

SOUTHERN N.S.W. SABOT SAILING ASSOCIATION INC.
RULES

PART I
PRELIMINARY

Interpretation

1. (1) In these rules, except in so far as the context or subject matter otherwise indicates or requires -

“ordinary member” means a member of the committee who is not an office-bearer of the association, as referred to in rule 11 (2);

“secretary” means -

- (a) the person holding office under these rules as secretary of the association; or
- (b) where no such person holds that office - the public officer of the association;

“special general meeting” means a general meeting of the association other than annual general meeting;

"the Act" means the Associations Incorporation Act, 1984;

"the Regulation" means the Associations Incorporation Regulation, 1985.

(2) In these rules

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

(3) The provisions of the Interpretation Act, 1897, apply to and in respect of these rules in the same manner as those provisions would so apply if these rules were an instrument made under the Act.

PART II

MEMBERSHIP AND AFFILIATION

Membership Qualifications

2. (a) No person is qualified to be a member of the association except for Honorary Life Membership under these rules.

(b) Affiliated Clubs

Sailing Clubs interested in sponsoring the Sabot Class and which are prepared to accept the objects and rules of the association may apply for affiliation with the association.

(c) Honorary Life Members

- i. Any person who has rendered special or important service to the association or to Sabot sailing in general, may, at an annual general meeting of the association on the recommendation of the outgoing office-bearers of the association, be elected an Honorary Life Member of the association.
- ii. Not more than TWO (2) Honorary Life Members may be elected in any one year.
- iii. Honorary Life Members shall be entitled under these rules to attend all committee and other meetings of the association but shall not have voting rights unless a delegate of an affiliated club.

Application for Affiliation

3. (1) An application by a sailing club for affiliation with the association -
- (a) shall be made by an office bearer of that sailing club in writing; and
 - (b) shall be lodged with the secretary of the association.
- (2) As soon as practicable after receiving an application for affiliation, the secretary shall refer the application to the committee which shall determine whether to approve or to reject the application.
- (3) Where the committee determines to approve an application for affiliation, the secretary shall, as soon as practicable after that determination, notify the applicant of that approval and request the applicant to pay within the period of 28 days after receipt by the applicant of the notification the sum payable under these rules by an affiliated club as entrance fee and annual fees.
- (4) The secretary shall, on payment by the applicant of the amounts referred to in clause (3) within the period referred to in that clause, enter the applicant's name in the register of members and, upon the name being so entered, the applicant becomes an affiliated club of the association.
- (5) An affiliated club referred to in clause (4) is not a member of the association.

Resignation of Affiliation

4. (1) An affiliated club of the association is not entitled to resign that affiliation except in accordance with this rule.
- (2) An affiliated Club of the association who has paid all amounts payable by the affiliated club to the association in respect of the affiliated club's affiliation may resign from the association by first giving notice (being not less than 1 month or not less than such other period as the committee may determine) in writing to the secretary of the affiliated club's intention to resign and, upon the expiration of the period of notice, the affiliated club ceases to be affiliated and the delegates of the affiliated club cease to be members of the committee.
- (3) Where an affiliated club of the association ceases to be affiliated pursuant to clause (2), and in every other case where a member of the committee ceases to hold membership of the committee, the secretary shall make an appropriate entry in the register of members recording the date on which the member of the committee ceased to be a member of the committee.

Register of Members

5. (1) The public officer of the association shall establish and maintain a register of members of the association specifying the name and address of each person who is a member of the committee of the association together with the date on which the person became a member of the committee.
- (2) The register of members shall be kept at the principal place of administration of the association and shall be open for inspection, free of charge, by any member or affiliated club of the association at any reasonable hour.

Fees, Subscriptions, etc.

6. (1) An affiliated club of the association shall, upon admission to affiliation, pay to the association a fee of \$1 or, where some other amount is determined by the committee', of that other amount.
- (2) In addition to any amount payable by the affiliated club under clause (1), an affiliated club of the association shall pay to the association an annual membership fee of \$2 or, where some other amount is determined by the committee, of that other amount -
 - (a) except as provided by paragraph (b), before 1st July in each calendar year; or
 - (b) where the affiliated club becomes affiliated on or after 1st July in any calendar year - upon becoming an affiliated club and before 1st July in each succeeding calendar year.

