



CONSTITUTION

of

**THE BUSSELTON
HISTORICAL SOCIETY
(INC)**

June 2019

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1. Name

- (a) The name of The Society shall be THE BUSSELTON HISTORICAL SOCIETY (INC).

2. Objects

- (a) The principal objects are to establish, maintain and conduct a society for maintaining the Old Butter Factory Precinct and the historical collection that is housed within it and to support the recreational, social, cultural and community dimensions of that interest. These objects include the provision of facilities for the pursuit of literary, scientific, and professional and any other lawful purpose that provides benefits and enjoyment for the members of The Society.
- (b) To establish and maintain a library, reading room, and historical museum.
- (c) To encourage the study and writing of West Australian History, with special emphasis relating to local history.
- (d) To collect, classify and preserve records relating to the history of Western Australia, with special emphasis on local history.
- (e) To publish articles and selected records in special bulletins or in an official journal of the Society or by any other methods approved by the Society.
- (f) To interchange information among members of the Society by lectures, readings, discussions and exhibitions of historical material.
- (g) To promote public interest in, and support for, the preservation of historical relics, including buildings and sites, the recognition of notable anniversaries in Western Australian history; and the erection of memorials to outstanding persons and events.
- (h) To promote special gatherings of members, particularly excursions to historical sites.
- (i) To found, subsidise or contribute to, any institutions, scholarships or prizes; to give effect to any of the objects specified herein

3. Not for Profit

- (a) The property and income of The Society shall be applied solely towards the promotion of the objects of The Society and no part of that property or income may be paid or otherwise distributed, directly or indirectly, to members, except in good faith in the promotion of those objects.

4. Definitions

- (a) In reading this Constitution, unless the context or such otherwise indicates or requires:
 - (i) "Annual Meeting" means an Annual General Meeting.
 - (ii) "Books of the Association" means: the Members Register; the Record of Office Holders; and The Society Constitution.
 - (iii) "By-Laws" means the codes of rules made and adopted by The Society in accordance with Section 18(b)(xii).

- (iv) "Commissioner" means: the person for the time being designated as the Commissioner under section 153 of the Associations Incorporation Act.
- (v) "Committee" means the Management Committee for The Society, duly elected for the time being in accordance with these Rules.
- (vi) "Financial records" Includes: invoices, receipts, orders for the payment of money, bills of exchange, cheques, promissory notes and vouchers; documents of prime entry; working papers and other documents needed to explain the methods by which financial statements are prepared; and adjustments to be made in preparing financial statements;
- (vii) "Financial report" has the meaning given in Part 5 of The Act;
- (viii) "Financial statements" means the financial statements in relation to The Society required under Part 5 of The Act;
- (ix) "Financial year" means from the first of January each year, until the following 31st of December.
- (x) "General Meeting" means a General meeting of The Society whether Annual or Special.
- (xi) "Month" means a calendar month.
- (xii) "Special General Meeting" means a General Meeting as defined below, called in accordance with Section 12 hereunder, at which only business that has been described in the notice may be transacted.
- (xiii) "Special Resolution" means a resolution passed by the members at a general meeting in accordance with Section 51 of The Act.
- (xiv) "The Act" means the Associations Incorporation Act 2015, its amendments and any other legislation that may come into force to replace or supplement this Act, and shall form part of these Rules.
- (xv) "The Society" means THE BUSSELTON HISTORICAL SOCIETY (INC).
- (xvi) "The Society Premises" means all land, building and structures thereon of which The Society is the bona fide occupier.
- (xvii) "Voting rights" means the ability for a financial member to propose or second an application for membership; move or second a motion or special motion; speak at all general meetings; nominate for a position on the Management Committee; vote at all general meetings; and petition for a special general meeting.

5. Membership

- (a) The Society shall keep an up to date register of members in respect of Ordinary, Corporate, Junior and Life members.
 - (i) This register must be continually available for inspection at The Society premises by authorised officers.
 - (ii) Residential, postal or email address; or information by means of which contact can be made with the member, can be nominated for the members register.
- (b) Membership of The Society shall consist of the following:
 - (i) Ordinary Member – Persons over 18 years of age.

