

# Associations Incorporation Reform Act 2012

## THE RULES OF THE PRINCIPALS' ASSOCIATION OF VICTORIAN CATHOLIC SECONDARY SCHOOLS INCORPORATED

### INDEX

<i>Regulation</i>	<i>Page</i>
<b>PART 1—PRELIMINARY</b>	<b>3</b>
1 Name	3
2 Purposes	3
3 Financial year	3
4 Definitions	3
<b>PART 2—POWERS OF ASSOCIATION</b>	<b>4</b>
5 Powers of Association	4
6 Not for profit organisation	4
<b>PART 3—MEMBERS, DISCIPLINARY PROCEDURES AND GRIEVANCES<sup>4</sup></b>	
<b>Division 1—Membership</b>	<b>4</b>
7 Minimum number of members	4
8 Who is eligible to be a member	4
9 Application for membership	5
10 Consideration of application	5
11 New membership	5
12 Annual subscription and fee on joining	5
13 General rights of members	5
14 Honorary Life Member	6
15 Rights not transferable	6
16 Ceasing membership	6
17 Resigning as a member	6
18 Register of members	6
<b>Division 2—Disciplinary action</b>	<b>7</b>
19 Grounds for taking disciplinary action	7
20 Disciplinary subcommittee	7
21 Notice to member	7
22 Decision of subcommittee	7
23 Appeal rights	8
24 Conduct of disciplinary appeal meeting	8
<b>Division 3—Grievance procedure</b>	<b>9</b>
25 Application	9
26 Parties must attempt to resolve the dispute	9
27 Appointment of mediator	9
28 Mediation process	9
29 Failure to resolve dispute by mediation	10
<b>PART 4—GENERAL MEETINGS OF THE ASSOCIATION</b>	<b>10</b>
30 Annual general meetings	10
31 Special general meetings	10
32 Special general meeting held at request of members	10
33 Notice of general meetings	11
34 Proxies	11
35 Use of technology	11
36 Quorum at general meetings	11

37	Adjournment of general meeting	12
38	Voting at general meeting	12
39	Special resolutions	12
40	Determining whether resolution carried	12
41	Minutes of general meeting	13
<b>PART 5—COMMITTEE</b>		<b>13</b>
<b>Division 1—Powers of Committee</b>		<b>13</b>
42	Role and powers	13
43	Delegation	13
<b>Division 2—Composition of Committee and duties of members</b>		<b>14</b>
44	Composition of Committee	14
45	General Duties	14
46	President and Vice-President	14
47	Secretary	15
48	Treasurer	15
<b>Division 3—Election of Committee members and tenure of office</b>		<b>15</b>
49	Eligibility for membership of the Committee	15
50	Election of Office Bearers	15
51	Nomination of Candidates for election as Office Bearers	16
52	Form of Nomination	16
53	Ballot Paper	16
54	Returning Officer	16
55	Declaration	16
56	Chairperson	16
57	Term of Office Bearers	17
58	Election of Ordinary Members	17
59	Ballot of Ordinary Members	17
60	Term of Office	18
61	Vacation of Office	18
62	Filling casual vacancies	18
<b>Division 4—Meetings of Committee</b>		<b>18</b>
63	Meetings of Committee	18
64	Notice of meetings	19
65	Urgent meetings	19
66	Procedure and order of business	19
66	Use of technology	19
68	Quorum	19
69	Voting	19
70	Conflict of interest	20
71	Minutes of meeting	20
72	Leave of absence	20
<b>PART 6—FINANCIAL MATTERS</b>		<b>20</b>
73	Source of funds	20
74	Management of funds	20
75	Financial records	21
76	Financial statements	21
<b>PART 7—GENERAL MATTERS</b>		<b>21</b>
77	Common seal	21
78	Registered address	22
79	Notice requirements	22
80	Custody and inspection of books and records	22
81	Winding up and cancellation	23
82	Alteration of Rules	23

## PART 1—PRELIMINARY

### 1 Name

The name of the incorporated association is "The Principals' Association of Victorian Catholic Secondary Schools Incorporated" hereinafter referred to as "The Association".

### 2 Purposes

The purposes of the Association shall be to foster the professional development and welfare of its members and in conjunction with Catholic Education Commission of Victoria and Catholic Education Office to further the development of Catholic secondary education throughout the Dioceses of Victoria and to support the education of Catholic Secondary education throughout Australia through membership of APCSSA.

### 3 Financial year

The financial year of the Association is each period of 12 months ending on 30 September.

### 4 Definitions

In these Rules—

*absolute majority*, of the Committee, means a majority of the committee members currently holding office and entitled to vote at the time (as distinct from a majority of committee members present at a committee meeting);

*Chairperson*, of a general meeting or committee meeting, means the person chairing the meeting as required under rule 46;

*Committee* means the Committee having management of the business of the Association;

*committee meeting* means a meeting of the Committee held in accordance with these Rules;

*committee member* means a member of the Committee elected or appointed under Division 3 of Part 5;

*disciplinary appeal meeting* means a meeting of the members of the Association convened under rule 23(3);

*disciplinary meeting* means a meeting of the Committee convened for the purposes of rule 22;

*disciplinary subcommittee* means the subcommittee appointed under rule 20;

*financial year* means the 12 month period specified in rule 3;

*general meeting* means a general meeting of the members of the Association convened in accordance with Part 4 and includes an annual general meeting, a special general meeting and a disciplinary appeal meeting;

*honorary life member* means a member referred to in rule 14(1);

*member* means a financial member of the Association;

*member entitled to vote* means a member who under rule 13(2) is entitled to vote at a general meeting;

*office bearers* are the President, the Vice-President, the Secretary and the Treasurer of the Association;

*special resolution* means a resolution that requires not less than three-quarters of the members voting at a general meeting, whether in person or by proxy, to vote in favour of the resolution;

*the Act* means the **Associations Incorporation Reform Act 2012** and includes any regulations made under that Act;

*the Registrar* means the Registrar of Incorporated Associations

*voting member* means a member who is entitled to vote under Rule 13(2).

