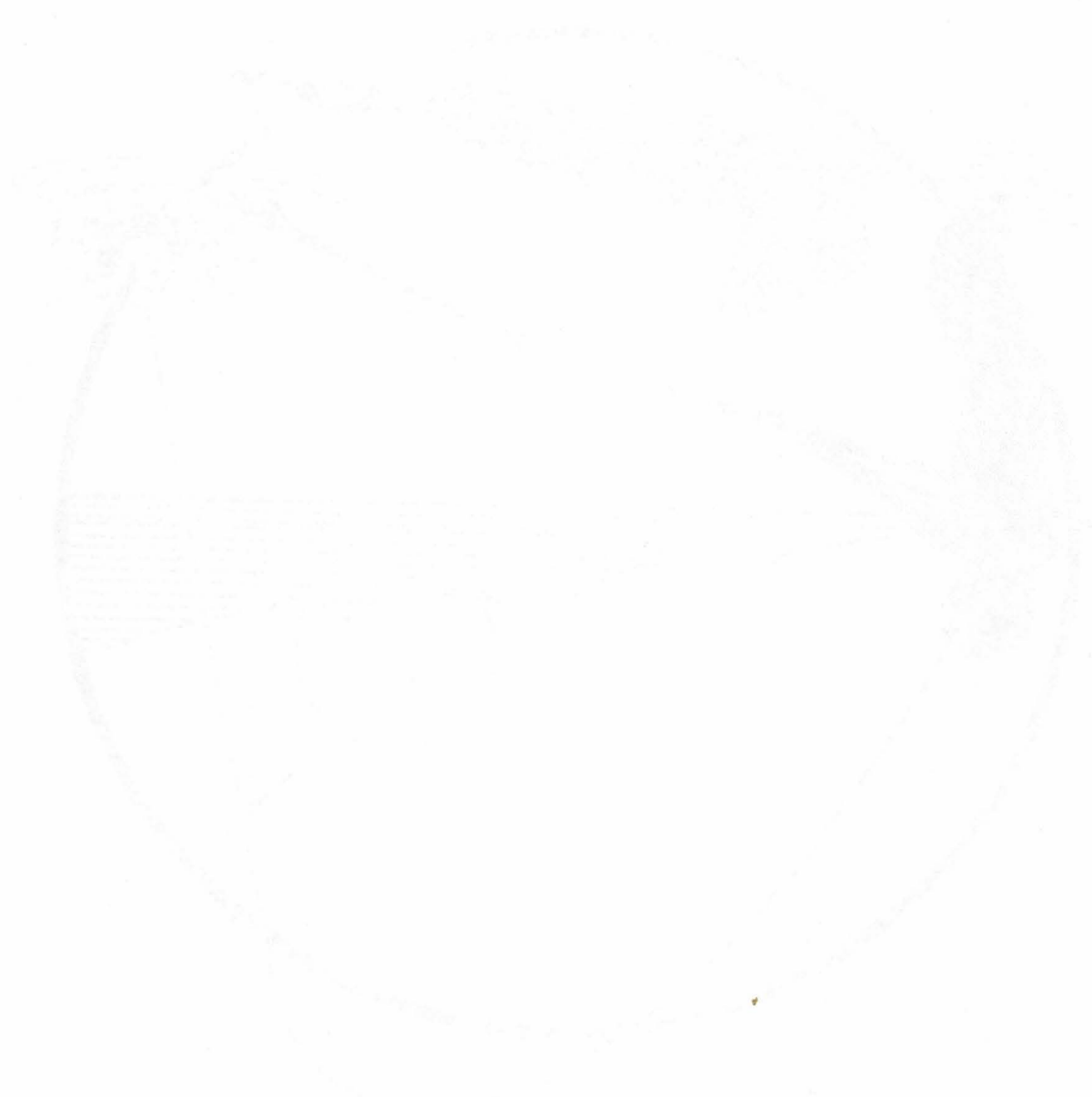


# **SYDNEY COARSE ANGLING CLUB RULES**



**95/96**

1913



W. H. R. 1913  
P. H. R. 1913

**SYDNEY COURSE ANGLING CLUB**  
**CLUB RULES AND RUNNING**  
**REQUIREMENTS**

UPDATE JULY, 1995

**S.C.A.C. INC, BASIC RULES, (FIXED)**

1. The S.C.A.C. is solely a catch and release club.
2. All fish caught in fresh waters are to be considered, "coarse fish".
3. All coarse fish will be released.
4. Any method of angling used, must be an effort to hook fish in the region of the mouth.
5. If fish are to be kept for later release, the use of a soft knotless mesh keepnet is required.
6. Litter must not be left behind after a club venue has been fished.
7. The term "coarse angling" will be understood to mean "bait fishing".
8. The use of lures or flies will not be allowed in the vicinity of any club member using bait.

**Please Note**

Failure to comply with rule 6 will result in:-  
(Non angling litter) suspension for three months.  
(Angling litter) expulsion for twelve months, re-admittance at the discretion of the committee.

COARSE ANGLING MATCH RULES UPDATE JULY, 1995.

1. The match will start and end on the whistle.
2. All species of fish are accountable, except Gambusia.
3. a) The anglers swim will be. Still waters midway between themselves and the angler on their right to midway between themselves and the angler on their left.  
b) Running waters, from a point one metre upstream of their peg to a point one meter upstream from the next downstream angler.
4. The scalesman will weigh the fish at the peg and when recorded, will hand fish back to captor for release.
5. The water will not be broken before the whistle. (Except for wetting groundbait, clearing swim, arranging keepnet and plumbing depth (use of weed drags is not permitted).
6. One rod with one hook only to be used at any one time (more rods may be set up but not baited).
7. No fly fishing or spinning will be permitted.
8. The following baits are not allowed.
  - a. Live fish baits
  - b. Dead fish baits
  - c. Crustaceans.
9. The angler will not allow his feed to enter swims either side of him/her.
10. The angler must fish and play fish within one metre either side of his/her peg.
11. Any angler that wishes to leave his/her peg for any reason whatsoever, must first remove their tackle from the water.
12. Anglers may continue to play and weigh any fish for fifteen minutes (if landed) provided that the fish was hooked before the final whistle. The angler in this position must declare "fish on" when the whistle is blown.
