

Considering that:

The number of Ethiopians and Australian Ethiopians living in Australia in general and in NSW in particular has increased as a result of immigration and natural population growth;

Despite ethnic, religious and other differences, Ethiopians and Australian Ethiopians share common values, aspirations and interests and they need a body that represents, promotes and espouses these common interests, values and aspirations;;

Ethiopians and Australian Ethiopians have significant contributions to make towards maintaining and further advancing Australia's economic, social and political well being;

We have formed Ethiopian Community Association in NSW.

Part I Preliminary

1. Title of this document

This document may be referred to as the constitution of the Ethiopian Community Association in NSW.

2. Coming in to Force

The constitution comes in to force when it is ratified in a secret ballot by a vote of 75% or more of the people present at the meeting convened specially to ratify the draft constitution.

3. Members Obligation to Abide by the constitution

Once the constitution is ratified pursuant to article 2, every one wishing to be a member must agree to be bound by it.

4. Definitions

1. In these constitution:

Constitution means *the constitution of the Ethiopian Association in NSW. Ordinary*

member means a member of the committee who is not an office-bearer of the association, as referred to in article 14(2).

President means: the person holding office under this constitution as president of the association.

Secretary means: the person holding office under This constitution as secretary 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 1984.*

the regulation means the *Associations Incorporation Regulation 1999.*

2. In this constitution:

- (a) a reference to a duty includes a reference to a power, authority and function, and
- (b) a reference to the exercise of a duty includes, if the duty is a function, a reference to the performance of the function.

5. Objectives of the Association

1. The association will have the following objectives:

- A. Serve as an umbrella organisation in which members work for the common good and interests of all Ethiopians and Australian Ethiopians residing in NSW;
- B. Work towards further strengthening friendship, unity and ties between Ethiopians;
- C. Represent the common interests of Ethiopians at every available forum;
- D. Lobby governments at various levels and other important bodies for policies and practices beneficial to the Ethiopian community as part of a multi-cultural Australia;
- E. Work with governmental and non-governmental entities on initiatives and programmes designed to help the economic and social well being of Ethiopians as members of the Australian society;
- F. Organise social and cultural events including but not limited to on the occasion of important Ethiopian holidays;
- G. Promote awareness of Ethiopia and Ethiopians to the broader Australian society;
- H. Encourage and promote achievements of Ethiopians in Australia in all areas of endeavour;
- I. Provide support to individual members and their immediate family members when the association believes the support is practical and appropriate;
- J. Contribute in every way possible to relief work in the event of natural and human-made disasters in Ethiopia;

- K. Support any disaster relief effort arising in Australia;
 - L. concern itself with any other matter incidental to the above objectives
2. In making a decision on whether a support to an individual member is practical and appropriate, the association shall consider:
- A. Whether the association has the resource; and
 - B. Whether the support makes positive difference to the individual seeking the support; and
 - C. Whether the support complies with the objectives of the association; and
 - D. Whether the support is fair and equitable; and
 - E. Whether the support brings the association in to disrepute.
3. The association shall be free from any religious, political and ethnic affiliation.
4. Subject to sub article 3 of this article, the association will work with any group of Ethiopians for the common good and interest of all Ethiopians.

Part ii Membership

5. There will be two categories of membership:
- a) Full membership and
 - b) Associate membership.
6. membership;
- 1) Any one who:
- A. is 18 years of age and over; and

B. was borne from one or both of Ethiopian parents; and

C. normally and legally resides in NSW

may become a full member of the association on applying for membership and approval of the application by the secretary of the association and paying the prescribed membership fee.

2) any one who:

A. is 18 years of age and over; and

B. has genuine interest in Ethiopia and Ethiopians

may become an associate member of the association on applying for membership, approval of the application by the secretary of the association and paying the prescribed membership fee.

7) Rights of a Member

1) Every member of the association has the right to:

A. Subject to sub article (3), elect and be elected in all offices of the association;

B. participate fully in all activities of the association;

C. benefit from any support the association gives to its members in accordance with this constitution.

2. Support under article 7(1)C includes support to immediate family members of members.

(3) Only a full member may be nominated and elected for offices of the association

8. Duties of a Member

1. Every member has the duty to:

A. abide by the constitution of the association in his or her relation to the association;

B. attend meetings and serve with due diligence in positions elected or appointed

C. care for the property and finance of the association;

D. refrain from actions that harm the association or bring the association in to disrepute:

9) Cessation of membership

1. 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.