## PART 2—POWERS OF ASSOCIATION

### 5 Powers of Association

- (1) Subject to the Act, the Association has power to do all things incidental or conducive to achieve its purposes.
- (2) Without limiting subrule (1), the Association may—
  - (a) acquire, hold and dispose of real or personal property;
  - (b) open and operate accounts with financial institutions;
  - (c) invest its money in any security in which trust monies may lawfully be invested;
  - (d) raise and borrow money on any terms and in any manner as it thinks fit;
  - (e) secure the repayment of money raised or borrowed, or the payment of a debt or liability;
  - (f) appoint agents to transact business on its behalf;
  - (g) enter into any other contract it considers necessary or desirable.
- (3) The Association may only exercise its powers and use its income and assets (including any surplus) for its purposes.

### 6 Not for profit organisation

- (1) The Association must not distribute any surplus, income or assets directly or indirectly to its members.
- (2) Subrule (1) does not prevent the Association from paying a member—
  - (a) reimbursement for expenses properly incurred by the member; or
  - (b) for goods or services provided by the member—if this is done in good faith on terms no more favourable than if the member was not a member.

## PART 3—MEMBERS, DISCIPLINARY PROCEDURES AND GRIEVANCES

### Division 1—Membership

#### 7 Minimum number of members

The Association must have at least 5 members.

#### 8 Who is eligible to be a member

Any person who holds office as a Principal of any Victorian Catholic School with secondary classes during their term of appointment and who has paid the annual membership subscription as fixed at the previous Annual General Meeting.

## **9 Application for membership**

- (1) To apply to become a member of the Association, a person must submit a written application to a committee member stating that the person—
  - (a) wishes to become a member of the Association; and
  - (b) supports the purposes of the Association; and
  - (c) agrees to comply with these Rules.
- (2) The application must be signed by the applicant.

## **10 Consideration of application**

- (1) As soon as practicable after an application for membership is received, the Committee must decide by resolution whether to accept or reject the application.
- (2) The Committee must notify the applicant in writing of its decision as soon as practicable after the decision is made.
- (3) If the Committee rejects the application, it must return any money accompanying the application to the applicant.
- (4) No reason need be given for the rejection of an application.

## **11 New membership**

- (1) If an application for membership is approved by the Committee—
  - (a) the resolution to accept the membership must be recorded in the minutes of the committee meeting; and
  - (b) the Treasurer must, as soon as practicable, enter the name and address of the new member, and the date of becoming a member, in the register of members.
- (2) A person becomes a member of the Association and, subject to rule 13(2), is entitled to exercise his or her rights of membership from the date, whichever is the later, on which—
  - (a) the Committee approves the person's membership; or
  - (b) the person pays the annual subscription.

## **12 Annual subscription and fee on joining**

- (1) At each annual general meeting, the Association must determine the amount of the annual subscription (if any) for the following financial year;
- (2) The annual subscription shall be paid by 31 March each year.
- (3) The Association may determine that any new member who joins after the start of a financial year must, for that financial year, pay a fee equal to—
  - (a) the full annual subscription; or
  - (b) a pro rata annual subscription based on the remaining part of the financial year; or
  - (c) a fixed amount determined from time to time by the Association.
- (4) The rights of a member (including the right to vote) who has not paid the annual subscription by the due date are suspended until the subscription is paid.

## **13 General rights of members**

- (1) A member of the Association who is entitled to vote has the right—

- (a) to receive notice of general meetings and of proposed special resolutions in the manner and time prescribed by these Rules; and
  - (b) to submit items of business for consideration at a general meeting; and
  - (c) to attend and be heard at general meetings; and
  - (d) to vote at a general meeting; and
  - (e) to have access to the minutes of general meetings and other documents of the Association as provided under rule 75; and
  - (f) to inspect the register of members.
- (2) A member is entitled to vote if—
- (a) the member is a financial member; and
  - (b) more than 10 business days have passed since he or she became a member of the Association; and
  - (c) the member's membership rights are not suspended for any reason.

#### **14 Honorary Life Member**

Honorary Life Membership may be awarded to any person who has, in the opinion of the Committee, given exceptional service to the Association and whose nomination for life membership is supported by no less than seventy five per cent of the voting members present at an Annual General Meeting. Honorary life members shall be entitled to enjoy the rights and privileges of voting members and are exempted from payment of the Association's annual fees and for the Annual Dinner. They may be invited in writing to attend meetings of the Association on the motion of the Committee.

#### **15 Rights not transferable**

The rights of a member are not transferable and end when membership ceases.

#### **16 Ceasing membership**

- (1) The membership of a person ceases on resignation, expulsion or death.
- (2) If a person ceases to be a member of the Association, the Secretary must, as soon as practicable, enter the date the person ceased to be a member in the register of members.
- (3) Upon a new Principal being appointed, the membership of the retiring Principal at that school ceases forthwith and that person shall be entitled to a refund on a pro rata basis of any part of the annual subscription yet to be utilised.