13. All fish must be weighed alive. No dead fish will be weighed in under any circumstances.
14. Anglers fishing a venue within 24 hours prior to the match will be disqualified from competing in that match.
15. Any angler leaving litter will be disqualified.
16. Any fish must be hooked played and landed by the same angler.
17. Match pegs shall be a minimum 15 paces apart where possible, the decision of the match secretary is final.



18. Any angler who is not happy with their peg should make this known to the match secretary prior to the "all in". There must be a legitimate reason for the complaint. The decision of the match secretary is final.
19. All anglers must stay at a reasonable distance from the water prior to and during the peg draw.

#### Please Note

Any angler failing to comply with rules 5 through to 16 will automatically be disqualified.

Club matches will be a points score on a sliding scale of 10 to 1, for example:

Heaviest weight	= 10 points
2nd	= 9 points
3rd	= 8 points

Every angler weighing in will be awarded one point.

Anglers presenting unweighable fish other than *Gambusia* will be awarded one point only regardless of their respective finishing position in the match.

Trophies will be awarded for each match winner and runner-up and at the end of the year, a major shield will be awarded to the angler amassing the most points for his/her best nine results from the twelve scheduled matches. Further to this, those persons finishing 1st, 2nd or 3rd overall will be awarded a keepsake trophy with all results recorded on the keepsake trophy.

- \* Wire traces can be used in match events.
- \* Hessian sacks for the keeping of eels may be used.
- \* A match programme will be made available to all members at the beginning of the season (subject to change) and the onus is on the individual angler to determine details.
- \* Any angler wishing to fish a match must contact the match secretary or alternate committee member to book their respective peg.
- \* If an angler allows a hooked fish to enter another angler's swim and a complaint arises that is witnessed then the offending angler will be disqualified by the match secretary.
- \* Match starting times will follow daylight saving hours. (ie. Summer months 7:00 AM start. Winter months 8:00 AM start.)
- \* Matches will be of five hours duration.
- \* The club tripod should be used for all match weigh-ins.

