

CONSTITUTION OF THE WODEN VALLEY YOUTH CHOIR (CONSOLIDATION JANUARY 2016)

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1. Name of Association

The name of the Association shall be WODEN VALLEY YOUTH CHOIR Incorporated (hereinafter called "The Association").

2. Objects and purposes of the Association are:

- To provide a musical outlet for the youth of the community through training in all aspects of choir singing.
- To develop in members a broad appreciation and love of music through exposure to and experience in as wide a range of music as possible.
- To encourage and develop the other musical talents of members.
- To share the enjoyment of singing with others in the community through regular public performances.
- To contribute to and support worthwhile community and charitable organisations.

3. Powers of the Association

The powers of the Association shall be deemed to include:

- (a) the purchase, taking on lease or in exchange, and the hiring or otherwise acquiring of any real or personal property that may be deemed necessary or convenient for any of the objects or purposes of the Association;
- (b) the buying, selling, and supplying of, and dealing in, goods of all kinds, as may be deemed necessary or convenient for any of the objects or purposes of the Association;
- (c) the construction, maintenance, and alteration of building or works necessary or convenient for any of the objects or purposes of the Association;
- (d) the accepting of any gift, whether subject to a special trust or not, for any one or more of the objects or purposes of the Association;
- (e) the taking of such steps from time to time as the committee or the members in general meeting may deem expedient for the purpose of procuring contributions to the funds of the Association whether by way of donations, subscriptions, or otherwise;
- (f) the printing and publishing of such newspapers, periodicals, books, leaflets, or other documents as the committee or the members in general meeting may think desirable for the promotion of the objects and purposes of the Association;
- (g) the borrowing and raising of money in such manner and on such terms as the committee may think fit or as may be approved or directed by resolution passed at a general meeting; and securing the repayment of money so raised or borrowed or the payment of a debt or liability of the Association by giving mortgages, charges or securities upon or over all or any of the real or personal property of the Association;
- (h) the making of gifts, subscriptions, or donations to any of the funds, authorities, or institutions to which paragraph (a) of subsection (1) of section 78 of the Income Tax Assessment Act 1936, as amended, of the Commonwealth relates;
- (i) the establishment and support, or aiding in the establishment and support, of associations, institutions, funds, trusts, schemes, and conveniences calculated to benefit servants or past servants of the Association and their dependants, and the granting of pensions, allowances, or other benefits to servants or past servants of the Association and their dependants, and the making of payments towards insurance in relation to any of those purposes;

- (j) the establishment and support or aiding in the establishment or support, of any other association formed for any of the objects and purposes of the Association;
- (k) the doing of all such other lawful things as are incidental or conducive to the attainment of the objects and purposes of the Association or of any of the foregoing powers specified in the foregoing provisions of this sub-rule.

4. Rules of the Association

(1) In these Rules, unless the contrary intention appears:

“committee” means the Management Committee referred to in rule 21.

“Director” means the Association’s Musical Director.

“general meeting” means a general meeting of members convened in accordance with rule 13.

“ordinary committee member” means a member of the committee to whom paragraph (b) of sub-rule (1) of rule 23 relates.

“the Act” means the Associations Incorporation Act 1991.

(2) In these rules, expressions referring to writing shall, unless the contrary intention appears, be construed as including references to printing, lithography, photography, and other modes of representing or reproducing words in a visible form.

(3) Words or expressions contained in these rules shall be interpreted in accordance with the provisions of the Interpretation Act 1967 as in force from time to time.

5. Membership of Association

(1) There shall be three (3) classes of membership – singing membership, ordinary membership and honorary membership.

Membership shall be as follows:

(a) Singing Membership shall apply to all young persons who have attained the age of 8 years, who have passed an audition and for whom the Director has deemed that a suitable vacancy has occurred in the choir. The audition shall be conducted by the Director and be comprised of a prepared song, ear tests, range exercises and such other tests as the Director may from time to time require. Unless otherwise permitted by the Director, singing members shall resign their membership at the age of 21 years or such earlier age as required by the Director. Any decision of the Director shall be final and binding. All youth who are presently on the choir roll shall be singing members.

(b) Ordinary Membership shall apply to parents and guardians of all singing members during the period of their singing membership.

(c) Honorary Membership shall apply to those members of the committee who upon the coming into effect of changes to these Rules passed at a General Meeting of the Association on 23 March 1993 are not ordinary members of the Association and shall also apply to those past singing members, past ordinary members and interested persons, who receive an invitation from the committee and who accept that invitation in writing.