#### **17 Resigning as a member**

- (1) A member may resign by notice in writing given to the Association.
- (2) A member is taken to have resigned if the member's annual subscription is more than 12 months in arrears.

#### **18 Register of members**

- (1) The Treasurer must keep and maintain a register of members that includes—
  - (a) for each current member—
    - (i) the member's name;
    - (ii) the address for notice last given by the member;
    - (iii) the date of becoming a member;
    - (iv) any other information determined by the Committee; and

- (b) for each former member, the date of ceasing to be a member.
- (2) Any member may, at a reasonable time and free of charge, inspect the register of members.

## **Division 2—Disciplinary action**

### **19 Grounds for taking disciplinary action**

The Association may take disciplinary action against a member in accordance with this Division if it is determined that the member—

- (a) has failed to comply with these Rules; or
- (b) refuses to support the purposes of the Association; or
- (c) has engaged in conduct prejudicial to the Association.

### **20 Disciplinary subcommittee**

- (1) If the Committee is satisfied that there are sufficient grounds for taking disciplinary action against a member, the Committee must appoint a disciplinary subcommittee to hear the matter and determine what action, if any, to take against the member.
- (2) The members of the disciplinary subcommittee—
  - (a) may be Committee members, members of the Association or anyone else; but
  - (b) must not be biased against, or in favour of, the member concerned.

### **21 Notice to member**

- (1) Before disciplinary action is taken against a member, the Secretary must give written notice to the member—
  - (a) stating that the Association proposes to take disciplinary action against the member; and
  - (b) stating the grounds for the proposed disciplinary action; and
  - (c) specifying the date, place and time of the meeting at which the disciplinary subcommittee intends to consider the disciplinary action (the *disciplinary meeting*); and
  - (d) advising the member that he or she may do one or both of the following—
    - (i) attend the disciplinary meeting and address the disciplinary subcommittee at that meeting;
    - (ii) give a written statement to the disciplinary subcommittee at any time before the disciplinary meeting; and
  - (e) setting out the member's appeal rights under rule 23.
- (2) The notice must be given no earlier than 28 days, and no later than 14 days, before the disciplinary meeting is held.

### **22 Decision of subcommittee**

- (1) At the disciplinary meeting, the disciplinary subcommittee must—
  - (a) give the member an opportunity to be heard; and
  - (b) consider any written statement submitted by the member.

- (2) After complying with subrule (1), the disciplinary subcommittee may—
  - (a) take no further action against the member; or
  - (b) subject to subrule (3)—
    - (i) reprimand the member; or
    - (ii) suspend the membership rights of the member for a specified period; or
    - (iii) expel the member from the Association.
- (3) The disciplinary subcommittee may not fine the member.
- (4) The suspension of membership rights or the expulsion of a member by the disciplinary subcommittee under this rule takes effect immediately after the vote is passed.

### **23 Appeal rights**

- (1) A person whose membership rights have been suspended or who has been expelled from the Association under rule 22 may give notice to the effect that he or she wishes to appeal against the suspension or expulsion.
- (2) The notice must be in writing and given—
  - (a) to the disciplinary subcommittee immediately after the vote to suspend or expel the person is taken; or
  - (b) to the Secretary not later than 48 hours after the vote.
- (3) If a person has given notice under subrule (2), a disciplinary appeal meeting must be convened by the Committee as soon as practicable, but in any event not later than 21 days, after the notice is received.
- (4) Notice of the disciplinary appeal meeting must be given to each member of the Association who is entitled to vote as soon as practicable and must—
  - (a) specify the date, time and place of the meeting; and
  - (b) state—
    - (i) the name of the person against whom the disciplinary action has been taken; and
    - (ii) the grounds for taking that action; and
    - (iii) that at the disciplinary appeal meeting the members present must vote on whether the decision to suspend or expel the person should be upheld or revoked.

### **24 Conduct of disciplinary appeal meeting**

- (1) At a disciplinary appeal meeting—
  - (a) no business other than the question of the appeal may be conducted; and
  - (b) the Committee must state the grounds for suspending or expelling the member and the reasons for taking that action; and
  - (c) the person whose membership has been suspended or who has been expelled must be given an opportunity to be heard.
- (2) After complying with subrule (1), the members present and entitled to vote at the meeting must vote by secret ballot on the question of whether the decision to suspend or expel the person should be upheld or revoked.
- (3) A member may not vote by proxy at the meeting.



- (4) The decision is upheld if not less than three quarters of the members voting at the meeting vote in favour of the decision.

### **Division 3—Grievance procedure**

#### **25 Application**

- (1) The grievance procedure set out in this Division applies to disputes under these Rules between—
  - (a) a member and another member;
  - (b) a member and the Committee;
  - (c) a member and the Association.
- (2) A member must not initiate a grievance procedure in relation to a matter that is the subject of a disciplinary procedure until the disciplinary procedure has been completed.

#### **26 Parties must attempt to resolve the dispute**

The parties to a dispute must attempt to resolve the dispute between themselves within 14 days of the dispute coming to the attention of each party.

#### **27 Appointment of mediator**

- (1) If the parties to a dispute are unable to resolve the dispute between themselves within the time required by rule 26, the parties must within 10 days—
  - (a) notify the Committee of the dispute; and
  - (b) agree to or request the appointment of a mediator; and
  - (c) attempt in good faith to settle the dispute by mediation.
- (2) The mediator must be—
  - (a) a person chosen by agreement between the parties; or
  - (b) in the absence of agreement—
    - (i) if the dispute is between a member and another member—a person appointed by the Committee; or
    - (ii) if the dispute is between a member and the Committee or the Association—a person appointed or employed by the Dispute Settlement Centre of Victoria.
- (3) A mediator appointed by the Committee may be a member or former member of the Association but in any case must not be a person who—
  - (a) has a personal interest in the dispute; or
  - (b) is biased in favour of or against any party.