\* . Members booking a peg for a match will be responsible for the match fees if they do not show up and fail to notify the match secretary of their intended absence.

\* Match tables where possible will be produced following each match.

At present the match fee is \$5.00

Minimum 6 anglers for official match

## RUNNING OF LEISURE DAYS UPDATE JULY, 1995.

- \* A fixture list for the years leisure days will be provided at the beginning of the season by the leisure secretary and the onus is on the individual angler to contact the leisure secretary to ensure that everything is in order for the day in question.
- \* A leisure day event starts when a minimum of two participating members are at the venue and will continue throughout the twenty-four hours of the given day, as long as two members remain. (A committee member need not be present.) This is a convenience for all concerned, but if anyone is caught cheating then the rules will be changed to having a committee member present for a set eight hour-period. If a committee member is not present, any doubt about the identification of a fish species will result in the disqualification of that fish.
- \* A trophy will be awarded at the end of the year to the angler amassing the most different species of fish caught on organised leisure days (Most Versatile Angler).
- \* Any trip organised by the leisure secretary will qualify fish caught for the trophy.
- \* Any fish that an angler requires placing on his species list must have that fish witnessed by at least another member. The leisure secretary must be informed of each capture of different species.
- \* Dead fish are not acceptable either for record purposes or for the species list.
- \* Fish caught on fly or lure will not be accepted for any records or species list.
- \* Any fish must be hooked played and landed by the same angler.
- \* Live baits are not permitted.
- \* Hessian sacks for the keeping of eels may be used.

RUNNING OF S.A.S. UPDATE JULY, 1995.

The specimen anglers section has been formed for anglers specifically targeting specimen sized fish of all species.

A Major shield will be awarded to the angler catching the best specimen fish caught on S.A.S. organised venues.

Minor plaques will be awarded to the captor of the best of each species that qualify by being a minimum weight of 60% of specimen weight, these plaques will be eligible to be won by anglers fishing in any branch of the S.C.A.C. inc. If two fish of the same species are caught above the 60% limit the larger will receive a trophy the smaller a certificate.

Organisation of S.A.S. venues must be either by or through the S.A.S. co-ordinator.

Members that organise a venue through the co-ordinator must supply an article for the club magazine.

Three members are the minimum requirement for an "official" venue.

In an effort to gain individual status, a once off membership fee of \$5.00 will be levied.

All fish weights for record purposes must meet S.C.A.C. inc. requirements.

Any fish must be hooked played and landed by the same angler.

Live fish baits are not permitted.

All paid up SAS members are permitted to fish any venue organised by any other member.

Hessian sacks for the keeping of eels may be used.



RECORD CLAIMS REQUIREMENTS S.C.A.C. UPDATE JULY, 1995.

Requirements for claiming records are two tier.

Up To But Not Including Specimen Weight

A minimum of one witness is required. The witness must witness the weighing of the fish and its safe return to the water.

Scales must be produced for checking against club scales. The weight that is awarded to successful applicants will be the reading on the club scales.

Specimen Weight and Above

A minimum of two witnesses and a photograph is required. Video proof of weigh in and return may be accepted as a substitute for one of the required witnesses.

The appropriate club form must be completed and submitted to the committee.

Scales must be produced for checking against club scales. The weight that is awarded to successful applicants will be the reading on the club scales.

The committee decision is final

Measurements of the fishes girth and length may aid acceptance.

Any fish must be hooked played and landed by the same angler.

## GENERAL

### **SCAC CONSTITUTION - UPDATE JULY, 1995**

1. The Model Rules for the Incorporation of Associations (according to the Association Incorporation Act 1984 - Regulations 1985, Clause 10) shall be considered as the Sydney Coarse Angling Club's constitution with the following exceptions/inclusions applied:

#### Fees Subscriptions (Currently \$35.00 Senior, \$15.00 Junior)

Subscriptions shall be payable by the second match of the year (August). If payment is not made by this time, an additional late payment fee of \$10.00 will be levied. If a person does not pay the total amount owed by the October match, their names shall be removed from the membership list. Membership subscriptions for new members will be reduced by twenty five percent for each quarter elapsed from the year at the time of application for membership. SAS fees are not included in this general rule and can be paid as and when required.