- (ii) Junior Member – Persons under the age of 18 years may make application to The Society as a Junior Member, and if accepted, shall pay the prescribed subscription.
 - 1. Persons granted this category of membership will have no voice in the management of The Society and shall not be entitled to hold any office or hold voting rights.
 - 2. This category of member does not have the authority to invite guests to The Society.
 - 3. Any Junior Member on attaining the age of 18 years wishing to remain a member of The Society shall be granted the appropriate club membership and shall pay the full subscription as set down from time to time.
 - (iii) Corporate Member – organisations, restricted to senior management, or peoples conducting community or tourism related business in Busselton and its surrounds that have made a contribution to The Club through business, sponsorship or donations.
 - (iv) Life Member – The members may, by resolution of not less than two- thirds of those present at a meeting, to which notice of the proposal has been given as an item of special business recommend to the Annual General Meeting the election as an **Life Member** of any person who has rendered valuable service in furthering the objects of the Society, the election to be decided by a majority vote of members present..
 - 1. Life Members shall not have any right, title or interest in or to any of the property of The Society.
 - 2. Life Members shall be exempt from the payment of fees and contributions
 - 3. Persons granted this category of membership shall not be entitled to hold any office or hold voting rights
- (c) Cessation of Membership:
- (i) A person ceases to be a member when any of the following takes place:
 - 1. For a member who is an individual, the individual dies;
 - 2. For a person whose title represents a corporate member, the body corporate is wound up;
 - 3. The person resigns from The Society;
 - 4. The person is expelled from The Society under Section 26;
 - 5. The person ceases to be a member under Section 10(c)
 - (ii) The secretary will keep a record on file of the date on which the person ceased to be a member
 - (iii) A member may resign from membership of The Society by giving written notice of the resignation to a member of the committee who will forward it to the Secretary.
 - (iv) The resignation takes effect when the Secretary receives the notice.

6. Application to Become a Member

- (a) Ordinary Member – Any person desiring to become such a member of The Society shall sign an application form provided.
 - (i) The applicant will then be accepted or denied membership.
- (b) No person shall be entitled to exercise any of the privileges of a member until they have paid all subscriptions due by them.
- (c) The Committee shall have the right to refuse to admit any person to membership without assigning any reason for doing so.
- (d) On the acceptance of each candidate, they shall on payment of their subscription be enrolled as a Member of The Society, and become entitled to the privileges and be bound by its rules and by all consequences resulting from breach or non-performance thereof, and shall thereby absolve every person concerned in carrying out enforcing such rules from all personal responsibility or legal liability on such account.
- (e) Life Member – A member may propose another member for Life Membership to the Committee in writing giving reasons that Life Membership should be granted.
 - (i) A General Meeting may, upon a majority vote of not less than two thirds, confer Life Membership on a member who has rendered special and outstanding services to The Society.
 - (ii) The holder of a Life Membership shall be entitled to all privileges of an ordinary member excepting voting rights, be exempt from subscriptions but shall pay any levies and fees.

7. Member's Rights

- (a) The rights and privileges of every member shall be personal and shall not be in any manner transferable by their own act or through any other person on their behalf or by operation of law.
- (b) Only Ordinary Members shall be entitled to voting rights.
 - (i) Junior, Corporate, and Life Members shall not be entitled to voting rights.
- (c) Employees – Members who are employees of The Society are entitled to all the rights and privileges of membership excluding those rights concerned with the selection, election and holding of office with The Society.
- (d) All members, upon successful registration, will be supplied with an electronic copy of The Society constitution or will be directed to obtain a copy of The Society constitution from The Society's website.
- (e) Upon acceptance to membership, all members agree to be bound by The Society Code of Conduct.
- (f) Upon request, a member is able to inspect the Books of the Association at such time and place as is mutually convenient to The Society and the Member.
 - (i) A Member must contact the Secretary to request to inspect the Register.
 - (ii) The Member may make a copy of details from the Register but has no right to remove the Register for that purpose.
 - (iii) A Member may make a request in writing for a copy of the Register.

- (iv) The Society may charge a reasonable fee to the Member for providing a copy of the Register, the amount to be determined by the Committee from time to time.
- (v) A Member must not use or disclose the information on the Register:
 - 1. To gain access to information that a Member has deliberately denied them (that is, in the case of social, family or legal differences or disputes);
 - 2. To contact, send material to The Society or a Member for the purpose of advertising for political, religious, charitable or commercial purposes, or
 - 3. For any other purpose unless the use of the information is approved by the Committee and for a purpose:
 - a. That is directly connected with the affairs of The Society; or
 - b. Related to the provision of the information to the Commissioner in accordance with a requirement of the Act.
- (vi) The Committee may require a Member who requests a copy of the Register to provide a statutory declaration setting out the purpose of the request and declaring that the purpose is connected with the affairs of The Society.

8. Subscriptions

- (a) The entrance fee and annual subscription of The Society shall be set by majority vote of the Committee prior to the commencement of the financial year.
- (b) Notice of the fees and subscriptions shall be notified to the members via The Society committee.
- (c) All subscriptions are due from the first day of 1st January and are payable in advance, on 1st November.

9. New Members

- (a) Subscriptions must be paid in full within two weeks of acceptance.

10. Liability for Subscription

- (a) The Committee shall have the power to remove from the roll of members the name of any new member who fails to pay his or her subscription within two weeks from the date of his or her election.
- (b) Any member whose subscription is in arrears after 1 April in each year shall cease to be a member, subject to Section 10(c).
- (c) A member who is considered by the Management Committee to be going through a genuine hardship may be eligible for consideration for their membership subscription to be waived or decreased.