#### **28 Mediation process**

- (1) The mediator to the dispute, in conducting the mediation, must—
  - (a) give each party every opportunity to be heard; and
  - (b) allow due consideration by all parties of any written statement submitted by any party; and
  - (c) ensure that natural justice is accorded to the parties throughout the mediation process.

- (2) The mediator must not determine the dispute.

**29 Failure to resolve dispute by mediation**

If the mediation process does not resolve the dispute, the parties may seek to resolve the dispute in accordance with the Act or otherwise at law.

**PART 4—GENERAL MEETINGS OF THE ASSOCIATION**

**30 Annual general meetings**

- (1) The Committee must convene an annual general meeting of the Association to be held during the fourth school term of each calendar year.
- (2) The Committee may determine the date, time and place of the annual general meeting.
- (3) The ordinary business of the annual general meeting is as follows—
  - (a) to confirm the minutes of the previous annual general meeting and of any special general meeting held since then;
  - (b) to receive and consider—
    - (i) the annual report of the Committee on the activities of the Association during the preceding financial year; and
    - (ii) the financial statements of the Association for the preceding financial year submitted by the Committee in accordance with Part 7 of the Act;
  - (c) to elect the members of the Committee;
  - (d) to confirm or vary the amounts (if any) of the annual subscription.
- (4) The annual general meeting may also conduct any other business of which notice has been given in accordance with these Rules.

**31 Special general meetings**

- (1) Any general meeting of the Association, other than an annual general meeting or a disciplinary appeal meeting, is a special general meeting.
- (2) The Committee may convene a special general meeting whenever it thinks fit.
- (3) No business other than that set out in the notice under rule 33 may be conducted at the meeting.

**32 Special general meeting held at request of members**

- (1) The Committee must convene a special general meeting if a request to do so is made in accordance with subrule (2) by at least 10 financial members of the Association.
- (2) A request for a special general meeting must—
  - (a) be in writing; and
  - (b) state the business to be considered at the meeting and any resolutions to be proposed; and
  - (c) include the names and signatures of the members requesting the meeting; and
  - (d) be given to the Secretary.
- (3) If the Committee does not convene a special general meeting within one month after the date on which the request is made, the members making the request (or any of them) may convene the special general meeting.
- (4) A special general meeting convened by members under subrule (3)—

- (a) must be held within 3 months after the date on which the original request was made; and
  - (b) may only consider the business stated in that request.
- (5) The Association must reimburse all reasonable expenses incurred by the members convening a special general meeting under subrule (3).

### **33 Notice of general meetings**

- (1) The Secretary (or, in the case of a special general meeting convened under rule 32(3), the members convening the meeting) must give to each member of the Association—
- (a) at least 21 days' notice of a general meeting if a special resolution is to be proposed at the meeting; or
  - (b) at least 14 days' notice of a general meeting in any other case.
- (2) The notice must—
- (a) specify the date, time and place of the meeting; and
  - (b) indicate the general nature of each item of business to be considered at the meeting; and
  - (c) if a special resolution is to be proposed—
    - (i) state in full the proposed resolution; and
    - (ii) state the intention to propose the resolution as a special resolution; and
  - (d) comply with rule 34(5).
- (3) This rule does not apply to a disciplinary appeal meeting.

### **34 Proxies**

Votes at all General Meetings of the Association must be cast personally and not by proxy.

### **35 Use of technology**

- (1) A member not physically present at a general meeting may be permitted to participate in the meeting by the use of technology that allows that member and the members present at the meeting to clearly and simultaneously communicate with each other.
- (2) For the purposes of this Part, a member participating in a general meeting as permitted under subrule (1) is taken to be present at the meeting and, if the member votes at the meeting, is taken to have voted in person.

### **36 Quorum at general meetings**

- (1) No business may be conducted at a general meeting unless a quorum of members is present.
- (2) The quorum for a general meeting is the presence (physically or as allowed under rule 35) of 40% of the members entitled to vote.
- (3) If a quorum is not present within 30 minutes after the notified commencement time of a general meeting—
- (a) in the case of a meeting convened by, or at the request of, members under rule 32— the meeting must be dissolved;
  - (b) in any other case—
    - (i) the meeting must be adjourned to a date not more than 21 days after the date of the general meeting; and

(ii) notice of the date, time and place to which the meeting is adjourned must be given at the meeting and confirmed by written notice given to all members as soon as practicable after the meeting.

(4) If a quorum is not present within 30 minutes after the time to which a general meeting has been adjourned under subrule (3)(b), the members present at the meeting (if not fewer than 3) may proceed with the business of the meeting as if a quorum were present.

### **37 Adjournment of general meeting**

(1) The Chairperson of a general meeting at which a quorum is present may, with the consent of a majority of members present at the meeting, adjourn the meeting to another time at the same place or at another place.

(2) Without limiting subrule (1), a meeting may be adjourned—

(a) if there is insufficient time to deal with the business at hand; or

(b) to give the members more time to consider an item of business.

(3) No business may be conducted on the resumption of an adjourned meeting other than the business that remained unfinished when the meeting was adjourned.

(4) Notice of the adjournment of a meeting under this rule is not required unless the meeting is adjourned for 14 days or more, in which case notice of the meeting must be given in accordance with rule 33.