#### SCAC Committee Membership

The SCAC Committee shall consist of:

- (a) The President
- (b) The Secretary
- (c) The Treasurer/Public Officer
- (d) Three ordinary members being the match, leisure and SAS secretaries.

Positions for a Vice President and a Public Officer acting solely as a Vice President or Public Officer will remain open, to be accepted into the committee if or when the growth of membership or workload requires them.

#### Delegation by Committee to Sub-Committee

Not applicable.

#### Voting and Decisions

Any decision or rule made by the committee may be overturned at any time by a majority vote of all members of the Sydney Coarse Angling Club Inc. The only exception to this rule being the club's basic rules which shall be deemed irreversible.

Procedure: If any member is dissatisfied with anything regarding the Sydney Coarse Angling Club they should:

- (a) Contact a committee member in the first instance.
- (b) If they are not satisfied with any decision made as a result of (a) they should undertake a poll of all members to determine a majority support.
- (c) If a majority of support is attained, the result must be made known to the committee (all) who will determine authenticity.
- (d) If the majority of support is correct, then the initial committee decision will be overruled immediately.

## Management, Part 2

All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments shall be signed by the treasurer or by members authorised by the committee to do so.

## Common Seal

Not applicable.

## Miscellaneous

- \* The club camera will be taken to every club venue.
- \* All trophies and certificates will be presented at the Sydney Coarse Angling Club's Annual General Meeting.
- \* Trophies will be awarded for their own section.
- \* If accepted (see record claim requirements) a specimen certificate will be awarded regardless of whether the fish was caught on a club organised event.
- \* A small trophy keepsake will be awarded to the winners of the clubs major trophies. The major trophies themselves will be kept by the club, individual or possibly displayed.
- \* Any Sydney Coarse Angling Club representative match team will be selected by the amassed points from the previous nine months match table results, at the time of selection. ie highest position first option through to lowest position last option. If an angler does not appear on the previous nine months results then they will not be included in the selection process until all other anglers who appear on the previous nine months results have decided to or no to represent the club in any representative team event. If any anglers who do not appear on the previous nine months match results are in conflict as to who can fish in a representative team even, the onus is upon those anglers to determine who will participate in such an event. Should an SCAC club member wish to fish for a non-SCAC team, no penalties or action shall be taken against that individual.
- \* Non-members may take part in club activities, but must purchase a "day membership ticket" which will allow the benefits of the club whilst binding them to obeying the club rules and constitution. This will effectively cover the "Guest Angler" with our insurance. The cost of a day ticket is \$3.00 per adult and \$1.50 per junior (under sixteen.)
- \* The club's videos may be borrowed and paid for on a monthly basis. The current hire fee is \$2.00.
- \* Dated membership cards will be issued per season on receipt of a member's annual fee.
- \* A treasurer's report must be supplied for every SCAC Inc Committee meeting.



# **MODEL RULES FOR THE INCORPORATION OF ASSOCIATIONS**



**New South Wales  
Business & Consumer Affairs**

According to the Association Incorporation Act 1984 — Regulation 1985, Clause 10.



## **PART I PRELIMINARY**

### **INTERPRETATION**

1. (1) In these rules, except in so far as the context or subject-matter otherwise indicates or requires —
  - “ordinary member” means a member of the committee who is not an office-bearer of the association, as referred to in rule 13(2);
  - “secretary” means —
    - (a) the person holding office under these rules as secretary of the association; or
    - (b) where no such person holds that office — the public officer of the association;
  - “special general meeting” means a general meeting of the association other than annual general meeting;
  - “the Act” means the Associations Incorporation Act, 1984;
  - “the Regulation” means the Associations Incorporation Regulation, 1985.
- (2) In these rules —
  - (a) a reference to a function includes a reference to a power, authority and duty; and
  - (b) a reference to the exercise of a function includes, where the function is a duty, a reference to the performance of the duty.
- (3) The provisions of the Interpretation Act, 1987, apply to and in respect of these rules in the same manner as those provisions would so apply if these rules were an instrument made under the Act.