(2) The Director or a committee member nominated by him shall immediately enter the member’s name in the membership register and thereupon notify him either orally or in writing of their acceptance as a member.

(3) A member of the Association may, at any time, resign from the Association by delivering or sending by post to the Secretary or some committee member appointed by the committee in their stead a written notice of resignation.

(4) Upon receipt of a notice under sub-rule (3) of this rule, the Secretary or some committee member appointed by the committee in their stead shall remove the name of the member by whom the notice was given from the register of members, whereupon that member ceases to be a member of the Association.

- (5) A right or privilege of a person by virtue of their membership of the Association
- (a) is not capable of being transferred or transmitted to another person; and
 - (b) terminates upon the cessation of their membership, whether by death, resignation, or otherwise.
- (6) No member whether singing, ordinary or honorary shall be liable to contribute towards payment of the debts and liabilities of the Association or the costs, charges and expenses of winding up the Association.
- (7) Upon a winding up of the Association, the assets of the Association shall be paid over at the absolute discretion of the committee to an incorporated association or associations of a like nature.

5A. Fees

- (1) Fees shall be payable for singing members of the Association in accordance with the following sub-rule.
- (2) The determination of fees shall be made from time to time by the committee. This determination may include the amount of the fees, the matters to be covered by the fees, the date of effect of the determination of fees (not being before the date of the determination), the time for payment of the fees, provision for waiver of the fees, collection of the fees, and any matters in relation to fees as are considered appropriate by the committee.
- (3) This rule does not preclude a charge being levied for goods supplied or lent by the Association to a member or for expenses incurred by the Association on account of a member.
- (4) A non-refundable joining fee of \$50 is to be paid for all singing members.
- (5) A deposit, determined by the committee is to be paid for uniform and music hire.

6. Income and property of Association

- (1) Subject to any resolution passed by the Association in general meeting, and subject to section 114 of the Act, the income and property of the Association shall be derived from such sources as the committee determines. All such income and property shall be applied solely towards the promotion of the objects and purposes of the Association and no portion thereof shall be paid or transferred, directly or indirectly, by dividend, bonus, or otherwise, to any member of the Association.
- (2) The Association shall not
- (a) appoint a person who is a member of the committee to any office of the Association to the holder of which there is payable any remuneration by way of salary, fees, or allowances;
 - or
 - (b) pay to any such person any remuneration or other benefit in money or money's worth (other than the payment of out-of-pocket expenses).
- (3) Nothing in the foregoing provisions of this rule prevents the payment in good faith to a servant or member of the Association of
- (a) remuneration in return for services actually rendered to the Association by the servant or member or for goods supplied to the Association by the servant or member in the ordinary course of business;
 - (b) interest at current bank overdraft rate on money lent; or
 - (c) a reasonable and proper sum by way of rent for premises let to the Association by the servant or member.
- (4) Without limiting the generality of sub-rule (3), remuneration as determined by the committee, by way of honorarium or otherwise, may be paid to persons who provide musical services to the Association.

(5) Remuneration in accordance with sub-rule (4) may be paid to a person who is a member of the committee, but only for musical services provided to the Association by that person.

7. Accounts of receipts, expenditure, etc.

(1) True accounts shall be kept

(a) of all sums of money received and expended by the Association and the matter in respect of which the receipt of expenditure takes place; and

(b) of the property, credits, and liabilities of the Association.

(2) The Treasurer of the Association shall faithfully keep all general records, accounting books, and records of receipt and expenditure connected with the operations and business of the association in such form and manner as the committee may direct.

(3) All other books, documents and securities of the Association shall be kept at the Association's office or at such other place as the committee may decide.

(4) Subject to any reasonable restrictions as to time and manner of inspecting them that may be imposed by the Association for the time being, all books and documents of the Association, other than confidential documents relating only to a member (eg medical and audition records), shall be open to the inspection of the members of the Association.

8. Banking and Finance

(1) The Treasurer of the Association shall, on behalf of the Association, receive all moneys paid to the Association and, if required, issue a receipt.

(2) The committee shall cause to be opened with such bank as the committee selects a banking account in the name of the Association into which all moneys received shall be paid, or cause to be paid, by the Treasurer as soon as possible after receipt thereof.