### **38 Voting at general meeting**

(1) On any question arising at a general meeting—

(a) subject to subrule (3), each member who is entitled to vote has one vote; and

(b) members must vote personally; and

(c) members who are in attendance at a general meeting by reason of Rule 35 may vote at that meeting by declaring their vote to the meeting; and

(d) except in the case of a special resolution (see Rule 39), the question must be decided on a majority of votes.

(2) If votes are divided equally on a question, the Chairperson of the meeting has a second or casting vote.

(3) If the question is whether or not to confirm the minutes of a previous meeting, only members who were present at that meeting may vote.

(4) This rule does not apply to a vote at a disciplinary appeal meeting conducted under rule 24.

### **39 Special resolutions**

A special resolution is passed if not less than three quarters of the members voting at a general meeting vote in favour of the resolution.

### **40 Determining whether resolution carried**

(1) Subject to subsection (2), the Chairperson of a general meeting may, on the basis of a show of hands, declare that a resolution has been—

(a) carried; or

(b) carried unanimously; or

(c) carried by a particular majority; or

(d) lost—

- and an entry to that effect in the minutes of the meeting is conclusive proof of that fact.
- (2) If a poll (where votes are cast in writing) is demanded by three or more members on any question—
    - (a) the poll must be taken at the meeting in the manner determined by the Chairperson of the meeting; and
    - (b) the Chairperson must declare the result of the resolution on the basis of the poll.
  - (3) A poll demanded on the election of the Chairperson or on a question of an adjournment must be taken immediately.
  - (4) A poll demanded on any other question must be taken before the close of the meeting at a time determined by the Chairperson.

#### **41 Minutes of general meeting**

- (1) The Committee must ensure that minutes are taken and kept of each general meeting.
- (2) The minutes must record the business considered at the meeting, any resolution on which a vote is taken and the result of the vote.
- (3) In addition, the minutes of each annual general meeting must include—
  - (a) the names of the members attending the meeting; and
  - (b) the financial statements submitted to the members in accordance with rule 30(4)(b)(ii); and
  - (c) the certificate signed by two committee members certifying that the financial statements give a true and fair view of the financial position and performance of the Association; and
  - (d) any audited accounts and auditor's report or report of a review accompanying the financial statements that are required under the Act.

### **PART 5—COMMITTEE**

#### **Division 1—Powers of Committee**

#### **42 Role and powers**

- (1) The business of the Association must be managed by or under the direction of a Committee.
- (2) The Committee may exercise all the powers of the Association except those powers that these Rules or the Act require to be exercised by general meetings of the members of the Association.
- (3) The Committee may—
  - (a) appoint and remove staff;
  - (b) establish subcommittees consisting of members with terms of reference it considers appropriate.

#### **43 Delegation**

- (1) The Committee may delegate to a member of the Committee, a subcommittee or staff, any of its powers and functions other than—

- (a) this power of delegation; or
  - (b) a duty imposed on the Committee by the Act or any other law.
- (2) The delegation must be in writing and may be subject to the conditions and limitations the Committee considers appropriate.
- (3) The Committee may, in writing, revoke a delegation wholly or in part.

#### **Division 2—Composition of Committee and duties of members**

#### **44 Composition of Committee**

The Committee consists of four Office Bearers:

- (a) a President; and
- (b) a Vice-President; and
- (c) a Secretary; and
- (d) a Treasurer; and
- (e) up to eight voting members elected under rule 58 including at least one voting member from each of the four dioceses in Victoria, namely the Archdiocese of Melbourne and the Dioceses of Ballarat, Sandhurst and Sale.

#### **45 General Duties**

- (1) As soon as practicable after being elected or appointed to the Committee, each committee member must become familiar with these Rules and the Act.
- (2) The Committee is collectively responsible for ensuring that the Association complies with the Act and that individual members of the Committee comply with these Rules.
- (3) Committee members must exercise their powers and discharge their duties with reasonable care and diligence.
- (4) Committee members must exercise their powers and discharge their duties—
  - (a) in good faith in the best interests of the Association; and
  - (b) for a proper purpose.
- (5) Committee members and former committee members must not make improper use of—
  - (a) their position; or
  - (b) information acquired by virtue of holding their position—so as to gain an advantage for themselves or any other person or to cause detriment to the Association.
- (6) In addition to any duties imposed by these Rules, a committee member must perform any other duties imposed from time to time by resolution at a general meeting.

#### **46 President and Vice-President**

- (1) Subject to subrule (2), the President or, in the President's absence, the Vice-President is the Chairperson for any general meetings and for any committee meetings.
- (2) If the President and the Vice-President are both absent, or are unable to preside, the Chairperson of the meeting must be—
  - (a) in the case of a general meeting—a member elected by the other members present; or

- (b) in the case of a committee meeting—a committee member elected by the other committee members present.

#### **47 Secretary**

- (1) The Secretary must perform any duty or function required under the Act to be performed by the secretary of an incorporated association including keeping all the records and Minutes of meetings of the Association and its Committees, convening all meetings of the Association and conducting all the correspondence on behalf of the Association.
- (2) The Secretary must—
  - (a) keep custody of the common seal (if any) of the Association and, except for the financial records referred to in rule 70(3), all books, documents and securities of the Association in accordance with rules 72 and 75; and
  - (b) subject to the Act and these Rules, provide members with access to the minutes of general meetings and other books and documents; and
  - (c) perform any other duty or function imposed on the Secretary by these Rules.
- (3) The Secretary must give to the Registrar notice of his or her appointment within 14 days after the appointment.

