meeting of the Association. Such election shall be upon the nomination of the Committee. A Life Member shall be entitled to all the privileges of membership and shall not be required to pay an Annual Subscription Fee to the Association.

(g) VOTING MEMBERS

Members who are Full Members, Senior Members, Under 23 Members or Life Members

- x. All Full, Junior and Under 23 members of this Association shall be bona fide amateurs according to the definition adopted from time to time by Rowing Victoria.
- xi. The total number of Voting Members shall constitute not less than 60 per centum of the total membership of the Association, excluding temporary or honorary members and persons who are members by reason only of reciprocal arrangements with another club and persons whose rights as members are limited to rights as social, gaming or neighbourhood members.

4. ENTRANCE FEE, ANNUAL SUBSCRIPTION AND LEVIES

- i. There shall be no Entrance Fee.
- ii. All annual subscriptions shall be payable in advance from the first day of June in each year and shall be such sums as may from time to time be determined by the Committee PROVIDED the Committee gives two months notice in writing of such change to the subscription rate AND PROVIDED HOWEVER that notwithstanding the provisions contained in this Rule members who joined the Richmond Rowing Club before the 1st September 1939 shall continue to pay subscriptions at an identical rate to that which was in force on the said date for the appropriate class of membership for which they are now eligible.
- iii. Members elected to the Association after the 1st January and before the 1st May in each year shall only be required to pay a subscription for the balance of the season at a rate equivalent to one half of the Annual rate for the class of membership to which they have been elected.
- iv. All members shall be responsible for the payment of any fees, levies or other charges which may be lawfully charged against the Association by Rowing Victoria or Rowing Australia or are otherwise incurred by the Association in connection with any regatta, Rowing Victoria or Rowing Australia event, on a per capita basis or in such proportions as may be allocated by the Treasurer.
- v. A member who has not paid any sum due to the Association at the expiration of two months from the date of which such payment was due shall be notified by the Secretary or the Treasurer that s/he is unfinancial and is therefore debarred from all privileges of membership . Liability for payment of all amounts due shall continue.
- vi. The Committee may expel a member in accordance with the provisions of Rule 7 if such member has failed to pay any sum due to the Association at the expiration of 12 months from the date on which such payment was due.

5. REGISTER OF MEMBERS

The Secretary shall keep and maintain a Register of Members in which shall be entered the full name, address and date of entry of the name of each member and the Register shall be available for inspection by members at the address of the Public Officer.

6. RESIGNATION OF MEMBER

- i. A member of the Association who has paid all monies due and payable by her/him to the Association may resign from the Association by first giving one month's notice in writing to the Secretary of her/his intention to resign and upon the expiration of that period of notice the member shall cease to be a member.
- ii. Upon the expiration of the notice given under Sub-rule i the Secretary shall make in the Register of Members an entry recording the date on which the member ceased to be a member.

7. DISCIPLINE OF MEMBER

- i. Subject to these Rules, a member may be subject to disciplinary measures in accordance with the Association's Grievance & Disciplinary Procedure as adopted and published by the Committee from time to time.
- ii. Subject to these Rules the Committee may by Resolution expel a member from the Association if the Committee is of the opinion that the member:
 - (a) Has refused or neglected to comply with these Rules, or
 - (b) Has been guilty of conduct in breach of the Association's Code of Conduct or prejudicial to the interests of the Association.
- iii. A resolution of the Committee under Sub-rule ii does not take effect unless the Committee at a meeting held not earlier than fourteen and not later than twenty-eight days after the service on the member of a notice under Sub-rule iv confirms the resolution in accordance with this Rule. When a member exercises a right of appeal to the Association under this Rule it does not take effect unless the Association confirms the resolution in accordance with this Rule.
- iv. Where the Committee passes a resolution under Sub-rule ii the Secretary shall as soon as practicable cause to be served on the member a notice in writing:
 - (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 fourteen and not later than twenty-eight days after service of the notice.
 - (c) Stating the date, place and time of that meeting,
 - (d) Informing the member that s/he may do one or more of the following -
 - (i) Attend that meeting,
 - (ii) Give to the Committee before the date of that meeting a written statement seeking the revocation of the resolution,
 - (iii) Not later than twenty-four hours before the date of the meeting lodge with the Secretary a notice that s/he wishes to appeal to the Association in General Meeting against the Resolution.
- v. At a meeting of the Committee held in accordance with Sub-rule iv the Committee shall:
 - (a) give to the member an opportunity to be heard,
 - (b) give due consideration to any statement submitted by the member, and
 - (c) by Resolution determine whether to confirm or to revoke the Resolution.