11. General Meetings – Annual General Meeting

- (a) The Annual General Meeting of members shall be held every calendar year within three months after the end of The Society's financial year, with the Committee to determine the date, time and place.

- (b) All Notices of Motion for consideration at the Annual General Meeting must be handed to the Secretary in writing by 5pm no less than fourteen (14) days prior to the date set for said meeting.
- (c) Notice of the meeting (including date, time and location) and agenda items, including wording of Notices of Motion or proposed resolutions, must be notified to members seven (7) days before the date of the meeting. If the resolution is intended to be proposed as a special resolution this will also be stated in the notice with the wording of the proposed special resolution.
- (d) Members who have provided an email address will also be emailed a copy of the notice of the meeting, agenda items and any Notices of Motion.
- (e) The Annual General Meeting will be subject to the Member Quorum as per by law Article II Section 2.
- (f) In the case of insufficient members to form a quorum being present after 30 minutes following the advertised start time for an Annual Meeting, said meeting will be automatically adjourned to re-convene at the same time seven days later and shall proceed with or without a quorum.
- (g) The Chairman of the meeting shall be The Society President or if not available a person nominated and elected by the members present.
- (h) Only members with voting rights, as per the constitution will be permitted to vote on matters at the Annual General Meeting.
- (i) The Chairperson shall have the casting vote only and shall decide all questions of order unless otherwise provided by these rules.
- (j) The order of business at the Annual General Meeting shall be as follows:
 - (i) Reading notice of meeting.
 - (ii) Reading minutes of the last Annual General Meeting and any other General Meeting not yet confirmed and confirming or amending same.
 - (iii) Reading President's Report, discussion and adoption or otherwise.
 - (iv) Reading Statement of Accounts and Balance Sheet to be received or otherwise.
 - (v) Election of Management Committee.
 - (vi) Election of Club Auditor.
 - (vii) Special Business of which Notice of Motion has been given.
 - (viii) Other Business.

12. General Meetings – Special General Meeting

- (a) The Management Committee may at any time call a Special General Meeting.
- (b) A Special General Meeting may also be called by the Committee on a Special Meeting by Member Request as per by law Article II Section 1.
- (c) Members will be notified of the meeting (including date, time and location) and agenda items, including wording of Notices of Motion or proposed resolutions seven (7) days before the date of the meeting. If the resolution is intended to be proposed as a special

resolution this will also be stated in the notice with the wording of the proposed special resolution.

- (d) Members who have provided an email address will also be emailed a copy of the notice of the meeting, agenda items and any Notices of Motion.
- (e) Only business of which notice shall have been given as above, or in accordance with these rules, shall be transacted at a Special General Meeting.
- (f) The General Meeting will be subject to the Member Quorum as per by law Article II Section 2. In the case of insufficient members to form a quorum being present after 30 minutes following the advertised start time for a Special General Meeting, said meeting will be automatically adjourned to re-convene at the same time seven days later and shall proceed with or without a quorum.
- (g) Only members with voting rights, as per the constitution will be permitted to vote on matters at the Special General Meeting.
- (h) The Chairperson shall have the casting vote only and shall decide all questions of order unless otherwise provided by these rules.

13. General Provisions for General Meetings

- (a) General Meetings will occur quarterly where the Members are physically present together.

14. General Provision

- (a) No member shall be entitled to take any legal action against The Society, other than a claim for goods sold and delivered and services rendered, and must conform to the decisions of the Committee and in the case of an appeal, to the decision of the General Meeting to which he or she may appeal.
- (b) These rules shall be the rules of The Society and shall be binding on members.
- (c) Correct accounts and books shall be kept showing the financial affairs of The Society and the particulars usually shown in books of accounts of a like nature.
- (d) The Society house and other facilities is to be provided and maintained from the joint funds of The Society and no person shall be entitled under these rules to derive any benefit or advantage from The Society which is not shared equally by every member thereof.
- (e) Section 14(d) does not prevent:
 - (i) the payment in good faith of remuneration to any officer, employee or Member in return for any services actually rendered to The Society or for goods supplied in the ordinary and usual course of business;
 - (ii) the payment of interest at a rate not exceeding the prevailing market rate published by the Reserve Bank of Australia as the "Cash Rate Target" from time to time on money borrowed from any Member;
 - (iii) the payment of reasonable and proper rent by The Society to a Member for premises leased by the Member to The Society; or
 - (iv) the reimbursement of a Committee Member's travelling and other expenses as properly incurred:

1. in attending Committee Meetings or sub-committee meetings;
 2. in attending any General Meetings of The Society; and
 3. in connection with The Society's business.
- (v) The payment of an honorarium to Members as determined by members by special resolution at an Annual General or Special General meeting.