## **PART II MEMBERSHIP**

### **MEMBERSHIP QUALIFICATIONS**

2. A person is qualified to be a member of the association if, but only if —

- (a) the person is a person referred to in section 15(1)(a), (b) or (c) of the Act and has not ceased to be a member of the association at any time after incorporation of the association under the Act; or
- (b) the person is a natural person who —
  - (i) has been nominated for membership of the association as provided by rule 3; and
  - (ii) has been approved for membership of the association by the committee of the association.

### **NOMINATION FOR MEMBERSHIP**

3. (1) A nomination of a person for membership of the association —
  - (a) shall be made by a member of the association in writing in the form set out in Appendix 1 to these rules; and
  - (b) shall be lodged with the secretary of the association.
- (2) As soon as practicable after receiving a nomination for membership, the secretary shall refer the nomination to the committee which shall determine whether to approve or to reject the nomination.
- (3) Where the committee determines to approve a nomination for membership, the secretary shall, as soon as practicable after that determination, notify the nominee of that approval and request the nominee to pay within the period of 28 days after receipt by the nominee of the notification the sum payable under these rules by a member as entrance fee and annual subscription.
- (4) The secretary shall, on payment by the nominee of the amounts referred to in clause (3) within the period referred to in that clause, enter the nominee's name in the register of members and, upon

the name being so entered, the nominee becomes a member of the association.

#### **CESSATION OF MEMBERSHIP**

4. A person ceases to be a member of the association if the person —
  - (a) dies;
  - (b) resigns that membership; or
  - (c) is expelled from the association

#### **MEMBERSHIP ENTITLEMENTS NOT TRANSFERABLE**

5. A right, privilege or obligation which a person has by reason of being a member of the association —
  - (a) is not capable of being transferred or transmitted to another person; and
  - (b) terminates upon cessation of the person's membership.

#### **RESIGNATION OF MEMBERSHIP**

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

#### **REGISTER OF MEMBERS**

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

#### **FEES, SUBSCRIPTIONS, ETC**

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

#### **MEMBERS' LIABILITIES**

9. The liability of a member of the association to contribute towards the payment of the debts and liabilities of the association or the cost, charges and expenses of the winding up of the association is limited to the amount, if any, unpaid by the member in respect of membership of the association as required by rule 8.



## DISCIPLINING OF MEMBERS

10. (1) Where the committee is of the opinion that a member of the association —
- (a) has persistently refused or neglected to comply with a provision or provisions of these rules; or
  - (b) has persistently and wilfully acted in a manner prejudicial to the interests of the association,
- the committee may, by resolution —
- (c) expel the member from the association; or
  - (d) suspend the member from membership of the association for a specified period.
- (2) A resolution of the committee under clause (1) is of no effect unless the committee, at a meeting held not earlier than 14 days and not later than 28 days after service on the member of a notice under clause (3), confirms the resolution in accordance with this rule.
- (3) Where the committee passes a resolution under clause (1), the secretary shall, as soon as practicable, cause a notice in writing to be served on the member —
- (a) setting out the resolution of the committee and the grounds on which it is based;
  - (b) stating that the member may address the committee at a meeting to be held not earlier than 14 days and not later than 28 days after service of the notice;
  - (c) stating the date, place and time of that meeting; and
  - (d) informing the member that the member may do either or both of the following: —
    - (i) attend and speak at that meeting;

- (ii) submit to the committee at or prior to the date of that meeting written representations relating to the resolution.

- (4) At a meeting of the committee held as referred to in clause (3), the committee shall —
- (a) give to the member an opportunity to make oral representations;
  - (b) give due consideration to any written representations submitted to the committee by the member at or prior to the meeting; and
  - (c) by resolution determine whether to confirm or to revoke the resolution.
- (5) Where the committee confirms a resolution under clause (4), the secretary shall, within 7 days after that confirmation, by notice in writing inform the member of the fact and of the member's right of appeal under rule II.
- (6) A resolution confirmed by the committee under clause (4) does not take effect —
- (a) until the expiration of the period within which the member is entitled to appeal against the resolution where the member does not exercise the right of appeal within that period; or
  - (b) where within that period the member exercises the right of appeal, unless and until the association confirms the resolution pursuant to rule 11(4).