#### **48 Treasurer**

- (1) The Treasurer must—
  - (a) receive all moneys paid to or received by the Association and issue receipts for those moneys in the name of the Association; and
  - (b) ensure that all moneys received are paid into the account of the Association with a financial institution within 5 working days after receipt; and
  - (c) make any payments authorised by the Committee or by a general meeting of the Association from the Association's funds; and
  - (d) ensure cheques are signed by at least 2 committee members; and
  - (e) maintain an up to date Register of all members and provide members with access to that Register.
- (2) The Treasurer must—
  - (a) ensure that the financial records of the Association are kept in accordance with the Act; and
  - (b) coordinate the preparation of the financial statements of the Association and their certification by the Committee prior to their submission to the annual general meeting of the Association.
- (3) The Treasurer must ensure that at least one other committee member has access to the accounts and financial records of the Association

### **Division 3—Election of Committee members and tenure of office**

#### **49 Eligibility for membership of the Committee**

A member is eligible to be elected or appointed as a committee member if the member is entitled to vote at a general meeting.

#### **50 Election of Office Bearers**

The Office Bearers of the Association being—

- (a) President;
- (b) Vice-President;
- (c) Secretary;
- (d) Treasurer;

are to be each elected for terms of two years. At the first elections conducted after the adoption of these Rules the President and Secretary are to be elected each for a term of one year and must then stand for re-election for a term of two years at the subsequent Annual General Meeting immediately following. The Vice President and the Treasurer are each to be elected for terms of two years..

#### **51 Nomination of Candidates for election as Office Bearers of the Association**

The Executive Officer shall at least four weeks prior to the date of the Annual General Meeting circulate written notice to all members informing them of the imminent vacancies of two office bearer positions at the next Annual General Meeting and call for nominations in writing of candidates to stand for election to fill either of the two vacancies. No member can nominate for more than one office bearer position in any one year.

#### **52 Form of Nomination**

The Executive Officer shall include with the notice calling for the nomination of candidates for election as Office Bearers a nomination form to be completed and signed by the person nominating a candidate for election as an Office Bearer which shall be counter signed by the candidate and returned to the Executive Officer within 7 days of the date of the service of the notice of election.

#### **53 Ballot Paper**

Upon collating all nomination forms received for vacant office bearer positions on the Committee the Executive Officer shall, if there is more than one nomination, prepare ballot papers for each position and send those ballot papers to all members with advice on how to validly register a vote at the election. In particular, notice must be given that the ballot papers when completed, must be sealed in an envelope supplied by the Executive Officer and returned to the Executive Officer to reach that person at least 1 clear week before the Annual General Meeting.

#### **54 Returning Officer**

In the event of there being more than one candidate for each or either of the two vacant office bearer positions in each year the Committee shall at its final meeting before the Annual General Meeting, appoint a returning officer who if available shall be the Executive Officer and that person shall conduct the election, count votes under the observation of two scrutineers appointed by the Chairperson of the meeting, and deliver the results to the Chairperson of the Annual General Meeting who shall announce the successful candidates to the meeting.

#### **55 Declaration**

In the event of there being only one nomination for a vacant office bearer position the Chairperson of the Annual General Meeting shall declare that that candidate is elected.

If there is more than one nomination for each of the vacant positions as an office bearer of the Association then the candidate who has attracted most valid postal votes in the ballot shall be declared the successful candidate and shall be recorded as being duly elected to the position.

#### **56 Chairperson**

When the result of the election of the President is announced the successful candidate may assume the position of Chairperson of the meeting



### **57 Term of Office Bearers**

Office Bearers must retire from the Committee after serving two consecutive terms of two years as an office bearer and up to a maximum of two years as an ordinary member of the Committee either before, during or after the four year period of service as an office bearer.

### **58 Election of ordinary members of the Committee**

- (1) Nominations of candidates for election to positions as ordinary members to the Committee and including any candidates also standing for office bear positions must be on the prescribed form signed by the candidate and a voting member and lodged with the Executive Officer 7 clear days before the Annual General Meeting
- (2) If more candidates are nominated than there are vacancies for ordinary members on the Committee an election must be conducted at the Annual General Meeting in accordance with Rule 59.
- (3) The returning officer shall prepare a list of the names of all candidates for election as ordinary members of the Committee and distribute the list of candidates to all voting members at least 3 clear days before the Annual General Meeting.
- (4) The election must be conducted by way of secret ballot of those voting members present at the Annual General Meeting or by postal vote. Voting by proxy or under Rule 35 is not permitted for Committee elections.
- (5) Each country diocese must be represented on the Committee by a member being a Principal of a school within the diocese either as an office bearer or as an ordinary member. If a candidate from any one of the country dioceses has not been nominated for election to the Committee in any one year then the Committee at its first meeting after the Annual General Meeting must address Rule 62 of these Rules and appoint a voting member so qualified.