15. Election of Office Bearers

- (a) The management of The Society shall be vested in a Management Committee consisting of Committee Membership as per by law Article III Section 1 who are elected for a Term of Office as per by law Article I Section 2 with the full of committee being elected each year.
- (b) The annual election of Officers as per by law Article I Section 1 shall be by ballot at each Annual General Meeting in the presence of the returning officer and two scrutineers elected by the members present at such meeting.
- (i) Members unable to attend the meeting may lodge a vote on The Society approved ballot paper with the secretary at least 2 days prior to the meeting, having also recorded and signed an apology for the meeting on an outer sealed envelope that contains the sealed ballot paper.
1. This approved ballot paper must be distributed directly to the member.
 2. Completed ballot papers maybe emailed to the Secretary
- (ii) All other votes shall be cast at the Annual Meeting.
- (c) Nominations for Committee Membership as per by law Article III Section 1 must be in writing signed by the proposer and nominee and must be in the hands of the Secretary by 5pm not less than eight (8) days before the Annual General Meeting.
- (d) Members will be notified of the nominations seven (7) days prior to the said meeting.
- (e) In case no more than the required number of officers shall be nominated, those so nominated shall be declared elected.
- (f) If there shall be insufficient nominations to fill the whole of the vacancies of the list of officers, those nominated shall be declared elected and shall have power to fill the vacancies and any casual vacancies that may occur.

16. The Management Committee and Conditions

- (a) The Executive positions on the Management committee shall be the Officers as per by law Article I Section 1 and any other as determined by the full committee, and shall be elected at the first meeting of the elected management committee.
- (b) The quorum at all Committee meetings shall be the Committee Quorum as per by law Article II Section 3.
- (c) Committee Meetings may take place:
- (i) where the Committee Members are physically present together; or
 - (ii) where the Committee Members are able to communicate by using any technology that reasonably allows the Committee Member to participate fully in discussions as

they happen in the Committee Meeting and in making decisions, provided that the participation of the Committee Member in the Committee Meeting must be made known to all other Members.

- (d) A Committee Member who participates in a meeting as set out in Section 16(c)(ii):
 - (i) is deemed to be present at the Committee Meeting; and
 - (ii) continues to be present at the meeting for the purposes of establishing a quorum, until the Committee Member notifies the other Committee Members that he or she is no longer taking part in the Committee Meeting.
- (e) Committee meetings shall be held monthly except where they are replaced by an Annual General meeting or a General Meeting of members.
- (f) Special meetings may be called by the President, Secretary or on the Special Meeting by Member Request as per by law Article II Section 1.
- (g) The Management Committee is able to determine the distribution of Committee Meetings minutes.
- (h) All Members, or other guests, may attend Committee Meetings if invited by the Committee but the person shall not have any right to comment without invitation, or vote on any matter, or to be provided with copies of any agenda, minutes of meetings, or documents presented to such meetings.
- (i) No member of the Committee shall be held to have resigned his/her seat until his/her resignation, in writing, has been accepted by the Committee.
- (j) Committee Vacancies
 - (i) Any vacancy occurring in the Committee as per Section 17 may be filled at a meeting of the Committee when a member may be elected to fill such a vacancy until the next election provided the member elected at such Committee meeting shall hold office in the place of, and upon the same terms and conditions as their predecessor, had the latter continued in the office.
 - (ii) In the vacancy of the President then the Vice President shall become President.
 - (iii) A casual vacancy of Vice President shall be filled by the Committee from a Member of the Management Committee.
 - (iv) If vacancies in the Management Committee result in the number of Committee Members being less than the number fixed under Section 16(b), the continuing Committee Members may act to only:
 1. increase the number of Members on the Committee to the number required for a quorum; or
 2. convene a General Meeting of the Association
- (k) The President shall preside at all meetings of the Committee of The Society and, in his or her absence the Vice President.
 - (i) Should neither be present, the meeting shall elect a Chairperson.
- (l) All resolutions of the Committee shall be decided by a majority vote of all those present.

- (i) In the case of equality of votes, the proposal before the Committee shall be decided by the casting vote by President.
- (ii) The President or in his or her absence, the acting President shall be authorised to speak on behalf of The Society.
- (m) Any act performed by the Committee, a sub-committee or a person acting as a Committee Member is deemed to be valid even if the act was performed when:
 - (i) there was a defect in the appointment of a Committee Member, subcommittee or person holding a subsidiary office; or
 - (ii) a Committee Member, a sub-committee member or a person holding a subsidiary office was disqualified from being a Committee/sub-committee Member as per Section 19(g) or 19(h) as a result of bankruptcy or conviction of a relevant criminal offence.