Members'/Affiliated Clubs' Liabilities

7. The liability of an affiliated club and a member of the committee 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 affiliated club in respect of affiliation of the association as required by rule 6.

Disciplining of Members

8. (1) Where the committee is of the opinion that an affiliated club of the association
- (a) has persistently refused or neglected to comply with a provision or provisions of these rules; or
 - (b) has persistently and willfully acted in a manner prejudicial to the interests of the association,

the committee may, by resolution-

- (c) expel the affiliated-club from the association; or
 - (d) suspend the affiliated club from application of the association for a specified period.
- (2) A resolution of the committee under clause (1) is of no effect unless the committee, at a meeting held not earlier than 14 days and not later than 28 days after service on the affiliated club of a notice under clause (3), confirms the resolution in accordance with this rule.
- (3) Where the committee passes a resolution under clause (1), the secretary shall, as soon as practicable, cause a notice in writing to be served on the affiliated club-
- (a) setting out the resolution of the committee and the grounds on which it is based;
 - (b) stating that the affiliated club may address the committee at a meeting to be held not earlier than 14 days and not later than 28 days after service of the notice;
 - (c) stating the date, place and time of that meeting; and
 - (d) informing the affiliated club that the affiliated club may do either or both of the following:-
 - (i) attend and speak at that meeting;
 - (ii) submit to the committee at or prior to the date of that meeting written representations relating to the resolution.
- (4) At a meeting of the committee held as referred to in clause (3), the committee shall-
- (a) give to the affiliated club's representative an opportunity to make oral representations;
 - (b) give due consideration to any written representations submitted to the committee by the affiliated club at or prior to the meeting; and
 - (c) by resolution determine whether to confirm or to revoke the resolution.

- (5) Where the committee confirms a resolution under clause (4), the secretary shall, within 7 days after that confirmation, by notice in writing inform the affiliated club of the fact and of the affiliated club's right of appeal under rule 9.
- (6) A resolution. confirmed by the committee under clause (4) does not take effect -
 - (a) until the expiration of the period within which the affiliated club is entitled to appeal against the resolution where the affiliated club does not exercise the right of appeal within that period; or
 - (b) where within that period the affiliated club exercises the right of appeal, unless and until the association confirms the resolution pursuant to rule 9 (4).

Right of Appeal of Disciplined Affiliated Clubs

- 9. (1) An affiliated club may appeal to the association in general meeting against a resolution of the committee which is confirmed under rule 8 (4), within 7 days after notice of the resolution is served on the affiliated club, by lodging with the secretary a notice to that effect.
- (2) Upon receipt of a notice from an affiliated club under clause (1), the secretary shall notify the committee which shall convene a general meeting of the association to be held within 21 days after the date on which the secretary received the notice.
- (3) At a general meeting of the association convened under clause (2)-
 - (a) no business other than the question of the appeal shall be transacted;
 - (b) the committee and the affiliated club shall be given the opportunity to state their respective cases orally or in writing, or both; and
 - (c) the members present shall vote subject to these rules by secret ballot on the question of whether the resolution should be confirmed or revoked.
- (4) If at the general meeting the association passes a special resolution in favour of the confirmation of the resolution, the resolution is confirmed.

PART III
THE COMMITTEE

Powers, etc of Committee

- 10 The committee shall be called the committee of management of the association and, subject to the Act, the Regulation and these rules and to any resolution passed by the association in general meeting-
- (a) shall control and manage the affairs of the association;
 - (b) may exercise all such functions as may be exercised by the association other than those functions that are required by these rules to be exercised by 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.

Constitution and Membership

11. (1) Subject in the case of the first members of the committee to Section 21 of the Act, the committee shall consist of
- (a) the office-bearers of the association,

each of whom shall be elected at the annual general meeting of the association pursuant to rule 13; and
 - (b) the other delegates of the affiliated clubs.
- (2) The office-bearers of the association shall be
- (a) president;
 - (b) vice-president;
 - (c) treasurer;
 - (d) secretary;
 - (e) minute secretary;
 - (f) registrar; and
 - (g) measurer.
- (3) Each office-bearer of the association shall, subject to these rules, hold office until the conclusion of the annual general meeting following the date of the member's election, but if the member is a delegate under these rules at the date of the annual general meeting of the association, the member is eligible for re-election.

