



The Rules of the
TASMANIAN ARBORETUM INC

Amendment Summary

- 1986 AGM: Family and Corporate Memberships created
- 1989 AGM: Numbers of general committee set
- 1992 AGM: Several categories of Membership added
- 1997 AGM: Junior Membership deleted
- 1997 AGM: New rates set for Family and Adult Members
- 2006 July 11: Amended for Deductible Gift Recipient Status by Resolution of a Special General Meeting
- 2016 September 4: Amendment of Clause 30 sub-clauses (1), (2) and (3) and renumbering of subsequent sub-clauses.

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1. Name

The name of the association shall be The Tasmanian Arboretum Inc. (in these rules called the Association).

2. Definitions

- (1) In these rules, unless the contrary intention appears:
 - (a) “committee” means the committee of management of the Association;
 - (b) “general meeting” means a general meeting of members convened in accordance with Rule 13.
 - (c) “ordinary committeeman” means a member of the committee to whom paragraph (b) of sub-rule (1) of Rule 23 relates.
- (2) In these rules, expressions referring to in 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 Acts Interpretation Act 1931 and the Act as in force on the date on which these Rules are adopted by the Association.

3. Office Address

The office of the Association shall be at 46 Old Tramway Road, Eugenana in Tasmania or such other place as the committee may, from time to time, determine.

4. Objects and Purposes

- (1) In addition to the basic objects 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 the objects or purposes of the Association;
 - (b) the buying, selling, and supplying of, and dealing in, goods of all kinds;
 - (c) the construction, maintenance and alteration of buildings 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 objects or purposes of the Association;

- (e) the taking of such steps from time to time as the committee or the members in a general meeting may deem expedient for the purposes 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 a general meeting may think desirable for the promotion of the objects and purposes of the Association;
- (g) the borrowing or raising of money in such a manner or on such terms as the committee may think fit or as may be approved or directed by resolution passed at a general meeting;
- (h) subject to the provisions of the Trustee Act 1898, the investment of any moneys of the Association not immediately required for any of its objects or purposes in such a manner as the committee may from time to time determine;
- (i) the making of gifts, subscriptions, or donations to any of the funds, authorities or institutions to which Section 78 (1) (a) of the Income Tax Assessment Act 1936 of the Commonwealth relates;
- (j) 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 dependants;
- (k) the establishment and support, or aiding in the establishment or support of any other association formed for any of the basic objects of the Association;
- (l) the purchase or acquisition, and undertaking, of all or any part of the property, assets, liabilities, and engagements of any association with which the Association may at any time become amalgamated in accordance with the provision of the Act and the rules of the Associations; and
- (m) the doing of all such other lawful things as are incidental or conducive to the attainment of the basic objects of the Association or of any of the objects and purposes specified in the foregoing provisions of this sub-rule.

- (2) In this rule the “basic objects and purposes of the Association means the following objects and purposes:
- (a) To plant the widest possible range of species both Australian and exotic in order to study and exemplify species suited to the local environment;
 - (b) To plan the landscaping and plantings so that a beautiful tree park or parks may be created and maintained for the enjoyment of both local residents and visitors;
 - (c) To encourage the wise planting of tree species in Tasmania for domestic, public and economic purposes;
 - (d) To provide a live tree reference and herbarium for tree species recognition, and a library for use by education authorities, forestry interest and the public;
 - (e) To maintain parental material in a scientific collection and a seed bank for future propagation needs;
 - (f) To undertake propagation of species not available elsewhere in Tasmania;
 - (g) To maintain close collaboration with the Royal Tasmanian Botanical Gardens, other Australian botanical gardens, The International Association of Botanical Gardens and other organizations with common interests:
 - (h) To undertake such other related activities as may arise.

5. Establishment of the Public Fund

To establish and maintain a public fund to be called the **The Tasmanian Arboretum Gift Fund** for the specific purpose of supporting the public museum objects and purposes of **The Tasmanian Arboretum Inc.** The Fund is established to receive all gifts of money or property for the objects and purposes and any money received because of such gifts must be credited to its bank account. The Fund must not receive any other money or property into its account and it must comply with subdivision 30-E of the Income Tax Assessment Act 1997.