- vi. Where the Secretary receives a notice under Sub-rule iv s/he shall notify the Committee and the Committee shall convene a General Meeting of the Association to be held within twenty-one days of the date on which the Secretary received the notice.
- vii. At a General Meeting of the Association convened under Sub-rule vi:
 - (a) No business other than the question of the appeal shall be transacted,
 - (b) The Committee may place before the meeting details of the grounds for the Resolution and the reasons for the passing of the Resolution,
 - (c) The member shall be given the opportunity to be heard, and
 - (d) The members present shall vote by Secret Ballot on the question whether the Resolution shall be confirmed or revoked.
- viii. If at the General Meeting
 - (a) Two thirds of the members vote in person or by proxy in favour of the confirmation of the Resolution the Resolution is confirmed; and
 - (b) In any other case the Resolution is revoked.

8. ANNUAL GENERAL MEETING

- i. The Association shall in each calendar year convene an Annual General Meeting of its members save that it shall not be necessary to hold an Annual General Meeting in the year of Incorporation.
- ii. The Annual General Meeting shall be held on the last Saturday of July in each year.
- iii. The Annual General Meeting shall be specified as such in the notice convening it.
- iv. The ordinary business of the Annual General Meeting shall be:
 - (a) To confirm the minutes of the preceding Annual General Meeting and of any General Meeting held since that meeting,
 - (b) To receive from the Committee reports upon the transactions of the Association during the last preceding financial year,
 - (c) To elect officers of the Association and the ordinary members of the Committee, and
 - (d) To receive and consider the statements by the Association in accordance with Section 30 of the Act.
- v. The Annual General Meeting may transact special business of which notice is given in accordance with these Rules.
- vi. The Annual General Meeting shall be in addition to any other General Meetings that may be held in the same year.

9. SPECIAL GENERAL MEETINGS

- i. All General Meetings other than the Annual General Meeting shall be called Special General Meetings.
- ii. The Committee may, whenever it thinks fit, convene a Special General Meeting of the Association and, where, but for this Sub-rule, more than fifteen months would elapse between Annual General Meetings shall convene a Special General Meeting before the expiration of that period.
- iii. The Committee shall, on the requisition in writing of members representing not less than 5% of the total number of members, convene a Special General Meeting of the Association.
- iv. The requisition for a Special General Meeting shall state the objects of the General meeting and shall be signed by the members making the requisition and be sent to the address of the

Secretary and may consist of several documents in a like form each signed by one or more of the members making the requisition.

- v. If the Committee does not cause a Special General Meeting to be held within one month after the date on which the requisition is sent to the address of the Secretary the members making the requisition, or any of them, may convene a Special General Meeting to be held not later than three months after that date.
- vi. A Special General Meeting convened by members pursuant to these Rules shall be convened in the same manner as nearly as possible as that in which those meetings are convened by the Committee and all reasonable expenses incurred in convening the meeting shall be refunded by the Association to the persons incurring the expenses.

10. CONVENING OF MEETINGS

- i. The Secretary of the Association shall, at least fourteen days before the date fixed for the holding of a General Meeting of the Association, cause to be sent to each member of the Association a notice stating the place, date and time of the meeting and the nature of the business to be transacted at the meeting.
- ii. No business other than that set out in the notice convening the meeting shall be transacted at the meeting.
- iii. A member desiring to bring any business before a meeting may give notice of that business in writing to the Secretary who shall include that business in the notice calling the next general meeting after receipt of the notice.

11. SPECIAL BUSINESS

- i. All business that is transacted at a Special General Meeting and all business that is transacted at the Annual General Meeting with the exception of that specifically referred to in these Rules as being the ordinary business of the Annual General Meeting shall be deemed to be special business.
- ii. No item of business shall be transacted at a General Meeting unless a quorum of members entitled under these Rules to vote is present during the time when the meeting is considering that item.

12. QUORUM AT GENERAL MEETINGS

- i. Five members personally present (being members entitled under these Rules to vote at a General Meeting) constitute a quorum for the transaction of the business of a General Meeting.
- ii. 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 members shall be dissolved and in any other case shall stand adjourned to the same day in the next week at the same time and (unless some other place is specified by the Chairman at the time of the adjournment or by written notice given to members before the date on which the meeting is adjourned) at the same place and if at the adjourned meeting the quorum is not present within half an hour of the time appointed for the commencement of the meeting (the members present being not less than three) shall be a quorum.

13. PRESIDING AT GENERAL MEETINGS

- i. A member of the Committee of Management shall preside as Chair at each General Meeting of the Association.