2. A member may be expelled from the association only when

A. he or she has consistently breached duties expected of a member under the constitution; and

B. the complaint and dispute resolution procedures under the constitution have been followed; and

C. the general meeting by a special resolution has decided to expel the member.

10. 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.

11) Resignation of membership

(1) A member of the association is not entitled to resign that membership except in accordance with this constitution.

(2) A member of the association who has paid all amounts payable by the member to the association in respect of the member's membership 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.

- (3) If a member of the association ceases to be a member under sub article (2), 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.

12) Register of members

- (1) The secretary of the association must establish and maintain a register of members of the association specifying the name and 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 at the principal place of administration of the association and must be open for inspection, free of charge, by any member of the association at any reasonable hour.
- (3) A member of the association may obtain a copy of any part of the register on payment of a fee of \$1 for each page copied or, if some other amount is determined by the committee, that other amount.

13) Fees and subscriptions

1. A member of the association must, on admission to membership, pay to the association a fee the amount of which is determined from time to time by the executive committee.
2. In addition to any amount payable by the member under sub article (1), a member of the association must pay to the association an annual membership fee the amount of which is determined from time to time by the executive committee:
 - (a) except as provided by paragraph (b), before 1 July in each calendar year, or

- (b) if the member becomes a member on or after 1 July in any calendar year – on becoming a member and before 1 July in each succeeding calendar year.

14. 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 as required by rule 8.

15. Complaints and Disciplining of Members

- (1) A complaint may be made to the complaint handling standing committee by any person that an office bearer of the association or an ordinary member:
 - (a) has persistently refused or neglected to comply with a provision or provisions of this constitution, or
 - (b) has persistently and wilfully acted in a manner prejudicial to the interests of the association.

3. The complaint must:

- A. Be made in writing;
- B. Specify the nature of the complaint and the person against whom it is made;
- C. Be delivered to a member of the complaint handling standing committee.

3. On receiving such a complaint, the complaint handling 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 complaint handling committee makes every reasonable effort to resolve complaints through mediation involving the parties concerned in the complaint.
 5. IF the complaint handling committee believes the facts alleged in the complaint exist and seriously affect the interests of the association, it may ask the executive committee in writing to convene a special general meeting to deliberate and decide on the complaint.
 6. When the executive committee receives request to convene a special general meeting under sub article 5, it must convene the meeting within 4 weeks from the date it received the request.
 7. The extraordinary general meeting may, by special 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 particularly by the complaint handling committee in connection with the complaint, it is satisfied that the facts alleged in the complaint have been proved.
 8. At a special general meeting of the association convened under subclause 7 and 8 of this clause, no business other than the complaint is to be transacted.
 9. A resolution to suspend or expel a member takes effect from the date the resolution is made.

Part 3 The Executive Committee

16. Powers of the executive committee

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

- (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 these rules 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.

17. Constitution and membership

- (1) the committee is to consist of:
 - (a) the office-bearers of the association, and
 - (b) 3 ordinary members,each of whom is to be elected at the annual general meeting of the association under article 1515.
- (2) The office-bearers of the association are to be:
 - (a) the president
 - (b) the treasurer, and
 - (c) the secretary
- (3) Each member of the committee is, subject to this constitution, to 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 casual vacancy occurring in the membership of the committee, the committee may appoint a member of the association to fill the vacancy and the member so appointed is to hold office, subject to these rules, until the conclusion of the annual general meeting next following the date of the appointment.

18. Election of members

- (1) Nominations of candidates for election as office-bearers of the association or as ordinary members of the committee:
 - (a) must 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 form of the nomination), and
 - (b) must be delivered to the secretary of the association at least 7 days before the date fixed for the holding of 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 are taken to be elected and further nominations are to be received at the annual general meeting.
- (3) If insufficient further nominations are received, any vacant positions remaining on the committee are taken to be casual vacancies.
- (4) If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated are taken to be elected.
- (5) If the number of nominations received exceeds the number of vacancies to be filled, a ballot is to be held.
- (6) The ballot for the election of office-bearers and ordinary members of the committee is to be conducted at the annual general meeting in such usual and proper manner as the committee may direct.