17. Ceasing to be a member of the Management Committee

- (a) A casual vacancy occurs in the office of a Committee Member and that office becomes vacant if the Committee Member:
 - (i) dies;
 - (ii) ceases to be a Member;
 - (iii) becomes disqualified from holding a position under Section 19(g) or 19(h) as a result of bankruptcy or conviction of a relevant criminal offence;
 - (iv) becomes permanently incapacitated by mental or physical ill-health;
 - (v) resigns from office under Section 16(i);
 - (vi) is absent from more than:
 1. three consecutive Committee Meetings without a good reason; or
 2. three Committee Meetings in the same Financial Year without tendering an apology to the person presiding at each of those Committee Meetings,
 - (vii) Is removed from office under by resolution at a General Meeting of The Society if a majority of the Members present and with voting rights at the meeting vote in favour of the removal.
 1. The Committee Member who faces removal from the Committee must be given a full and fair opportunity at the General Meeting to decide the proposed resolution, to state his or her case as to why the Member should not be removed from his or her position on the Committee.
 2. If all Committee Members are removed by resolution at a General Meeting, the Members must, at the same General Meeting, elect an interim Committee.
 3. The interim Committee must, within two months, convene a General Meeting of the Association for the purpose of electing a new Committee.

18. Powers of the Committee

- (a) The business of The Society shall be managed by the Committee who may exercise all powers of The Society, except those required to be exercised by The Society at a General Meeting.
- (b) Without prejudice to the powers conferred by the last preceding rule, the Committee shall, subject to the by-laws, have power to do the following things:
 - (i) To purchase or otherwise acquire any books, newsletters or periodicals and dispose of them as it may see fit.
 - (ii) To determine from time to time the conditions on which and time when, members may use the property of The Society or any part or parts thereof, and when and under what conditions the premises of The Society or any part or parts thereof, shall be used by members.
 - (iii) To determine what person, if any, not being members of The Society shall be permitted to use the premises of The Society or any part or parts thereof and during what time and under what conditions and when and at what times and places and under what conditions such persons shall be supplied with refreshments and accommodation.
 - (iv) To appoint any other officials or servants of The Society and to remove them as occasions may require at their discretion and to define their respective duties. Persons appointed to paid positions shall be engaged under a contract, award or classification of work in the Award and its amendments.
 - (v) To delegate, subject to such conditions as it thinks fit any of its powers to sub committees consisting of such members of the Committee and other members of The Society co-opted for the purpose as it may determine and to make such regulations as to the proceedings of such sub committees as may be thought desirable.
 - (vi) To regulate and control their own meeting and the transaction of business.
 - (vii) To reimburse expenses of any servant of The Society for faithful and diligent service as deemed fit.
 - (viii) In accordance with the rules, to suspend, or expel any member.
 - (ix) To enter into or accept any lease or tenancy of the premises where on The Society shall conduct its affairs or of any furniture, goods and effects, which may be required for the use of The Society on such terms and on such conditions as The Society, may deem expedient.
 - (x) To take and defend all legal proceedings by or on behalf of The Society and to appoint all necessary Attorneys for any such purpose.
 - (xi) To borrow, raise or secure the payment of money, and to sell and dispose of the assets of The Society.
 - (xii) To make, alter and repeal by-laws not inconsistent with these rules regulating the use and management of The Society premises, the admission of members and the conduct of The Society and its affairs generally.
 - (xiii) To do and perform any other act, matters and things in connection with or relative to the management of The Society as shall not by these rules require to be done by The Society in General Meetings.

- (xiv) To appoint such number of delegates to state or council bodies and associations with which The Society may from time to time be affiliated as may be required by the rules thereof and such delegates shall hold office in accordance with the rules of such bodies and associations respectively.

19. Role and Responsibilities of Committee Members

(a) Obligations of the Committee

- (i) The Committee must take all reasonable steps to ensure The Society complies with its obligations under the Act and these Rules.

(b) Responsibilities of Committee Members

- (i) A Committee Member must exercise his or her powers and discharge his or her duties with a degree of care and diligence that a reasonable person would exercise in the circumstances.

- (ii) A Committee Member must exercise his or her powers and discharge his or her duties in good faith in the best interests of The Society and for a proper purpose.

- (iii) A Committee Member or former Committee Member must not improperly use information obtained because he or she is a Committee Member to:

1. gain an advantage for himself or herself or another person; or
2. cause detriment to The Society.

- (iv) A Committee Member or former Committee member must not improperly use his or her position to:

1. gain an advantage for himself or herself or another person; or
2. cause detriment to The Society.

- (c) A Committee Member having any material personal interest, i.e.: financial or non-financial interests, in a matter being considered at a Committee Meeting must:

- (i) as soon as he or she becomes aware of that interest, disclose the nature and extent of his or her interest to the Committee;

- (ii) disclose the nature and extent of the interest at the next General Meeting of The Society; and

- (iii) not be present while the matter is being considered at the Committee Meeting or vote on the matter.