14. ADJOURNMENT OF MEETINGS

- i. The Chair of a General Meeting at which a quorum is present may, with the consent of the meeting, adjourn the meeting from time to time and place to place, but no business shall be transacted at an adjourned meeting other than the business left unfinished at the meeting at which the adjournment took place.
- ii. Where a meeting is adjourned for fourteen days or more a like notice of the adjourned meeting shall be given as in the case of the General Meeting.
- iii. Except as provided in Sub-rule i and ii it is not necessary to give notice of an adjournment or of the business to be transacted at an adjourned meeting.

15. VOTING AT GENERAL MEETINGS

- i. A question arising at a General Meeting of the Association shall be determined on a show of hands and unless before or on the Declaration of the show of hands a poll is demanded a declaration by the Chair that a Resolution has, on a show of hands, been carried and carried unanimously or carried by a particular majority or lost, and an entry to that effect in the Minute Book of the Association is evidence of the fact, without proof of the number or proportion that the votes recorded in favour of or against that Resolution.
- ii. Upon any question arising at a General Meeting of the Association a member has one vote only.
- iii. All votes shall be given personally or by proxy.
- iv. In the case of an equality of voting on a question, the Chair of the meeting is entitled to exercise a second or casting vote.
- v. A member is not entitled to vote at any General Meeting unless all monies due and payable by her/him to the Association have been paid other than the amount of the Annual Subscription payable in respect of the current financial year.

16. POLL AND PROXY VOTING AT GENERAL MEETINGS

- i. If at a meeting a poll on any question is demanded by no less than three members it shall be taken at that meeting in such manner as the Chair may direct and the Resolution of the poll shall be deemed to be a Resolution of the Meeting on that question.
- ii. The Poll that is demanded on the election of a Chair or on a Question of an adjournment shall be taken forthwith and a poll that is demanded on any other question shall be taken at such time before the close of the meeting as the chairman may direct.
- iii. Each member shall be entitled to appoint another as her/his proxy by notice given to the Secretary not later than twenty-four hours before the time of the meeting in respect of which the proxy is appointed.
- iv. A notice appointing a proxy shall be in the form adopted by the Committee and published from time to time.

17. COMMITTEE OF MANAGEMENT

- i. The affairs of the Association shall be managed by a Committee of Management constituted as provided in Rule 18.
- ii. The Committee:
 - (a) Shall control and manage the business and affairs of the Association,
 - (b) May, subject to these Rules, the Regulations and the Act, exercise all such powers and functions as may be exercised by the Association other than those powers and functions that are required by these Rules to be exercised by General Meetings of the members of the Association; and

- (c) Subject to these Rules, the Regulations and the Act, has power to perform all acts and things as appear to the Committee to be essential for the proper management of the business and affairs of the Association.

18. OFFICERS OF THE ASSOCIATION

- i. The officers of the Association shall be:
 - (a) The President
 - (b) The Vice-President
 - (c) Treasurer
 - (d) Secretary
 - (e) Head of Rowing
 - (f) Head of Club Development
 - (g) Captain
- ii. The provisions of Rule 20 so far as they are applicable and with the necessary modifications, apply to and in relation to the election of persons to any of the offices mentioned in Sub-rule i.
- iii. Each officer of the Association shall hold office for a term of 12 months after the date of her/his election but is eligible for re-election save and except the President who shall not be eligible for re-election at the expiration of her/his fifth successive term of office.
- iv. In the event of a casual vacancy in any office referred to in Sub-rule i the Committee may appoint one of its members to the vacant office and the member so appointed may continue in office up to and including the conclusion of the Annual General Meeting next following the date of her/his appointment.
- v. Subject to Section 23 of the Act the Committee shall consist of:
 - (a) The officers of the Association, and
 - (b) Two ordinary membersall of whom shall be elected at the Annual General Meeting of the Association in each year.
- vi. All ordinary members of the Committee shall, subject to these rules, hold office for a term of 12 months after the date of his election but is eligible for re-election.
- vii. In the event of a casual vacancy occurring in the office of an ordinary member 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 next following the date of her/his appointment.

19. ELECTION OF COMMITTEE

- i. Nominations of candidates for election as officers of the Association or as Ordinary Members of the Committee:
 - (a) Shall be made in writing signed by two life, full, under 23 or senior members of the Association and accompanied by the written consent of the candidate (which may be endorsed on the form of nomination);
 - (b) May only be made for candidates that have held a membership of the Association for 24 months;
 - (c) Shall be delivered to the Secretary of the Association not less than fourteen (14) days before the date fixed for the holding of the Annual General Meeting.