- (4) In the event of a casual vacancy occurring in the membership of the committee in respect of
 - (a) an office-bearer of the association, the committee may appoint a member of the committee 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 appointment; and
 - (b) any of the other members of the committee, the secretary shall seek appointment of a replacement delegate from the respective affiliated club. The member so appointed shall hold office, subject to these rules, until any of the events occur under rules 20 and 21.

Appointment of Members

- (1) Upon affiliation under these rules an affiliated club shall be entitled to appoint by notice in writing to the secretary, two (2) persons as delegates representing that affiliated club.
- (2) The delegates so appointed under clause (1) shall, subject to these rules, be members of the committee until such time as the secretary is advised by notice in writing from an affiliated club of any change in its delegates.
- (3) No person shall be an appointed delegate or substitute delegate of more than one affiliated club.
- (4) In the event of an affiliated club's delegate being unavailable to attend a meeting of the committee, that affiliated club may, by notice in writing to the secretary, appoint a substitute delegate. The substitution under this rule shall apply for not more than two consecutive meetings of the committee or until availability of the delegate substituted, whichever is the-sooner.
- (5) Substitution of a delegate under clause (4) shall not, subject to these rules, be a casual vacancy of the delegate so substituted nor shall the substitute delegate assume any office-bearer's position.
- (6) Any statutory fees incurred by-the association in respect of appointment or change in delegates shall be payable by the affiliated club involved.

Election of Office-bearers

13. (1) Candidates for nomination and election as office-bearers of the association shall be members of the committee. Election of office-bearers of the association shall take place at each annual general meeting of the association.
- (2) If insufficient nominations are received to fill all vacancies of office-bearers, any vacant positions shall be deemed to be casual vacancies.
- (3) 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.

- (4) If the number of nominations received exceeds the number of vacancies to be filled, a ballot shall be held.
- (5) The ballot for the election of office-bearers shall be conducted at the annual general meeting in such usual and proper manner as the committee may direct.
- (6) A candidate elected under this clause is not eligible for election to another office at the same election.

Secretary

14. (1) The secretary of the association shall, 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.

Minute Secretary

- (a) The duties of the minute secretary shall be to record all proceedings at committee meetings and general meetings.
- (b) Minutes of proceedings at a meeting shall be signed by the chairperson of the meeting or by the chairperson of the next succeeding meeting.

17. After the end of the financial year the auditor shall examine the accounts of the association and make a report thereon. The auditor shall have the power to examine the association's books of- account at any time-as may be deemed appropriate.-

Registrar

18. The Registrar is to maintain a Register of Sabots – such register to contain the following information relative to each boat:

1. Name
2. Registration Number
3. Owner's Name and Address
4. Regular Skipper
5. Skipper's Age and Date of Birth
6. Measurement details - if any.

Honorary Measurer

19. (a) It is the function of the Honorary Measurer to measure Sabots when called upon to do so by the committee, to make a report and, in the case of a protest involving class rules as to measurements or construction, to make a report and a recommendation to the association.
- (b) He shall be obliged to attend all events which are conducted on behalf of this association. If unable to attend he delegates his duties under I.Y.R.U. and Association Rules to any other official measurer.

Casual Vacancies

20. For the purposes of these rules, a casual vacancy in the office of a member of the committee occurs if the member-

- (a) dies;
- (b) ceases to be a member of the association;
- (c) becomes an insolvent under administration within the meaning of the Companies (New South Wales) Code;
- (d) resigns office by notice in writing given to the secretary;
- (e) is removed from office under rule 21;
- (f) becomes of unsound mind or a person whose person or estate is liable to be dealt with in any way under the law relating to mental health;
- (g) is absent without the consent of the committee from all meetings of the committee held during a period of six (6) months; or
- (h) is removed or replaced as the delegate of an affiliated club

Removal of Member

21. (1) In the event of an affiliated club ceasing to be affiliated under these rules the delegates of that affiliated club immediately cease to be members of the committee.
- (2) The association in a general meeting may, by resolution remove any member of the committee from the office of office-bearer before the expiration of the office-bearer'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.
- (3) Where a member of the committee to whom a proposed resolution referred to in clause (2) 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 committee and to each affiliated club, the secretary or the president may send a copy of the representations to each member of the committee and each affiliated club, or, if they 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.