(1) Public Fund Rules

- (a) Members of the public are to be invited to make gifts of money or property to the fund for the public museum purposes of the organization.
- (b) Money from interest on donations, income derived from donated property, and money from the realization of such property is to be deposited into the fund.
- (c) A committee of management of no fewer than three persons will administer the fund. The committee will be appointed by the organization.

(2) Conduit Policy

Any allocation of funds or property to other persons or organizations will be made in accordance with the established purposes and not be influenced by the preference of the donor.

6. Membership

- (1) A person who is nominated and approved for membership as provided in these rules is eligible to be a member of the Association on payment of the Annual subscription prescribed in, or fixed under these rules.
- (2) A person who is not a member of the Association at the time of the incorporation of the Association shall not be admitted to membership:
 - (a) unless he is nominated as provide in sub-rule (3) of this rule; and
 - (b) his admission as a members is approved by the committee.
- (3) A nomination of a person for membership of the Association:
 - (a) shall be made in writing, signed by two members of the Association;
 - (b) shall be accompanied by the written consent of the person nominated (which may be endorsed on the form of nomination); and,
 - (c) shall be lodged with the public officer of the Association.
- (4) As soon as is practicable after the receipt of a nomination, the public officer shall refer the nomination to the committee.
- (5) Upon a nomination being approved by the committee, the public officer shall, with as little delay as possible, notify the nominee, in writing, that he has been approved for membership of the Association and, upon receipt of the sum payable by or on behalf of the nominee as his first year's subscription, shall enter the nominee's name in a register of members to be kept by the public officer, whereupon the nominee becomes a member of the Association.
- (6) A member of the Association may, at any time, resign from the Association by delivering or sending by post to the public officer a written notice of resignation.
- (7) Upon receipt of a notice under sub rule (8) of this rule, the public officer 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.
- (8) A right, privilege, or obligation of a person by virtue of his membership of the Association:
 - (a) is not capable of being transferred or transmitted to another person; and,
 - (b) terminates upon the cessation of his membership, whether by death, resignation, or otherwise.

7. Winding Up

- (1) In the event of the Association being wound up:
 - (a) every member of the Association; and
 - (b) every person who, within the period of twelve months immediately preceding the commencement of the winding up, was a member of the Association, is liable to contribute to the assets of the Association and for the costs, charges. And expenses for the winding up and for the adjustment of the rights of the contributories among themselves such sum, not exceeding \$10.00 or a sum equal to the annual membership subscription, whichever is the greater, as may be required, but a former member is not liable so to contribute in respect of any debt or liability of the Association contracted after he ceased to be a member.
 - (c) any surplus property income or assets of the Association shall, after payment of all liabilities of the Association, be donated to The Royal Tasmanian Botanical gardens for their use absolutely for purposes consistent with the basic objects of the Association or such other organizations in Australia with like objects as the Association may be appointed by the Royal Tasmanian Botanical Gardens.
 - (d) Subject only to sub-rule (c) hereof, no member of the Association shall participate in the distribution of any surplus property income or assets of the Association.
 - (e) If the **The Tasmanian Arboretum Gift Fund** is wound up or if the endorsement (if any) of the organization as a deductible gift recipient is revoked, any surplus assets of **The Tasmanian Arboretum Gift Fund** remaining after the payment of liabilities attributable to it, shall be transferred to the Royal Tasmanian Botanical Gardens or a fund authority or institution to which income tax deductible gifts can be made and preferably whose purposes are consistent with the basic objects of the Association if the Royal Tasmanian Botanical Gardens is no longer endorsed as a deductible gift recipient.

8. Appointment of Representative for a Body

Any trust, association, institution, organization, department or instrumentality of government, local authority, education organization that is admitted to membership of the Association may appoint from time to time a representative who upon such appointment being notified in writing to the Association shall enjoy on behalf of such member all the privileges of membership and receive such publications of the Association on behalf of such member.