- ii. If insufficient nominations are received to fill vacancies on the Committee the candidates nominated shall be deemed to be elected and further nominations shall be received at the Annual General Meeting.
- iii. If the number of nominations received is equal to the number of vacancies to be filled the persons nominated shall be deemed to be elected.
- iv. If the number of nominations exceeds the number of vacancies to be filled a ballot shall be held.
- v. The ballot for the election of officers and ordinary members of the Committee shall be conducted at the Annual General Meeting in such usual and proper manner as the Committee may direct.
- vi. Only Voting Members are eligible to participate in a ballot for the election of officers and ordinary members of the Committee.
- vii. A nomination of a candidate for election under this Rule is not valid if that candidate has been nominated for another office at the same election.

20. VACANCY OF COMMITTEE MEMBERSHIP

For the purposes of these Rules the office of an officer of the Association or of an ordinary member of the Committee becomes vacant if the officer or member:

- i. Ceases to be a member of the Association;
- ii. Becomes a bankrupt within the meaning of the *Bankruptcy Act 1966* (Cth);
- iii. Resigns from office by notice in writing given to the Secretary.

21. PROCEDURE OF COMMITTEE MEETINGS

- i. The Committee shall meet at least three times in each year at such place and at such times as the Committee may determine.
- ii. Special meetings of the Committee may be convened by the President or by any four of the members of the Committee.
- iii. Any four members of the Committee can constitute a quorum for the transaction of the business of the meeting of the Committee.
- iv. No business shall be transacted unless a quorum is present and if within half an hour of the time appointed for the meeting a quorum is not present then the meeting shall adjourn to the same place and at the same hour of the same day of the following week unless the meeting was a Special Meeting in which case it lapses.
- v. At meetings of the Committee:
 - (a) The President or in her/his absence the Vice-President shall preside, or
 - (b) If the President and the Vice-President are absent such one of the remaining members of the Committee as may be chosen by the members present shall preside.
- vi. Questions arising at a meeting of the Committee or of any sub-Committee appointed by the Committee shall be determined on the show of hands, or if demanded by a member, by a poll taken in such manner as the person presiding at the meeting may determine.
- vii. 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 and in the event of an equality of votes on any question the person presiding may exercise a second or casting vote.
- viii. Written notice of each Committee Meeting shall be given to each member of the Committee at least two business days before the date of the meeting.
- ix. Subject to Sub-rule iv the Committee may act notwithstanding any vacancy on the Committee.

22. DUTIES OF OFFICERS OF THE ASSOCIATION

i. PRESIDENT

- (a) The President shall preside at all meetings of members and of the Committee and at all functions at which s/he shall be present and at her/his discretion subject to the following Sub-Rules s/he may delegate any of her/his duties to any other member of the Committee.
- (b) The President shall represent the Association on all occasions requiring official representation and shall be the Association spokesperson on all matters relating to the activities, business and objects of the Association.
- (c) The President shall present to members at the Annual General Meeting a report in writing in respect of the activities and business of the Association and of any events that significantly affected the state of affairs of the Association during the preceding year.
- (d) The President shall be an ex-officio member of all committees and sub-committees which may be appointed under these Rules.

ii. VICE-PRESIDENT

- (a) The Vice-President shall assist the President in the discharge of her/his duties. The Vice-President shall report to the Committee on behalf of delegates to all Associations and Committees with which the Association is affiliated.

iii. SECRETARY

- (a) The Secretary shall attend and record the names of members present at and take minutes of the proceedings of all meetings of the members of the Association and of the Committee and shall properly enter such Minutes in the book kept for that purpose and in consultation with the President shall prepare an agenda for all such members.
- (b) The Secretary shall maintain the Register referred to in Rule 5 and shall also maintain a register of the names of all officers of the Association and other members of the Committee.
- (c) The Secretary shall issue all notices of meetings to members of the Committee and such other notices as s/he may be directed to issue by the Committee.
- (d) The Secretary shall keep in safe keeping a copy of the Rules and of any amendment thereof which from time to time may be lawfully made.

iv. TREASURER

- (a) The Treasurer shall collect and receive all monies on behalf of the Association and shall give receipts for the same and shall deposit all such monies in a Banking Account in the name of the Association at a Bank approved by the Committee.
- (b) The Treasurer shall maintain to the satisfaction of the Committee a proper system of accounting for all monies received and disbursed on behalf of the Association and shall present all accounts to the Committee for approval. S/he shall present monthly financial statements to the Committee and shall have regard to any criticisms or advice of financial matters made or given by the auditors of the Association or by the Committee or by any sub-committee appointed by the Committee for that purpose.
- (c) The Treasurer shall keep all vouchers for all monies expended by the Association and all records and vouchers in respect of monies received by the Association and shall present the same to the auditors whenever required to do so.
- (d) The Treasurer shall prepare and submit to the auditors prior to the next succeeding Annual General Meeting of the members statements of the financial affairs of the

Association during the calendar year ended on the 31st May in the year preceding such presentation. Such statements after audit shall be presented by the Treasurer to the next Annual General Meeting of the Association and s/he shall offer such explanations thereof and of all the material contained therein as may be required by her/him at such meeting.