(3) The committee may receive from the Association's bank or bankers for the time being the payments drawn by the Association on any of its accounts with the bank or bankers and may release and indemnify the bank or bankers from and against all claims, actions, suits, or demands that may be brought against the bank or bankers arising directly or indirectly out of those payments or the surrender thereof to the Association.

(4) Except with the authority of the committee no payment of a sum exceeding one thousand dollars shall be made from the funds of the Association otherwise than by payment drawn on the Association's bank account, but the committee may provide the Treasurer with a sum to meet urgent expenditure, subject to the observance of such conditions in relation to the use and expenditure thereof as the committee may impose.

(5) No payments shall be drawn from the Association's bank account without the prior approval of one committee member in addition to the authoriser of the payment. A statement of all payments drawn since the previous committee meeting shall be put by the Treasurer to the next committee meeting.

(6) All payments, drafts, bills of exchange, promissory notes, and other negotiable instruments shall be authorised by any two of the following committee members namely the Director, the Secretary and the Treasurer or, in the absence of any of them by such other committee member or members as the committee may nominate for that purpose.

(7) Notwithstanding anything previously herein contained the committee may at its absolute discretion place monies on deposit with Building Societies and Credit Unions in the Australian Capital Territory from monies in banking accounts or otherwise and signatories for withdrawal of funds on deposit shall be as set out in clause 8 (6) hereof.

9. Auditor

- (1) At each annual general meeting of the Association, the members present shall appoint a person who is not an officer or committee member of the Association as the auditor of the Association.
- (2) A person so appointed shall hold office until the annual general meeting next after that at which he is appointed, and is eligible for re-appointment.
- (3) The first auditor of the Association may be appointed by the committee before the first annual general meeting, and, if so appointed, shall hold office until the first annual general meeting, unless previously removed by a resolution of the members at a general meeting, in which case the members at that meeting may appoint an auditor to act until the first annual general meeting.
- (4) If an appointment is not made at an annual general meeting the committee shall appoint an auditor of the Association for the then current financial year of the Association.
- (5) If a casual vacancy occurs in the office of auditor during the course of a financial year of the Association, the committee may appoint a person as the auditor and the person so appointed shall hold office until the next succeeding annual general meeting.

10. Audit of Accounts

The accounts of the Association shall be examined by the auditor as required by, and in accordance with, the Act.

11. Annual General Meeting

- (1) The Association shall, in each year, hold an annual general meeting.
- (2) The annual general meeting shall be held on such day as the committee may determine.
- (3) The annual general meeting shall be in addition to any other general meetings that may be held in the same year.
- (4) The annual general meeting shall be specified as such in the notice convening it.
- (5) The ordinary business of the annual general meeting shall be
 - (a) to confirm the minutes of the last preceding annual general meeting and of any general meeting held since that meeting;
 - (b) to receive from the committee, auditor, and servants of the Association reports upon the transactions of the Association during the last preceding financial year;
 - (c) to elect the officers of the Association and the ordinary committee members;
 - (d) to appoint the auditor and determine their remuneration; and
- (6) The annual general meeting may transact special business of which notice is given in accordance with these rules.
- (7) All general meetings other than the annual general meeting shall be called special general meetings.

12. Special general meeting

- (1) The committee may, whenever it thinks fit, convene a special general meeting of the Association.
- (2) The committee shall, on the requisition in writing of not less than fifty per centum (50%) of ordinary and honorary members, convene a special general meeting of the Association.
- (3) A requisition for a special general meeting shall state the objects of the meeting and shall be signed by the requisitionists and deposited at the office of the Association and may consist of several documents in the like form, each signed by one or more of the requisitionists.
- (4) If the committee does not cause a special general meeting to be held within twenty-one days from the date on which a requisition therefore is deposited at the office of the Association, the requisitionists, or any of them, may convene the meeting; but any meeting so convened shall not be held after three months from the date of the deposit of the requisition.

(5) A special general meeting convened by requisitionists in pursuance of these rules shall be convened in the same manner as nearly as possible as that in which those meetings are convened by the committee, and all reasonable expenses incurred in convening the meeting shall be refunded by the Association to the persons incurring them.

13. Notices of general meetings

The Public Officer of the Association shall, at least fourteen (14) days before the date fixed for holding a general meeting of the Association, cause to be inserted in the Choir Newsletter particulars of the place, day and time for the holding of the meeting, and the nature of the business to be transacted thereat.