- (d) Section 19(c) does not apply in respect of a material personal interest that:

- (i) exists only because the Committee Member belongs to a class of persons for whose benefit The Society is established; or

- (ii) the Committee Member has in common with all, or a substantial proportion of, the members of The Society.

- (e) The Secretary must record every disclosure made by a Committee Member under Section 19(c) in the minutes of the Committee Meeting at which the disclosure is made.

- (f) No Committee Member shall make any public statement or comment or cause to be published any words or article concerning the conduct of The Society unless the person is

authorised by the Committee to do so and such authority is recorded in the minutes of the Committee Meeting.

- (g) No person shall be entitled to hold a position on the Committee if the person has been convicted of, or imprisoned in the previous five years for:
 - (i) an indictable offence in relation to the promotion, formation or management of a body corporate;
 - (ii) an offence involving fraud or dishonesty punishable by imprisonment for a period of not less than three months; or
 - (iii) an offence under Part 4 Division 3 or section 127 of the Act;unless the person has obtained the consent of the Commissioner.
- (h) No person shall be entitled to hold a position on the Committee if the person is, according to the Interpretation Act section 13D, a bankrupt or a person whose affairs are under insolvency laws unless the person has obtained the consent of the Commissioner.
- (i) As soon as is practicable after a person has ceased to be a member of the management committee of The Society, all relevant documents, records and security items (including passwords and keys) must be delivered to a member of the management committee of The Society.

20. Chairperson

- (a) The Chairperson:
 - (i) must consult with the Secretary regarding the business to be conducted at each Committee Meeting and each General Meeting
 - (ii) may convene special meetings of the Committee under Section 16(f)
 - (iii) may preside over Committee Meetings under Section 16(k)
 - (iv) may preside over General Meetings under Sections 11 and 12; and
 - (v) must ensure that the minutes of a General Meeting or Committee Meeting are reviewed and signed as correct

21. Secretary

- (a) The Secretary must:
 - (i) co-ordinate the correspondence of The Society;
 - (ii) consult with the Chairperson about all business to be conducted at meetings and convene General Meetings and Committee Meetings, including preparing the notices of meetings and of the business to be conducted at each meeting;
 - (iii) keep and maintain in an up to date condition the rules of The Society and any by-laws of The Society;
 - (iv) maintain the register of the Members including the email, street, postal address or information by means of which contact can be made of each member;
 - (v) update the register within 28 days of new members, members resigning, members suspended/expelled and in the latter case, include date in which member ceases and reasons for cessation of membership.

- (vi) maintain the record of office holders of The Society.
 - 1. Committee members may nominate a business address, post office box address or email address to be used in the record in place of their personal address;
- (vii) ensure the safe custody of the Books, with the exception of the Accounting Records, of The Society;
- (viii) keep full and correct minutes of Committee Meetings for approval at the next Management Committee meeting, which will then be stored and distributed.;
- (ix) keep full and correct minutes of General Meetings, which will be distributed to all members within 7 days of the General Meeting via email or hard copy and will be tabled for adoption at the next General Meeting; and
- (x) perform any other duties as are imposed by these Rules or The Society on the Secretary.

22. Treasurer

- (a) The Treasurer must:
 - (i) ensure all moneys payable to The Society are collected, and that receipts are issued for those moneys in the name of The Society;
 - (ii) ensure the payment of all moneys referred to in Section 22(a)(i) into the account or accounts of The Society as the Committee may from time to time direct;
 - (iii) ensure timely payments from the funds of The Society with the authority of a General Meeting or of the Committee, with all cheques, drafts, bills of exchange, promissory notes and other negotiable instruments of the Association signed by 2 committee members.
 - (iv) ensure that The Society complies with the account keeping requirements in Part 5 of the Act;
 - (v) ensure the safe custody of the Financial Records of The Society and any other relevant records of The Society;
 - (vi) Coordinate the preparation of the financial statements or financial report, as imposed on The Society under Part 5 of the Act, prior to their submission to the annual general meeting of The Society;
 - (vii) assist the reviewer or auditor (if any) in performing their functions; and
 - (viii) perform any other duties as are imposed by these Rules or The Society on the Treasurer.
 - (ix) Notify Secretary of all subscriptions received and date of receipt and any lapses

23. Sub-Committees

- (a) The Committee may delegate any of its delegable powers to Sub-Committees consisting of such Ordinary Members as it thinks fit.
- (b) Such Sub-Committee must report to and be responsible to the Committee.

- (c) No act of any Sub-Committee shall be binding on the Committee or Club until ratified by the Committee.
- (d) The Chair must be an existing member of the Committee.
- (e) The President of the Committee must be an ex-officio member.