9. Payments and Appointments

- (1) The income and property of the Association, however derived, 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 in the gift 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 repayment 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 a rate not exceeding seven and one-quarter per cent on money lent to the Association by the servant or member; or
 - (c) a reasonable and proper sum by way of rent for premises let to the Association by the servant or member.

Finances

10. Keeping of Accounts

- (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 or expenditure takes place; and
 - (b) of the property, credits, and liabilities of the Association,and subject to any reasonable restrictions as to time and manner of inspecting, them that may be imposed by the Association for the time being, those accounts shall be open to the inspection of the members of the Association.
- (2) The Treasurer of the Association shall faithfully keep all general records, accounting books, and records of receipts and expenditure connected with the operations and business of the Association in such form and manner as the committee may direct.
- (3) The accounts, books, and records referred to in sub-rules (1) and (2) of this rule shall be kept at the Association's office or at such other place as the committee may direct.

11. Receipt of Monies and Payment of Accounts

- (1) When recording receipts:
 - (a) the Treasurer of the Association shall, on behalf of the Association, receive all moneys paid to the Association and forthwith after receipt thereof issue official receipts therefore and where that is an income tax deductible gift state on the receipt that it is a gift; and
 - (b) where an income tax deductible gift is property it shall be described on the 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 by the Treasurer, except income tax deductible gifts which shall be paid into **The Tasmanian Arboretum Gift Fund**, as soon as possible after receipt thereof.
- (3) The committee may receive from the Association's bank or bankers for the time being the cheques 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 cheques or the surrender thereof to the Association.
- (4) Except with the authority of the committee, no payment of a sum exceeding Two Dollars (\$2.00) shall be made from the funds of the Association otherwise than by cheque 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 cheques shall be drawn on the Association's bank account except for the payment of expenditure that has been authorised by the committee.
- (6) All cheques, drafts, bills of exchange, promissory notes, and other negotiable instruments shall be signed by the Treasurer or, in his absence, by such other member or members of the committee as the committee may nominate for that purpose, and shall be countersigned by the public officer.
- (7)
 - (a) the committee may receive gifts and donations from members of the public and may pay such portion of such gifts and donations as the Committee determines into an interest bearing account or other trustee investment permitted by the Trustee Act 1898 as authorised by the committee from time to time for the purpose of creating a permanent endowment fund (hereinafter to be called "the

Permanent Endowment Fund”), except income tax deductible gifts which shall be paid into **The Tasmanian Arboretum Gift Fund**.

- (b) The capital of the Permanent Endowment Fund shall be retained by the Association in perpetuity (or until the Association is wound up) and the income derived therefrom may be used from time to time as the committee approves for the objects purposes and basic objects of the Association including, but not restricted to, the payment of salary and wages to persons employed by the Association.

12. Appointment of Auditor

- (1) At each annual general meeting of the Association, the members present shall appoint a person 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 resolution of 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) Except as provided in sub-rule (3) of this rule, the auditor may only be removed from office by special resolution.
- (6) 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.

13. Auditing of Accounts

- (1) Once at least in each financial year of the Association, the accounts of the Association shall be examined by the auditor.
- (2) The auditor shall certify as to the correctness of the accounts of the Association and shall report thereon to the members present at the annual general meeting.
- (3) In his report, and in certifying to the accounts, the auditor shall state:
 - (a) whether he has obtained the information required by him;
 - (b) whether, in his opinion, the accounts are properly drawn up so as to exhibit a true and correct view of the financial position of the Association according to the information at at his disposal and the explanations given to him and as shown by

- the books of the Association; and
- (c) whether the rules relating to the administration of the funds of the Association have been observed.
- (4) The public officer of the Association shall cause to be delivered to the auditor a list of all accounts, books and records of the Association.
- (5) The auditor:
- (a) has a right to access to the accounts, books, records, vouchers, and documents of the Association;
 - (b) may require from the servants of the Association such information and explanations as may be necessary for the performance of his duties as auditor;
 - (c) may employ persons to assist him in investigating the accounts of the Association; and
 - (d) may, in relation to the accounts of the Association, examine any member of the committee or any servant of the Association;.