Meetings and Quorum

22. (1) The committee shall meet on the 3rd Thursday of each month or other date 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) If the meeting is convened for other than the 3rd Thursday of the month oral or written notice of a meeting of the committee shall be given by the secretary to each member of the committee at least 48 hours (or such other period as may be unanimously agreed upon by the members of the committee) before the time appointed for the holding of the meeting.
- (4) Notice of a meeting given under clause (3) shall specify the general nature of the business to be transacted-at the meeting and no business other than that business shall be transacted at the meeting, except business which the committee members present at the meeting unanimously agree to treat as urgent business.
- (5) Any three (3) members of the committee entitled to be present under these rules shall constitute a quorum for the transaction of the business of a meeting of the committee.
- (6) No-business shall be transacted by the committee unless a quorum is present and if within half an hour of the time appointed for the meeting a quorum is not present the meeting shall be dissolved.
- (7) At a meeting of the committee -
 - (a) the president or in the president's absence, the vice president shall preside; or

- (b) if the president and the vice-president are absent or unwilling to act such one of the remaining members of the committee as may be chosen by the members present at the meeting shall preside.

Delegation by Committee to Sub-committee

23. (1) The committee may, by instrument in writing, delegate to one or more sub-committees (consisting of such member or members of the committee 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 subcommittee under this rule may, while the delegation remains un-revoked, 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 the subject thereof, or as to time or circumstances, as may be specified in the instrument of delegation.
- (4) Notwithstanding any delegation under this rule, the committee may continue to exercise any function delegated.
- (5) Any act or thing done or suffered by a sub-committee acting in the exercise of a delegation under this rule has the same force and effect as 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 rule.
- (7) A sub-committee may meet and adjourn as it thinks proper.

Voting and Decisions

24. (1) Questions arising at a meeting of the committee or of any subcommittee appointed by the committee shall be determined by a majority of the votes of members of the committee or subcommittee present at the meeting.
- (2) Each affiliated club through its delegates 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 22 (5), the committee may act notwithstanding any vacancy on the committee.

- (4) Any act or thing done or suffered, or purporting to have been done or suffered, by the committee or by a sub-committee appointed by the committee, is valid and effectual notwithstanding any defect that may afterwards be discovered in the appointment or qualification of any member of the committee or sub-committee.

PART IV

GENERAL MEETINGS

Annual General Meetings- Holding of

25. (1) With the exception of the first annual general meeting of the association, the association shall, at least once in every calendar year and within the period of six (6) months after the expiration of each financial year of the association, convene an annual general meeting of its members.
- (2) The association shall hold its first annual general meeting -
- (a) within the period of eighteen (18) months after its incorporation under the Act; and
 - (b) within the period of two (2) months after the expiration of the first financial year of the association.
- (3) Clauses (1) and (2) have effect subject to any extension or permission granted by the Commission under section 26 (3) of the Act.

Annual General Meetings - Calling of and Business at

26. (1) The annual general meeting of the association shall, subject to the Act and to rule 25, 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 shall be-
- (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 upon the activities of the ' association during the last preceding financial year;
 - (c) to elect office-bearers of the association; and
 - (d) to receive and consider the statement which-is required to be submitted to members pursuant to section 26 (6) of the Act.
- (3) An annual general meeting shall be specified as such in the notice convening it.

Special General Meetings - Calling of

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

Notice

28. (i) Except where the nature of the business proposed to be dealt with at a general meeting requires a special resolution of the association, the secretary shall, at least 14 days before the date fixed for the holding of the general meeting, cause to be sent by pre-paid post to each member at the member's address appearing in the register of members and to each affiliated club, a notice specifying the place date and time of the meeting and the nature of the business proposed to be transacted at the meeting.
- (2) Where the nature of the business proposed to be dealt with at a general meeting requires a special resolution of the association, the secretary shall, at least 21 days before the date fixed for the holding of the general meeting, cause notice to be sent to each member and each affiliated club in the manner provided in clause (1) 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 shall be transacted at the meeting except, in the case of an annual general meeting, business which may be transacted pursuant to rule 26 (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 shall include that business in the next notice calling a general meeting given after receipt of the notice from the member.

Procedure

29. (1) No item of business shall be transacted at a general meeting unless a quorum of members entitled under these rules to vote is present during the time the meeting is considering that item.
- (2) At least three of those persons 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 if convened upon the requisition of members shall be dissolved and in any other case shall stand adjourned to the same day in the following week at the time and (unless another place is specified at the time of the adjournment by the person presiding at the meeting or communicated by written notice to members given before the day -to which the meeting is adjourned) at the same place.
- (4) If at the adjourned meeting a quorum is not present within half an hour after the time appointed for the commencement of the meeting, the members present (being not less than three (3)) shall constitute a quorum.