24. Auditors

- (a) There shall be an Auditor, not a member of the Committee, who shall be elected at the Annual General Meeting.
- (b) The Auditor shall be independent to The Society.
- (c) Such Auditor shall audit the accounts and have power at any time to call for all books, papers, accounts, etc. relating to the affairs of The Society.
- (d) The Auditor shall be entitled to receive such remuneration as the Committee may determine from time to time.
- (e) If any casual vacancy occurs in the office of any Auditor appointed by The Society, the Committee will select a replacement to fill the appointment until the next Annual General Meeting.

25. Alteration and Repeal of Rules

- (a) No repeals of any existing rules and no new rules or alteration, amendments or suspensions of a rule shall be valid unless a special resolution is carried by a three-fourths majority of members present and with voting rights at a General or Special General Meeting and by otherwise complying with Part 3 Division 2 of the Act.
- (b) Notices of motions to repeal, alter or suspend any rule shall be given to the Secretary at least twenty-one (21) days preceding the Annual or Special General Meeting at which the motion shall be presented. The Secretary shall exhibit the proposal on The Society notice board at least fourteen (14) days prior to such meeting.
- (c) Within one month after the making of any amendment or addition to the rules of The Society, passed by special resolution, the Management Committee shall lodge the required documents to the Commissioner. No effect will be given to the amendments without the approval of the Commissioner.

26. Suspension or Expulsion of Members

- (a) The Committee shall have the power to reprimand, suspend or expel any member of The Society.
- (b) The President, Committee or authorised employees/volunteers in receiving a complaint of a member's behaviour which is considered a serious breach of acceptable member behaviour or where police involvement is required, may suspend a member for a period of time until disciplinary action under Section 26(f) can be taken.
- (c) The Committee is required to exempt any member of that Committee from hearing a charge in which he or she has an interest.

- (d) If a responding member or a representative of the responding member does not attend within 30 minutes of the time stated on the hearing notice, the hearing may start without that member or his or her representative and determination will be made at the hearing.
- (e) The Committee shall apply the power to reprimand, suspend or expel any member of The Society who:
 - (i) fail in the observance or commit any breach of any rule of The Society, members Code of Conduct, or any by-law of The Society or of any order or direction of the Management Committee or of any General Meeting; and/or
 - (ii) in the sole judgement of the Committee have been guilty in or out of The Society's premises of any act, conducted matter or thing calculated to bring discredit on The Society or its members, or to impair or affect the enjoyment of The Society by other members
- (f) Any member charged with misconduct as above shall be furnished with a written copy of the charge and summoned before the Committee with no less than thirty (30) days' notice.
 - (i) The Committee shall after hearing the accuser and accused and taking such evidence as they may consider proper, if they find the charge proved, inflict a penalty of suspension from all or any of the privileges of membership.
 - (ii) If the Committee consider that on a charge of gross misconduct suspension as above is insufficient, they may call on the member to resign, and if he or she neglects to resign within fourteen (14) days they may declare him or her to be expelled.
 - (iii) If a Member is suspended or expelled under Section 26(f)(i) or 26(f)(ii), the person may appeal the Committee's decision through a Special general meeting by giving written notice to the Secretary within fourteen (14) days of receiving notice of the Committee's decision under Section 26(f)(i) or 26(f)(ii).
- (g) Members are not permitted to have legal representation attend any disciplinary matters, but may bring another member to act in a support capacity only.
- (h) If a Member's membership is suspended under Section 26(f)(i), the Secretary must record in the Register:
 - (i) the name of the Member that has been suspended from membership;
 - (ii) the date on which the suspension takes effect; and
 - (iii) the length of the suspension as determined by the Committee under Section 26(f)(i)
- (i) During the period a member's membership is suspended, the member —
 - (i) loses any rights (including voting rights) arising as a result of membership; and
 - (ii) is not entitled to a refund, rebate, relief or credit for membership fees paid, or payable, to The Society.
- (j) Upon the expiry of the period of a Member's suspension, the Secretary must record in the Register that the Member is no longer suspended.
- (k) If the Committee's decision to suspend or expel a Member is revoked under these Rules, any act performed by the Committee or Members in a General Meeting during the period that the Member was suspended or expelled from Membership under Section 26(f), is

deemed to be valid, notwithstanding the Member's inability to exercise their rights or privileges of Membership, including voting rights, during that period.

27. Resolving Disputes

(a) Disputes Arising under the Rules

(i) Section 27(a) applies to:

1. Disputes between Members; and
2. Disputes between The Society and one or more Members that arise under the rules or relate to the rules of The Society. This does not include disciplinary matters undertaken with club members, which are covered only under Section 26 of The Society constitution.

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

(iii) If the parties are unable to resolve the dispute, any party to the dispute may initiate a procedure under this rule by giving written notice to the Secretary of the parties to, and details of, the dispute.