14. Business and quorum at meetings

(1) All business that is transacted at special general meetings and all business that is transacted at the annual general meeting, with the exception of that specially referred to in these rules as being the ordinary business of the annual general meeting, shall be deemed to be special business.

(2) No item of business shall be transacted at a general meeting unless a quorum of members entitled under these rules to vote is present during the time when the meeting is considering that item.

(3) Twenty members personally present (being members entitled under these rules to vote thereat) constitute a quorum for the transaction of the business of a general meeting.

(4) If within one hour after the appointed time for the commencement of a general meeting a quorum is not present, the meeting, if convened upon the requisition of members, shall be dissolved; and in any other case it shall stand adjourned to the same day in the next week, at the same time (unless another place is specified by the chairman at the time of the adjournment or by written notice to members given before the day to which the meeting is adjourned) at the same place, and if at the adjourned meeting a quorum is not present within one hour after the time appointed for the commencement of the meeting, the meeting shall be dissolved.

15. President to preside at general meetings

(1) The President, or in their absence, the Vice-President, shall preside as chairman at every general meeting of the Association.

(2) If the President and the Vice-Presidents are absent from a general meeting, the members present shall elect one of their number to preside as chairman thereat.

16. Adjournment of general meetings

(1) The chairman of a general meeting at which a quorum is present may, with the consent of the meeting, adjourn the meeting from time to time and place to place, but no business shall be transacted at an adjourned meeting other than the business left unfinished at the meeting at which the adjournment took place.

(2) Where a meeting is adjourned for fourteen (14) days or more, the like notice of the adjourned meeting shall be given as in the case of the original meeting.

(3) Except as provided in the foregoing provisions of this rule, it is not necessary to give any notice of an adjourned meeting.

17. Determination of questions arising at general meetings

A question arising at a general meeting of the Association shall be determined on a show of hands and unless before or on the declaration of the result of the show of hands a poll is demanded, a declaration by the chairman that a resolution has, on a show of hands, been carried, or carried unanimously, or carried by a particular majority or lost, and an entry to that effect in the minute

book at the Association is evidence of the fact, without proof of the number or proportion of the votes recorded in favour of, or against, that resolution.

18. Votes

(1) Upon any question arising at a general meeting of the Association, only ordinary members and honorary members shall vote and shall have one vote only each. All votes shall be given personally or by proxy.

(2) The instrument appointing a proxy shall be in writing under the hand of the appointor or of their Attorney duly authorised in writing. A proxy may, but need not be, a member of the Association. The instrument appointing a proxy shall be deemed to confer authority to demand or join in demanding a poll.

(3) In the case of an equality of voting on a question the chairman of the meeting is entitled to exercise a second or casting vote.

19. Taking of Poll

If at a meeting a poll on any question is demanded it shall be taken at that meeting in such a manner as the chairman may direct, and the result of the poll shall be deemed to be the resolution of the meeting on that question.

20. When poll to be taken

A poll that is demanded on the election of a chairman, or on a question of adjournment, shall be taken forthwith, and a poll that is demanded on any other question shall be taken at such time before the close of the meeting as the chairman may direct.

21. Affairs of Association to be managed by a committee

(1) The affairs of the Association shall be managed by a committee of management to be called "the Management Committee" and to be constituted as provided in rule 23.

(2) The committee:

(a) shall control and manage the business and affairs of the Association;

(b) may, subject to these rules, exercise all such powers and functions as may be exercised by the Association other than those powers and functions that are required by these rules to be exercised by general meetings of members of the Association;

(c) subject to the Act and these rules, has power to perform all such acts and things as appear to the committee to be necessary or convenient for the proper management of the business and affairs of the Association; and

(d) shall appoint a Public Officer for the purposes of the Act. The Public Officer may also hold another office.

22. Officers of the Association

(1) The officers of the Association shall be:

(a) a President;

(b) one Vice-President;

(c) a Treasurer; and

(d) a Secretary.

(2) The provisions of sub-rules (2), (3) and (4) of rule 24, so far as they are applicable and with the necessary modifications, apply to and in relation to the election of persons to any of the offices mentioned in sub-rule (1) of this rule.

(3) Each officer of the Association shall hold office until the annual general meeting next after the date of their election but is eligible for re-election.