Governance

14. General Meetings

- (1) The Association shall, in each year, hold an annual general meeting.
- (2) The annual general meeting shall be held on such a day (being not later than 3 months after the close of the financial year of the Association) as the committee may determine.
- (3) The annual general meeting shall be in addition to any other general meeting 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 committeemen;
 - (d) to appoint the auditor and determine his remuneration;
 - (e) to determine the remuneration of servants of the Association.

- (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.

15. Special General Meetings

- (1) The committee may, whenever it thinks fit, convene a special general meeting of the Association.
- (2) The committee shall, on the requisitions in writing of secretaries of not less than ten members, convene a special general meeting of the Association.
- (3) A requisition for a special general meeting shall state the object 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 one 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.

16. Notice of a General Meeting

The public officer of the Association shall, at least 14 days before the date fixed for holding a general meeting of the Association, cause to be inserted in at least one newspaper published in this State an advertisement specifying the place, day and time for holding of the meeting, and the nature of the business to transacted thereat.

17. Conduct of a General Meeting

- (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 ordinary business of the annual general meeting, shall be deemed 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) Fifteen 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 on the requisition of members, shall be dissolved; and in other cases it shall stand adjourned to the same day in the next week, at the same time and (unless another place is specified by the chairman at the time of 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.

18. Chairman of a General Meeting

- (1) The president, or in his absence, the Senior Vice-President, or in the absence of both the President and the Senior Vice-President, the other Vice- President, shall preside as chairman at every general meeting of the Association.
- (2) If the President and both Vice-Presidents are absent from a general meeting, the members present shall elect one of their number to preside as chairman thereat.

19. 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 that adjournment took place.
- (2) Where a meeting is adjourned for fourteen 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 adjournment or of the business to be transacted at an adjourned meeting.

20. Voting at General Meetings

- (1) A question arising at a general meeting of the Association shall be determined on a show of hands and unless before or on the declaration of the 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 of the Association is evidence of the fact, without proof of the number or proportion of the votes recorded in favour of, or against, the resolution.

- (2) Upon any question arising at a general meeting of the Association, a member has one vote only.
- (3) All votes shall be given personally.
- (4) 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.
- (5) 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.
- (6) 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. Election of Office Bearers

- (1) The affairs of the Association shall be managed by a committee of management constituted as provide 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; and
 - (c) subject to the Act and these rules, has power to perform all such acts and things as appear to the committee to be essential for the proper management of the business and affairs of the Association.

22. Officers of the Association

- (1) The officers of the Association shall be
 - (a) a President;
 - (b) two Vice- Presidents;
 - (c) a Treasurer; and
 - (d) a Secretary.

- (2) One of the Vice-Presidents shall be known as Senior Vice-President.
- (3) 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 office mentioned in sub-rule (1) of this rule.
- (4) Each officer of the Association shall hold office until the annual general meeting next after the date of his election but is eligible for re-election.
- (5) 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 his appointment.

23. Committee

- (1) The committee shall consist of:
 - (a) the officers of the Association; and
 - (b) at least ten and not more than thirteen other members, all of whom shall be elected at the annual general meeting of the Association in each year.
- (2) Each ordinary committeeman shall, subject to these rules, hold office until the annual general meeting next after the date of his election, but is eligible for re-election.
- (3) In the event of a casual vacancy occurring in the office of ordinary committeeman, 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 his appointment.

24. Nominations of candidates

- (1) Nominations of candidates for election as officers of the Association or as ordinary committeeman:
 - (a) shall 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
 - (b) shall be delivered to the public officer of the Association at least ten days before the date fixed for the holding of the annual general meeting.
- (2) If insufficient nominations are received to fill all vacancies on the committee, all 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 committeemen shall be conducted at the annual general meeting in such usual and proper manner as the committee may direct.