### **59 Ballot for ordinary members of the Committee**

- (1) If there are more candidates for the 5 vacancies at large or for any one or more of the 3 country dioceses, an election shall be held and the returning officer shall distribute to each voting member a ballot paper setting out the names of all the candidates for election. If a voting member is unable to attend the meeting he or she may lodge a postal ballot. The voting member must rule a line through the name of the candidates on the ballot paper who the voting member does not wish to vote for.
- (2) Before the ballot is taken each candidate may make a short speech at the meeting in support of his or her candidature for the Committee.
- (3) Upon the completion of voting, the returning officer shall collect the ballot papers and in the presence of the scrutineers appointed by the meeting tally the number of votes recorded against the name of each of the candidates and any postal votes lodged with the Executive Office pursuant to Rule 59(5) and then hand to the Chairperson a report bearing the names of all the candidates and a total of the valid voted recorded against the name of each candidate.
- (4) The Chairperson shall then declare the names of the successful candidates who have been elected by reference to the maximum number of votes that have been cast in favour of each candidate
- (5) A member who is unable to attend an annual general meeting and who wishes to vote for the election of ordinary members of the Committee, may ask the Executive Officer to send

a ballot paper setting out the names of the candidates who are standing for election. The ballot paper will include a notice to the effect that the elector to record a valid vote, must indicate by ticking the box on the ballot paper next to the name of the candidates the elector wishes to vote for and then return the ballot paper in the envelope provided to reach the Executive Officer at least 24 hours before the time of the commencement of the annual general meeting.

#### **60 Term of Office**

Subject to Rule 61, an ordinary committee member holds office until the results of the election of candidates of ordinary members of the Committee are declared by the Chairperson at the next Annual General Meeting

An ordinary Committee member may be re-elected for up to three successive terms each of two years and shall then retire but shall be eligible to be re-elected after a lapse of one year.

#### **61 Vacation of Office**

- (1) A Committee member may resign from the Committee by written notice addressed to the Committee.
- (2) A person ceases to be a Committee member if he or she-
  - (a) ceases to be a member of the Association; or
  - (b) fails to attend 3 consecutive Committee meetings (other than special or urgent Committee meetings.) without leave of absence under Rule 72; or
  - (c) otherwise ceases to be a Committee member by operation of Section 78 of the Act.

#### **62 Filling casual vacancies**

- (1) The Committee may at its next scheduled meeting, appoint an eligible member of the Association to fill a position on the Committee that-
  - (a) has become vacant under Rule 61; or
  - (b) was not filled by election at the last Annual General Meeting.
- (2) If the position of Secretary becomes vacant, the Committee must appoint a member to the position within 14 days after the vacancy arises.
- (3) Rule 60 applies to any Committee member appointed by the Committee).
- (4) The Committee may continue to act despite any vacancy in its membership.
- (5) The Committee must ensure as far as is possible that at least one voting member from each of the three country dioceses is a member of the Committee at all times.

### **Division 4—Meetings of Committee**

#### **63 Meetings of Committee**

- (1) The Committee must meet at least 4 times in each year at the dates, times and places determined by the Committee.
- (2) The date, time and place of the first committee meeting must be determined by the members of the Committee as soon as practicable after the annual general meeting of the Association at which the members of the Committee were elected.
- (3) Special committee meetings may be convened by the President or by any 4 members of the Committee.

#### **64 Notice of meetings**

- (1) Notice of each committee meeting must be given to each committee member no later than 7 days before the date of the meeting.
- (2) Notice may be given of more than one committee meeting at the same time.
- (3) The notice must state the date, time and place of the meeting.
- (4) If a special committee meeting is convened, the notice must include the general nature of the business to be conducted.
- (5) The only business that may be conducted at the meeting is the business for which the meeting is convened.

#### **65 Urgent meetings**

- (1) In cases of urgency, a meeting can be held without notice being given in accordance with rule 64 provided that as much notice as practicable is given to each committee member by the quickest means practicable.
- (2) Any resolution made at the meeting must be passed by an absolute majority of the Committee.
- (3) The only business that may be conducted at an urgent meeting is the business for which the meeting is convened.

#### **66 Procedure and order of business**

- (1) The procedure to be followed at a meeting of a Committee must be determined from time to time by the Committee.
- (2) The order of business may be determined by the members present at the meeting.

#### **67 Use of technology**

- (1) A committee member who is not physically present at a committee meeting may participate in the meeting by the use of technology that allows that committee member and the committee members present at the meeting to clearly and simultaneously communicate with each other.
- (2) For the purposes of this Part, a committee member participating in a committee meeting as permitted under subrule (1) is taken to be present at the meeting and, if the member votes at the meeting, is taken to have voted in person.

#### **68 Quorum**

- (1) No business may be conducted at a Committee meeting unless a quorum is present.
- (2) The quorum for a committee meeting is the presence (in person or as allowed under rule 67 of a majority of the committee members holding office.
- (3) If a quorum is not present within 30 minutes after the notified commencement time of a committee meeting—
  - (a) in the case of a special meeting—the meeting lapses;
  - (b) in any other case—the meeting must be adjourned to a date no later than 14 days after the adjournment and notice of the time, date and place to which the meeting is adjourned must be given in accordance with rule 64.

#### **69 Voting**

- (1) On any question arising at a committee meeting, each committee member present at the meeting has one vote.
- (2) A motion is carried if a majority of committee members present at the meeting vote in favour of the motion.
- (3) Subrule (2) does not apply to any motion or question which is required by these Rules to be passed by an absolute majority of the Committee.
- (4) If votes are divided equally on a question, the Chairperson of the meeting has a second or casting vote.
- (5) Voting at Committee meetings by proxy is not permitted.

#### **70 Conflict of interest**

- (1) A committee member who has a material personal interest in a matter being considered at a committee meeting must disclose the nature and extent of that interest to the Committee.
- (2) The member—
  - (a) must not be present while the matter is being considered at the meeting; and
  - (b) must not vote on the matter.
- (3) This rule does not apply to a material personal interest—
  - (a) that exists only because the member belongs to a class of persons for whose benefit the Association is established; or
  - (b) that the member has in common with all, or a substantial proportion of, the members of the Association.