(4) In the event of a casual vacancy in any office mentioned in sub-rule (1) of this rule, the committee may appoint one of its members to the vacant office, and the member so appointed may continue in office up to and including the conclusion of the annual general meeting next following the date of their appointment.

23. Constitution of the Committee

(1) The committee shall consist of:

- (a) the officers of the Association; and
- (b) no more than eight (8) other members, all of whom shall be elected at the annual general meeting of the Association in each year; and
- (c) the Music Director provided that the director may decline to be a member of the Committee. Where the Director is a member of the Committee and is not otherwise a member of the Association, the Director shall also be deemed to be an ordinary member of the Association.

(2) Each ordinary committee member save and except the Director shall, subject to these rules, hold office until the annual general meeting next after the date of their election, but is eligible for re-election.

(3) The Director shall be appointed by the committee. The Director can hold any other office.

(4) In the event of a casual vacancy occurring in the office of ordinary committee member, the committee may appoint a member of the Association to fill the vacancy, and the member so appointed shall hold office, subject to these rules until the conclusion of the annual general meeting next following the date of their appointment.

24. Election of Members of Committee

(1) Nominations of candidates for election as officers of the Association or as ordinary committee members:

- (a) may be made in writing signed by two members of the Association and accompanied by the written consent of the candidate (which may be endorsed on the form of nomination); and shall be delivered to the Public Officer of the Association before the date fixed for the holding of the annual general meeting. or
 - b) may be made orally from the floor of the annual general meeting provided it is seconded.
- (2) If insufficient nominations are received to fill all vacancies on the committee, the candidates nominated shall be deemed to be elected and further nominations shall be received at the annual general meeting.

(3) If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated shall be deemed to be elected.

(4) If the number of nominations exceeds the number of vacancies to be filled, a ballot shall be held.

(5) The ballot for the election of officers and ordinary committee members shall be conducted at the annual general meeting in such usual and proper manner as the committee may direct.

25. Vacation of Office

For the purpose of these rules, the office of an officer of the Association or of an ordinary committee member becomes vacant if the officer or the committee member:

- (a) dies;
- (b) becomes bankrupt or applies to take or takes advantage of any law relating to bankrupt or insolvent debtors or compounds with their creditors;
- (c) becomes of unsound mind;
- (d) resigns their office by writing under their hand addressed to the committee:

- (e) fails, without leave granted by the committee, to attend three consecutive meetings of the committee;
- (f) ceases to be a member of the Association; or
- (g) is disqualified from office under section 63(1) of the Act.

26. Meetings of the committee and of sub-committee

- (1) The committee shall meet from time to time at such place and at such times as the committee may determine. The committee may also meet or count present at its meetings members who participate by telephone, video, internet communication or any other meeting method agreed by the committee.
- (2) Special meetings of the committee may be convened by the President, or any four of its members.
- (3) Notice shall be given to members of the committee of any special meeting, specifying the general nature of the business to be transacted.
- (4) Any five (5) members of the committee constitute a quorum for the transaction of the business of a meeting of the committee.
- (5) No business shall be transacted unless a quorum is present and if within half an hour of the time appointed for the meeting a quorum is not present, the meeting shall stand adjourned to the same place at the same hour of the same day in the following week unless the meeting was a special meeting, in which case it lapses.
- (6) At meetings of the committee:
 - (a) the President, or in their absence the Vice-President; or
 - (b) if the President and the Vice-President are absent, such one of the remaining members of the committee as may be chosen by the members present shall preside.
- (7) Questions arising at meetings of the committee or any sub-committee appointed by the committee shall be determined on a show of hands or, if demanded by a member, by a poll taken in such manner as the person presiding at the meeting may determine.
- (8) Each member present at a meeting of the committee or of any subcommittee appointed by the committee (including the person presiding at the meeting) is entitled to one vote and, in the event of an equality of votes of any question, the person presiding may exercise a second or casting vote.

27. Disclosure of interest in contracts etc.

- (1) A member of the committee who is interested in any contract or arrangement made or proposed to be made with the Association shall disclose their interest at the first meeting of the committee at which the contract or arrangement is first taken into consideration, if their interest then exists, or, in any other case, at the first meeting of the committee after the acquisition of their interest.
- (2) If a member of the committee becomes interested in a contract or arrangement after it is made or entered into he shall disclose their interest at the first meeting of the committee after he becomes so interested.
- (3) No member of the committee shall vote as a member of the committee in respect of any contract or arrangement in which he is interested and if he does so vote their vote shall not be counted.