19. Casual vacancies

For the purposes of this constitution, a casual vacancy in the office of a member of the committee occurs if the member:

- (a) dies, or
- (b) ceases to be a member of the association, or
- (c) becomes an insolvent under administration within the meaning of the *Corporations Act 2001* of the Commonwealth, or
- (d) resigns office by notice in writing given to the secretary, or
- (e) is removed from office under article 20, or
- (f) becomes a mentally incapacitated person, or
- (g) is absent without the consent of the committee from all meetings of the committee held during a period of 6 months.

20. Removal of member

- (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) member of the committee to whom a proposed resolution referred to in sub article (1) relates makes representations in writing to the secretary or president (not exceeding a reasonable length) and requests that the representation 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.

21. Meetings and quorum

- (1) The committee must meet at least 6 times in each period of 12 months at such place and time as the committee may determine.

- (2) Additional meetings of the committee may be convened by the president or by any member of the committee.
- (3) Oral or written notice of a meeting of the committee must be given by the secretary to each member of the committee at least 48 hours (or such other period as is unanimously agreed on by the members of the committee) before the time appointed for the holding of the meeting.
- (4) Notice of a meeting given under sub article (3) must specify the general nature of the business to be transacted at the meeting and no business other than that business is to be transacted at the meeting, except business which the committee members present at the meeting unanimously 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 is to be transacted by the committee unless a quorum is present and if, within half an hour of the time appointed for the meeting, a quorum is not present, the meeting is to stand adjourned to the same place and at the same hour of the same day in the following week.
- (7) If at the adjourned meeting a quorum is not present within half an hour of the time appointed for the meeting, the meeting is to be dissolved.
- (8) At a meeting of the committee:
 - (a) the president or in the president's absence, a member of the committee as may be chosen by the committee is to preside.

22. 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 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 section 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 article, 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 article 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 article.
 - (7) A sub-committee may meet and adjourn, as it thinks proper.

23. 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) Subject to rule 20(5), 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 Complaint handling Standing Committee

24. Composition of the complaint handling committee

1. The general meeting will establish a standing committee made up of five persons to be known as complaint handling committee.
2. Nomination and election for membership of this committee will be conducted in the same procedure of nomination and election for executive committee membership under article 18.
3. The committee will have 5 members with 2 of the 5 members holding the positions of chair person and secretary of the committee as elected by the general meeting.
4. A member may not serve as a member of the executive committee and a member of the complaint handling committee at the same time.

25. Duties of the Complaint Handling Committee

- 1) The committee shall:
 - A. Receive complaints from members of the association;
 - B. Investigate complaints;

- C. Make every effort to solve complaints amicably;
 - D. If the complaint can not be resolved, ask the executive committee to call a special general meeting to deliberate and decide on the complaint;
 - E. Submit its findings on the complaint with its recommendation of a particular resolution.
- 2) In carrying out its duties under this rule, the committee must adhere to provisions in

Sub articles 3, 4 and 5 of article 13.

26. Meetings and quorum

1. The committee meets at such place and time as the committee may determine.
2. Oral or written notice of a meeting of the committee must be given by the secretary to each member of the committee at least 48 hours (or such other period as is unanimously agreed on by the members of the committee) before the time appointed for the holding of the meeting.
3. Notice of a meeting given under sub article (3) must specify the general nature of the business to be transacted at the meeting and no business other than that business is to be transacted at the meeting, except business which the committee members present at the meeting unanimously agree to treat as urgent business.
4. Any 3 members of the committee constitute a quorum for the transaction of the business of a meeting of the committee.

27. Procedures of Meeting and Voting

- 1) The chair person of the complaint handling committee chairs the meeting.
- 2) In the absence or inability of the chair person to chair the meeting, another member chosen by members of the committee is to preside the meeting.