#### **71 Minutes of meeting**

- (1) The Committee must ensure that minutes are taken and kept of each committee meeting.
- (2) The minutes must record the following—
  - (a) the names of the members in attendance at the meeting;
  - (b) the business considered at the meeting;
  - (c) any resolution on which a vote is taken and the result of the vote;
  - (d) any material personal interest disclosed under rule 70.

#### **72 Leave of absence**

- (1) The Committee may grant a committee member leave of absence from committee meetings for a period not exceeding 3 months.
- (2) The Committee must not grant leave of absence retrospectively unless it is satisfied that it was not feasible for the committee member to seek the leave in advance.

### **PART 6—FINANCIAL MATTERS**

#### **73 Source of funds**

The funds of the Association may be derived from annual subscriptions, donations, fund-raising activities, grants, interest and any other sources approved by the Committee.

#### **74 Management of funds**

- (1) The Association must open an account with a financial institution from which all expenditure of the Association is made and into which all of the Association's revenue is deposited.
- (2) Subject to any restrictions imposed by a general meeting of the Association, the Committee may approve expenditure on behalf of the Association.
- (3) The Committee may authorise the Treasurer to expend funds on behalf of the Association (including by electronic funds transfer) up to a specified limit without requiring approval from the Committee for each item on which the funds are expended.
- (4) All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments must be signed by 2 committee members.
- (5) All funds of the Association must be deposited into the financial account of the Association no later than 5 working days after receipt.
- (6) With the approval of the Committee, the Treasurer may maintain a cash float provided that all money paid from or paid into the float is accurately recorded at the time of the transaction.

#### **75 Financial records**

- (1) The Association must keep financial records that—
  - (a) correctly record and explain its transactions, financial position and performance; and
  - (b) enable financial statements to be prepared as required by the Act.
- (2) The Association must retain the financial records for 7 years after the transactions covered by the records are completed.
- (3) The Treasurer must keep in his or her custody, or under his or her control—
  - (a) the financial records for the current financial year; and
  - (b) any other financial records as authorised by the Committee.

#### **76 Financial statements**

- (1) For each financial year, the Committee must ensure that the requirements under the Act relating to the financial statements of the Association are met.
- (2) Without limiting subrule (1), those requirements include—
  - (a) the preparation of the financial statements;
  - (b) if required, the review or auditing of the financial statements;
  - (c) the certification of the financial statements by the Committee;
  - (d) the submission of the financial statements to the annual general meeting of the Association;
  - (e) the lodgement with the Registrar of the financial statements and accompanying reports, certificates, statements and fee.

### **PART 7—GENERAL MATTERS**

#### **77 Common seal**

- (1) The Association may have a common seal.
- (2) If the Association has a common seal—
  - (a) the name of the Association must appear in legible characters on the common seal;

- (b) a document may only be sealed with the common seal by the authority of the Committee and the sealing must be witnessed by the signatures of two committee members;
- (c) the common seal must be kept in the custody of the Secretary.

#### **78 Registered address**

The registered address of the Association is—

- (a) the address determined from time to time by resolution of the Committee; or
- (b) if the Committee has not determined an address to be the registered address— the postal address of the Secretary.

#### **79 Notice requirements**

- (1) Any notice required to be given to a member or a committee member under these Rules may be given—
  - (a) by handing the notice to the member personally; or
  - (b) by sending it by post to the member at the address recorded for the member on the register of members; or
  - (c) by email or facsimile transmission.
- (2) Subrule (1) does not apply to notice given under rule 65
- (3) Any notice required to be given to the Association or the Committee may be given—
  - (a) by handing the notice to a member of the Committee; or
  - (b) by sending the notice by post to the registered address; or
  - (c) by leaving the notice at the registered address; or
  - (d) if the Committee determines that it is appropriate in the circumstances—
    - (i) by email to the email address of the Association or the Secretary; or
    - (ii) by facsimile transmission to the facsimile number of the Association.

#### **80 Custody and inspection of books and records**

- (1) Members may on request inspect free of charge—
  - (a) the register of members;
  - (b) the minutes of general meetings;
  - (c) subject to subrule (2), the financial records, books, securities and any other relevant document of the Association, including minutes of Committee meetings.
- (2) The Committee may refuse to permit a member to inspect records of the Association which in its opinion relate to confidential, personal, employment, commercial or legal matters or where to do so may be prejudicial to the interests of the Association.
- (3) The Committee must on request make copies of these rules available to members and applicants for membership free of charge.
- (4) Subject to subrule (2), a member may make a copy of any of the other records of the Association referred to in this rule and the Association may charge a reasonable fee for provision of a copy of such a record.
- (5) For purposes of this rule—

*relevant documents* means the records and other documents, however compiled, recorded or stored, that relate to the incorporation and management of the Association and includes the following—

- (a) its membership records;
- (b) its financial statements;
- (c) its financial records;
- (d) records and documents relating to transactions, dealings, business or property of the Association.

#### **81 Winding up and cancellation**

- (1) The Association may be wound up voluntarily by special resolution.
- (2) In the event of the winding up or the cancellation of the incorporation of the Association, the surplus assets of the Association must not be distributed to any members or former members of the Association.
- (3) Subject to the Act and any court order made under section 133 of the Act, the surplus assets must be given to a body that has similar purposes to the Association and which is not carried on for the profit or gain of its individual members.
- (4) The body to which the surplus assets are to be given must be decided by special resolution.

#### **82 Alteration of Rules**

These Rules may only be altered by special resolution of a general meeting of the Association.