28. Sub-committees and executive committee

- (1) The committee may at any time appoint a sub-committee as it may think fit and shall prescribe the powers and functions thereof. The sub-committee shall contain not less than one member of the committee and the Chairman of such sub-committee shall be a committee member.

- (2) The committee may co-opt as members of a sub-committee such persons as it thinks fit, whether or not those persons are members of the Association.
- (3) Three appointed members of a sub-committee constitute a quorum at a meeting of the sub-committee.
- (4) The Chairman of the sub-committee is responsible for calling meetings of a sub-committee.
- (5) Written or oral notice of each sub-committee meeting shall be given to each member of the sub-committee before the date of the meeting.
- (6) The President, the Vice-President, the Treasurer, and the Secretary constitute an executive committee, which may issue instructions to the Public Officer and the servants of the Association in matters of urgency connected with the management of the affairs of the Association during the intervals between meetings of the committee, and where any such instructions are issued shall report thereon to the next meeting of the committee.

29. Patrons of the Association

The committee may if it so desires appoint Patrons of the Association.

30. Financial year

The financial year of the Association is the period beginning on 1st January in each year and ending on the 31st December next following.

31. Notices

Except as otherwise herein provided, a notice may be served by or on behalf of the Association upon any member either personally, by email or by sending it through the post in a prepaid letter address to the member at their usual or last-known place of abode.

32. Expulsion of Members

- (1) Subject to this rule, the committee may expel a member from the Association if, in the opinion of the committee, the member has been guilty of conduct detrimental to the interests of the Association.
- (2) The expulsion of a member pursuant to sub-rule (1) of this rule does not take effect:
 - (a) until the expiration of fourteen days after the service on the member of a notice under sub-rule (3) of this rule; or
 - (b) if the member exercises their right of appeal under this rule, until the conclusion of the special general meeting convened to hear the appeal, whichever is the later date.
- (3) Where the committee expels a member from the Association, the Secretary of the Association shall, without undue delay, cause to be served on the member a notice in writing:
 - (a) stating that the committee has expelled the member;
 - (b) specifying the grounds for the expulsion; and
 - (c) informing the member that if he so desires he may, within fourteen days after the service of the notice on him, appeal against the expulsion as provided in this rule.
- (4) A member on whom a notice under sub-rule (3) of this rule is served may appeal against the expulsion to a special general meeting by delivering or sending by post to the Secretary of the Association, within fourteen days after the service of that notice, a requisition in writing demanding the convening of such a meeting for the purpose of hearing their appeal.
- (5) Upon receipt of a requisition under sub-rule (4) of this rule, the Secretary shall forthwith notify the committee of its receipt and the committee shall thereupon cause a special general meeting of members to be held within twenty one days after the date on which the requisition is received by the Secretary.
- (6) At a special general meeting convened for the purpose of this rule:

- (a) no business other than the question of the expulsion shall be transacted;
- (b) the committee may place before the meeting details of the grounds of the expulsion and the committee's reasons for the expulsion;
- (c) the expelled member shall be given an opportunity to be heard; and
- (d) the members present shall vote by secret ballot on the question whether the expulsion should be lifted or confirmed.

(7) If at the special general meeting a majority of the members present vote in favour of the lifting of the expulsion, the expulsion shall be deemed to have been lifted and the expelled member is entitled to continue their membership of the Association.

(8) If at the special general meeting a majority of the members present vote in favour of the confirmation of the expulsion, the expulsion takes effect, and the expelled member ceases to be a member of the Association.

32A. Disciplining of Members and Appeal Rights.

The Association adopts the model clause in relation to Disciplining of members and the right of appeal.

33. Alteration of the Constitution

These rules shall not be altered except in accordance with the Act.

34. Seal of the Association

(1) The seal of the Association shall be in the form of a rubber stamp, inscribed with the name of the Association encircling the word "Seal".

(2) The seal of the Association shall not be affixed to any instrument except by the authority of the committee and the affixing thereof shall be attested by the signatures either of two members of the committee or of one member of the committee and such other person as the committee may appoint for that purpose, and that attestation is sufficient for all purposes that the seal was affixed by authority of the committee.

(3) The seal shall remain in the custody of the Director.

35. Interpretation of these Rules

A word herein importing the singular includes the plural and vice versa and a word importing one gender includes any other gender.