- 3) The person presiding a meeting will have a casting vote in the case of equality of votes on a decision.
- 4) If the complaint being handled by the committee concerns a member of the committee, that member disqualifies himself or herself from any deliberation or decision on the complaint.

Part 5 Duties of Office Bearers of the Association

28. Duties of the president

The president shall:

- A. Preside the meetings of the executive committee and general meetings of the association;
- B. along with the Treasurer and any relevant staff members the Association so employs, be responsible for the proper management of the offices, equipment and accounts of the Association;
- C. along with other office bearers of the association, be responsible for ensuring records of the association are properly maintained;
- D. liaise with other bodies and organisations to promote the interests and objectives of the association;
- E. take such decisions as are deemed to be necessary, in the absence of either general meeting or executive committee directives or policy, to further the Objectives of the Association.
- F. Be available for consultation on important matters affecting the management and operation of the association;
- G. in conjunction with office bearers and members of the executive committee, perform duties required for the effective administration of the association.

29. Duties of the Treasurer

The treasurer shall:

- A. ensure that all monies owing to the Association are properly collected and accounted;
- B. ensure that monies are expended or invested as the general meeting and the executive committee direct;
- C. in conjunction with such staff members as the Association may so employ, keep an account of all receipts and expenditures of the Association to be maintained in such a manner as is prescribed by the appointed Auditors of the Association;
- D. in conjunction with such staff members as the Association may so employ, prepare and submit all books and statements of accounts to the appointed Auditors of the Association and to ensure that such records are a true and fair record of the financial transactions that have taken place in the preceding year;
- E. prepare and submit an annual financial report or statement to the general meeting.
- F. in conjunction with office bearers and members of the executive committee, perform duties required for the effective administration of the association.

30. Duties of the secretary

The secretary shall:

- (A) Notify members of time, place and agenda of meetings as required under this constitution;

(B) Keep records of meetings of the general meeting and meetings of the executive committee;

© Keep or cause to be kept minutes of meetings;

(D) Be responsible for ensuring that all correspondence is carried out in accordance with the decisions of the executive committee and the general meeting as the case may be;

(E) In conjunction with other office bearers of the association, be responsible for proper maintenance of the association's records and files;

(F) In conjunction with office bearers and members of the executive committee, perform duties required for the effective administration of the association.

Part 4 General meeting

31. Annual general meetings – holding of

- (1) With the exception of the first annual general meeting of the association, the association must, at least once in each calendar year and within the period of 6 months after the expiration of each financial year of the association, convene an annual general meeting of its members.
- (2) The association must 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 6 months after the expiration of the first financial year of the association.
- (3) sub articles(1) and (2) have effect subject to any extension or permission granted by the Director-General under section 26(3) of the Act.

32. Annual general meetings – calling of and business at

- (1) The annual general meeting of the association is, subject to the Act and to article 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 members of the committee,
 - (d) to receive and consider the statement which is required to be submitted to members under section 26(6) of the Act.
- (3) An annual general meeting must be specified as such in the notice convening it.

33. Special general meetings – calling of

- (1) The committee may, whenever it thinks fit, convene a special general meeting of the association.
- (2) The committee must, on the requisition in writing of at least 5 per cent of the total number of members, convene a special general meeting of the association.
- (3) A requisition of members for a special general meeting:
 - (a) must state the purpose or purposes of the meeting, and
 - (b) must be signed by the members making the requisition, and
 - (c) must be lodged with the secretary, and

- (d) may consist of several documents in a similar form, each signed by one or more of the members making the requisition.
- (4) If the committee fails to convene a special general meeting to be held within 1 month after that date on which a requisition of members for the meeting is lodged with the secretary, any one or more of the members who made the requisition may convene a special general meeting to be held not later than 3 months after that date.
- (5) A special general meeting convened by a member or members as referred to in sub article (4) must be convened as nearly as is practicable in the same manner as general meetings are convened by the committee and any member who consequently incurs expenses is entitled to be reimbursed by the association for any expense so incurred.