(iv) The Secretary must convene a Committee Meeting within twenty-eight (28) days after the Secretary receives notice of the dispute under Section 27(a)(iii) for the Committee to determine the dispute.

(v) At the Committee Meeting to determine the dispute, all parties to the dispute must be given a full and fair opportunity to state their respective cases orally, in writing or both.

(vi) The Secretary must inform the parties to the dispute of the Committee's decision and the reasons for the decision within seven (7) days after the Committee Meeting referred to in Section 27(a)(v).

(vii) If any party to the dispute is dissatisfied with the decision of the Committee they may elect to initiate further dispute resolution procedures as set out in the Rules.

(b) Mediation

(i) Section 27 (b) applies:

1. where a person is dissatisfied with a decision made by the Committee under Section 26(f) or Section 27(a) or
2. where a dispute arises between a Member or more than one Member and The Society and any party to the dispute elects not to have the matter determined by the Committee.

(ii) Where the dispute relates to a proposal for the suspension or expulsion of a Member this rule does not apply until the procedure under Section 26(f) in respect of the proposed suspension or expulsion has been completed.

(iii) If the parties to a dispute are unable to resolve the dispute between themselves within the time required by Section 27(a)(ii), or a party to the dispute is dissatisfied with a decision made by the Committee under Section 27(a)(vii) a party to a dispute may:

1. Provide written notice to the Secretary of the parties to, and the details of, the dispute;
 2. Agree to, or request the appointment of, a mediator.
- (iv) Party, or parties requesting the mediation must pay the costs of the mediation.
- (v) The mediator must be:
1. a person chosen by agreement between the parties; or
 2. in the absence of agreement:
 - a. if the dispute is between a Member and another Member – a person appointed by the Committee; or
 - b. if the dispute is between a Member or more than one Member and The Society, the Committee or a Committee Member then an independent person who is a mediator appointed to, or employed with, a not for profit organisation.
- (vi) A Member can be a mediator, but the mediator cannot be a Member who is a party to the dispute.
- (vii) The parties to the dispute must, in good faith, attempt to settle the dispute by mediation.
- (viii) The parties are to exchange written statements of the issues that are in dispute between them and supply copies to the mediator at least five (5) days before the mediation session.
- (ix) The mediator, in conducting the mediation, must:
1. give the parties to the mediation process every opportunity to be heard;
 2. allow all parties to consider any written statement submitted by any party; and
 3. ensure that natural justice is accorded to the parties to the dispute throughout the mediation process.
- (x) The mediator must not determine the dispute and the mediation must be confidential. Information provided by the parties in the course of the mediation cannot be used in any other legal proceedings that may take place in relation to the dispute.

(c) Inability to Resolve Disputes

- (i) If a dispute cannot be resolved under the procedures set out in the Rules, any party to the dispute may apply to the State Administrative Tribunal to determine the dispute in accordance with the Act or otherwise at law.

28. Common Seal

- (a) The Society shall have a Common Seal, which shall be kept in the custody of the Secretary and shall not be affixed to any document except by the authority of The Committee and in the presence of one member of the committee.
- (b) Any document to which the Common Seal is affixed shall be countersigned by the Secretary or an officer appointed by the management committee for that purpose.

- (c) The Society may execute a document without using a Common Seal if the document is signed by any two Committee Members:

29. Dissolution of The Society

- (a) The Society may cease its activities and have its incorporation cancelled in accordance with Part 10 of the Act:
 - (i) after the committee has determined the association is able to pay or meet its debts and liabilities; and
 - (ii) the Members resolve by Special Resolution that The Society will:
 1. apply to the Commissioner for cancellation of its incorporation; or
 2. appoint a liquidator to wind up its affairs
- (b) The Society must be wound up in accordance with Part 9 of the Act if:
 - (i) the committee has determined the association is unable to pay or meet its debts and liabilities; or
 - (ii) is party to any current legal proceedings; or
 - (iii) has any other outstanding legal obligations
- (c) Upon cancellation of The Society, the Surplus Property must only be distributed to one or more of the following:
 - (i) an incorporated association under the Act;
 - (ii) a body corporate that at the time of the distribution is the holder of a licence under the charitable collections legislation in Western Australia;
 - (iii) a company limited by guarantee that is registered as mentioned in section 150 of the Corporations Act 2001 (Cwth);
 - (iv) a company holding a licence that continues in force under section 151 of the Corporations Act 2001 (Cwth);
 - (v) a body corporate that:
 1. is a member or former member of The Society; and
 2. at the time of the Surplus Property is distributed, has rules that prevent the property being distributed to its members;
 - (vi) a trustee for a body corporate referred to in Section 29(c)(v); or
 - (vii) a co-operative registered under the Co-operatives Act 2009 that, at the time of the distribution, is a non-distributing co-operative as defined in that Act.