Presiding Member

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

Adjournment

31. (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 shall be transacted at an adjourned meeting other than the business left-unfinished at the meeting at which the adjournment took place.
- (2) Where a general meeting is adjourned for fourteen (14) days or more, the secretary shall give written or oral notice of the adjourned meeting to each member and each affiliated club 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.

Making of Decisions

32. (1) 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 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 not less than three (3) members present in person or by proxy at the meeting.
- (3) Where a poll is demanded at a general meeting, the poll shall be taken
- (a) immediately in the case of a poll which relate-s 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 shall be deemed to be the resolution of the meeting on that matter.

Special Resolution

33. A resolution of the association is a special resolution if -
- (a) it is passed by a majority which comprises not less than three quarters of such members as, being entitled under these rules so to do, vote in person or by proxy at a general meeting of which not less than twenty one (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 Commission that it is not possible or practicable for the resolution to be passed in the manner specified in paragraph (a) the resolution is passed in a manner specified by the Commission.

Voting

34. (1) @Upon any question arising at a general meeting of the association each affiliated club through its appointed delegates has one (1) vote only.
- (2) All votes shall be given personally or by proxy but no member may hold more than one (1) proxy.
- (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.

Appointment of Proxies

35, (1) Each affiliated club shall be entitled to appoint another delegate as proxy by notice given to the secretary no later than twenty four (24),hours before the time of the meeting in respect of which the proxy is appointed or by notice given to the delegate appointed as proxy.

- (2) The notice appointing the proxy shall be in the form set out in Appendix 1 to these rules.

PART V

MISCELLANEOUS

Insurance

36. (1) The association shall effect and maintain insurance pursuant to section 44 of the Act.
- (2) In addition to the insurance required under clause (1), the association may effect and maintain other insurance.

Funds Source

37. (1) The funds of the association shall be derived from entrance fees and annual subscription 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 shall be deposited as soon as practicable and without deduction to the credit of the association's bank account.
- (3) The association shall, as soon as practicable after receiving any money, issue an appropriate receipt.

Funds - Management

38. (1) Subject to any resolution passed by the association in general meeting, the funds of the association shall be used in pursuance of the objectives of the association in such manner as the committee determines.
- (2) All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments shall be signed by any two (2) members of the committee of the association, being members authorised to do so by the committee.

Alteration of Objects and Rules

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

Common Seal

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

Custody of Books. etc.

41. Except as otherwise provided by these rules, the public officer shall keep in his or her custody or under his or her control all records, books and other documents relating to the association.

Inspection of Books, etc-

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

Service of Notices

- 43.
- (1) For the purpose of these rules, a notice may be served by or on behalf of the association upon any member either personally or by sending it by certified mail to the member or affiliated club at the member's address shown in the register of members.
 - (2) Where a document is sent to a person by properly addressing, prepaying and posting to the person a letter containing the document, the document shall, unless the contrary is proved, be deemed for the purposes of these rules to have been served on the person at the time at which the letter would have been delivered in the ordinary course of post.

Surplus Property

44. (1) At the first general meeting of the association, the association shall pass a special resolution nominating an incorporated association as the association in which is to invest its surplus property-pursuant to section 53 (2) of the Act in the event of the winding up or the cancellation of the incorporation of the association.
- (2) The incorporated association so nominated shall be one which fulfils the requirements specified in section 53 (2)(a)-(c) of the Act.

APPENDIX 1.

(Rule 35(2).)

FORM OF APPOINTMENT OF PROXY

I _____ of
(full name)

(address)

being an executive member of _____
(name of affiliated club)

hereby appoint _____ of _____
(full name of proxy) (address)

being a member of that incorporated association, as proxy to vote for and on my behalf of the above affiliated club at the general meeting of the Association (annual general meeting or special general meeting, as the case may be) to be held on the _____ day of _____, 19____ and at any adjournment of that meeting.

This proxy is authorised to vote in favour of/against (delete as appropriate) the resolution (insert details).

(Signature of an executive member of affiliated club appointing proxy.)

Date _____

NOTE: A proxy vote may not be given to a person who is not a member of the association.