- (e) The accounts and vouchers referred to in paragraphs (b) and (c) shall be available for inspection by members.

v. HEAD OF ROWING

The Head of Rowing shall be responsible for:

- (a) the development and delivery of the Association's rowing program and competition goals;
- (b) The sourcing and allocation of equipment;
- (c) The development and implementation of selection procedures.

vi. HEAD OF CLUB DEVELOPMENT

The Head of Club Development shall be responsible for the management of the Association's non-competitive activities including, but not limited to, hiring of the hall, Association functions, fundraising and social activities.

vii. CAPTAIN

The Captain shall have the sole responsibility for the care and maintenance of all Association boats and equipment.

viii. ORDINARY MEMBERS

The Ordinary Members shall be responsible for reporting to the Committee on behalf of subcommittees as may from time to time be formed by the Committee.

23. REMOVAL OF COMMITTEE MEMBER

- i. The Association in General Meeting may by Resolution remove any member of the Committee before the expiration of her/his term of office and appoint another member in her/his stead to hold office until the expiration of the term of the first mentioned member.
- ii. A member who is the subject of a proposed resolution referred to in Sub-rule i may make representations in writing to the Secretary or President of the Association (not exceeding a reasonable length) and request that they be provided 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 they are not so sent, the member may require that they be read out at the meeting.

24. CHEQUES ETC.

All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments shall be signed by any two of the President, Treasurer and Captain.

25. COMMON SEAL

- i. The Common Seal of the Association shall be kept in the custody of the Secretary.
- ii. 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

two members of the Committee or of one member of the Committee and of the Public Officer of the Association.

26. ALTERATION OF RULES & STATEMENT OF PURPOSES

These Rules and the Statement of Purposes of the Association shall not be altered except in accordance with the Act.

27. NOTICES

- i. Any notice that is required to be given to a member under these Rules on behalf of the Association may be given using the details shown in the register of members and by:
 - (a) delivering it to them personally; or
 - (b) sending it by pre-paid post to the member's postal address; or
 - (c) facsimile transmission to the member's facsimile number; or
 - (d) electronic transmission to the members' electronic address.
- ii. Where a document is properly addressed, pre-paid and posted to a person as a letter the document shall, unless the contrary is proved, be deemed to have been given to the person at the time at which the letter would have been delivered in the ordinary course of post.

28. DISPOSAL OF ASSETS

In the event of the Association being dissolved, the amount which remains after such a dissolution and the satisfaction of all debts and liabilities shall be paid and applied by the Association 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.

29. CUSTODY OF BOOKS EXCEPT THOSE OTHERWISE PROVIDED IN THESE RULES

The Secretary shall keep in her/his custody or under her/his control all books, documents and securities of the Association.

30. SOURCE OF FUNDS

The funds of the Association shall be derived from entrance fees, annual subscriptions, donations and such other sources as the Committee determines.

31. AUDITORS

- i. An Auditor or Auditors shall be appointed at each Annual General Meeting.
- ii. The Auditor or Auditors so appointed shall at least once in every year examine the accounts and other financial records of the Association and report to members on such Accounts and financial records in General Meeting.
- iii. The Auditor or Auditors may be paid for his or their services such sum as the Committee may from time to time determine.

32. RULES UNDER LIQUOR CONTROL REFORM ACT 1998 (VIC)

- i. The payment of any amount to an officer or servant of the Association by way of commission or allowance from the receipts of the Association for the supply of liquor is not permitted.
- ii. A visitor to the Association must not be supplied with liquor in the Association's premises unless the visitor is a guest in the company of a member of the Association.

iii. A person cannot:

- (a) be admitted as an honorary or a temporary member of the Association; or
- (b) be exempted from the obligation to pay the ordinary subscription for membership of the Association

unless the person is of a class specified in these Rules and the admission or exemption is in accordance with these Rules.

iv. The Committee shall establish and maintain a record of guests to the Association.