25. Vacancy of Office

For the purposes of these rules, the office of an officer of the Association or of an ordinary committeeman becomes vacant if an officer or committeeman:

- (a) dies;
- (b) becomes bankrupt or applies to take or takes advantage of any law relating to bankrupt or insolvent debtors or compounds with his creditors, or makes any assignment of his estate for their benefit;
- (c) becomes of unsound mind;
- (d) resigns his office by writing under his hand addressed to the committee;
- (e) ceases to be a resident in the State;
- (f) fails, without leave granted by the committee, to attend three consecutive, meetings of the committee;
- (g) ceases to be a member of the Association;
- (h) fails to pay all arrears of subscription due by him within fourteen days after he has received a notice in writing signed by the public officer stating that he has ceased to be a financial member of the Association.

26. Management of the Association

- (1) The committee shall meet as often as is required and not less than six times a year, at such place and at such times as the committee may determine.
- (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, and no other business shall be transacted at such a meeting.
- (4) Any seven 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 and 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 a meeting of the committee:
 - (a) The President, or in his absence the Senior Vice-President, or in the absence of both the President and the Senior Vice-President, the other Vice-President; or
 - (b) if the President and the two Vice- Presidents are absent, such one of the remaining members of the committee as may be chosen by the members present shall preside.

27. Disclosure of Interest by a Committee Member

- (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 his interest at the first meeting of the committee at which the contract or arrangement is first taken into consideration, if his interest then exists, or, in any other case, at the first meeting of the committee after the acquisition of his 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 his 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 his vote shall not be counted.

28. Appointment of Sub-committees

- (1) The committee may at any time appoint a sub-committee from the committee as it may think fit and shall prescribe the powers and functions thereof.
- (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, but a person so co-opted is not entitled to vote.
- (3) Three appointed members of a subcommittee constitute a quorum at a meeting of the sub-committee.
- (4) The public officer of the Association is responsible for calling meetings of a sub-committee.

- (5) Written notice of each sub-committee meeting shall be served on each member of the sub-committee by delivering it to him at a reasonable time before the meeting or by sending it by post in a pre-paid letter addressed to him at his last known place of abode in time to reach him in due course of post before the date of the meeting.

29. Association Executive

The President, the Vice Presidents, the Treasurer and the Secretary constitute an executive committee

30. Membership Subscription

- (1) The amount of the annual subscription may be determined from time to time by the General Committee.
- (2) The annual subscription of a member is due and payable on or before the first day of the financial year of the Association.
- (3) Any member whose annual subscription remains unpaid after the expiration of twelve calendar months from the date on which it became due and payable shall cease to be a member as at the day following such expiration provided that the committee may reinstate the membership of any such person within three months of that day pays such annual subscription together with the appropriate subscription for the then current year.
- (4) A person admitted to membership in the last quarter of any financial year shall be deemed financial until the end of the succeeding year without further payment.

31. The Financial Year

The financial year of the Association is the period beginning on the 1st day of July in each year and ending on the 30th day of June the following.

32. Serving of Notices

A notice may be served by or on behalf of the Association upon any member either personally or by sending it through the post in a prepaid letter addressed to the member at his usual or last known place of abode.

33. Expulsion of a Member

- (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 14 days after service on the member under sub-rule (3) of this rule; or
 - (b) if the member exercises his 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 public officer 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 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 public officer 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 his appeal.
- (5) Upon receipt of a requisition under sub-rule (4) of this rule, the public officer 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 public officer.
- (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 his 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.

34. Dispute Resolution

- (1) Subject to this rule, a dispute between a member of the Association, in his capacity as a member, and the Association shall be determined by arbitration in accordance with the provisions of the Arbitration Act 1892.
- (2) Nothing in this rule affects the operation of rule 33.

35. Association's Seal

- (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 affixing thereof all be attested to by the signatures either of two members of the committee or of one member of the committee and of the public officer of the Association or 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 public officer.