34. Notice

- (1) Except if the nature of the business proposed to be dealt with at a general meeting requires a special resolution of the association, the secretary must, at least 14 days before the date fixed for the holding of the general meeting, give a notice to each member specifying the place, date and time of the meeting and the nature of the business proposed to be transacted at the meeting.
- (2) If the nature of the business proposed to be dealt with at a general meeting requires a special resolution of the association, the secretary must, at least 21 days before the date fixed for the holding of the general meeting, cause notice to be given to each member specifying, in addition to the matter required under clause (1), the intention to propose the resolution as a special resolution.
- (3) No business other than that specified in the notice convening a general meeting is to be transacted at the meeting except, in the case of an annual general meeting, business which may be transacted under article 24(2).

- (4) A member desiring to bring any business before a general meeting may give notice in writing of that business to the secretary who must include that business in the next notice calling a general meeting given after receipt of the notice from the member.

35. Procedure

- (1) No item of business is to 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) Thirty members present in person (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.
- (3) If within half an hour after the appointed time for the commencement of a general meeting a quorum is not present, the meeting:
 - (a) if convened on the requisition of members, is to be dissolved,

and
 - (b) in any other case, is to 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 at least 15) is to constitute a quorum.

36. Presiding member

- (1) The president or, in the president's absence, the secretary, is to preside as chairperson at each general meeting of the association.

- (2) If the chair person and the secretary are absent or unwilling to act, the members present must elect one of their number to preside as chairperson at the meeting.

37. 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 clauses (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.

38. Making of decisions

- (1) A question arising at a general meeting of the association is to 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 chairperson 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 of or against that resolution.
- (2) At a general meeting of the association, a poll may be demanded by the chairperson or by at least 3 members present in person or by proxy at the meeting.
- (3) If a poll is demanded at a general meeting, the poll must be taken;

- (a) immediately in the case of a poll which relates to the election of the chairperson of the meeting or to the question of an adjournment, or
- (b) in any other case, in such manner and at such time before the close of the meeting as the chairperson directs,

and the resolution of the poll on the matter is taken to be the resolution of the meeting on that matter.

39. Special resolution

A resolution of the association is a special resolution:

- (a) if it is passed by a majority which comprises at least three-quarters of such members of the association as, being entitled under these rules so to do, vote in person or by proxy at a general meeting of which at least 21 days' written notice specifying the intention to propose the resolution as a special resolution was given in accordance with these rules, or
- (b) where it is made to appear to the Director-General that it is not practicable for the resolution to be passed in the manner specified in paragraph (a) if the resolution is passed in a manner specified by the Director-General.

40. Voting

- (1) On any question arising at a general meeting of the association a member has one vote only.
- (2) All votes must be given personally or by proxy but no member may hold more than 5 proxies.
- (3) In the case of an equality of votes on a question at a general meeting, the chairperson of the meeting is entitled to exercise a second or casting vote.
- (4) A member or proxy is not entitled to vote at any general meeting of the association unless all money due and payable by the member or proxy to the association has been paid, other than the amount of the annual subscription payable in respect of the then current year.

41. Appointment of proxies

- (1) Each member is to be entitled to appoint another member as proxy by notice given to the secretary no later than 24 hours before the time of the meeting in respect of which the proxy is appointed.
- (2) The notice appointing the proxy is to be in the form prescribed.

Part 5 Miscellaneous

42. Insurance

The association may effect and maintain insurance.

43. 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 account.
- (3) The association must, as soon as practicable after receiving any money, issue an appropriate receipt.

44. Funds – management

- (1) Subject to any resolution passed by the association in general meeting, the funds of the association are to be used in pursuance of the objects of the association in such manner as the committee determines.

- (2) All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments must be signed by any 2 members of the committee or employees of the association, being members or employees authorised to do so by the committee.

45. Alteration of objects and rules

The statement of objects and these rules may be altered, rescinded or added to only by a special resolution of the association.

46. Common seal

- (1) The common seal of the association must be kept in the custody of the public officer.
- (2) The common seal must not be affixed to any instrument except by the authority of the committee and the affixing of the common seal must be attested by the signatures either of 2 members of the committee or of 1 member of the committee and of the public officer or secretary.

47. Custody of books

Except as otherwise provided by these rules, 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.

48. Inspection of books

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

49. Service of notices

- (1) For the purpose of these rules, 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 these rules, 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.