## RIGHT OF APPEAL OF DISCIPLINED MEMBER

11. (1) A member may appeal to the association in general meeting against a resolution of the committee which is confirmed under rule 10(4), within 7 days after notice of the resolution is served on the member by lodging with the secretary a notice to that effect.

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

### **PART III THE COMMITTEE**

#### **POWERS, ETC., OF COMMITTEE**

- 12. The committee shall be called the committee of management of the association and, subject to the Act, the Regulation and these rules and to any resolution passed by the association in general meeting —
  - (a) shall control and manage the affairs of the association;
  - (b) may exercise all such functions as may be exercised by the association other than those functions that are required by these rules to be exercised by a general meeting of members of the association; and
  - (c) has power to perform all such acts and do all such things as appear to the committee to be necessary or desirable for the proper

management of the affairs of the association.

#### **CONSTITUTION AND MEMBERSHIP**

- 13. (1) Subject in the case of the first members of the committee to section 21 of the Act, the committee shall consist of —
  - (a) the office-bearers of the association; and
  - (b) 3 ordinary members, each of whom shall be elected at the annual general meeting of the association pursuant to rule 14.
- (2) The office-bearers of the association shall be —
  - (a) the president;
  - (b) the vice-president;
  - (c) the treasurer; and
  - (d) the secretary.
- (3) Each member of the committee shall, subject to these rules, hold office until the conclusion of the annual general meeting following the date of the member's election, but is eligible for re-election.
- (4) In the event of a casual vacancy occurring in the membership of the committee, 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 the appointment.

#### **ELECTION OF MEMBERS**

- 14. (1) Nominations of candidates for election as office-bearers of the association or as ordinary members of the committee —
  - (a) shall be made in writing, signed by 2 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 secretary of the association not less than 7 days before



the date fixed for the holding of the annual general meeting at which the election is to take place.

- (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 insufficient further nominations are received any vacant positions remaining on the committee shall be deemed to be casual vacancies.
- (4) 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.
- (5) If the number of nominations received exceeds the number of vacancies to be filled, a ballot shall be held.
- (6) The ballot for the election of office-bearers and ordinary members of the committee shall be conducted at the annual general meeting in such usual and proper manner as the committee may direct.
- (7) A nomination of a candidate for election under this clause is not valid if that candidate has been nominated for election to another office at the same election.

#### SECRETARY

15. (1) The Secretary of the association shall, as soon as practicable after being appointed as secretary, lodge notice with the association of his or her address.
- (2) It is the duty of the secretary to keep minutes of —
  - (a) all appointments of office-bearers and members of the committee;

- (b) the names of members of the committee present at a committee meeting or a general meeting; and
  - (c) all proceedings at committee meetings and general meetings.
- (3) Minutes of proceedings at a meeting shall be signed by the chairperson of the meeting or by the chairperson of the next succeeding meeting.

#### TREASURER

16. It is the duty of the treasurer of the association to ensure that —
  - (a) all money due to the association is collected and received and that all payments authorised by the association are made; and
  - (b) correct books and accounts are kept showing the financial affairs of the association including full details of all receipts and expenditure connected with the activities of the association.

#### CASUAL VACANCIES

17. For the purposes of these rules, a casual vacancy in the office of a member of the committee occurs if the member —
  - (a) dies;
  - (b) ceases to be a member of the association;
  - (c) becomes an insolvent under administration within the meaning of the Companies (New South Wales) Code;
  - (d) resigns office by notice in writing given to the secretary;
  - (e) is removed from office under rule 18;
  - (f) becomes of unsound mind or a person whose person or estate is liable to be dealt with in any way under the law relating to mental health; or
  - (g) is absent without the consent of the committee from all meetings of the committee held during a period of 6 months.

## REMOVAL OF MEMBER

18. (1) The association in a general meeting may by resolution remove any member of the committee from the office of member before the expiration of the member's term of office and may by resolution appoint another person to hold office until the expiration of the term of office of the member so removed.
- (2) Where a member of the committee to whom a proposed resolution referred to in clause (1) relates makes representations in writing to the secretary or president (not exceeding a reasonable length) and requests that the representations be notified to the members of the association, the secretary or the president may send a copy of the representations to each member of the association or, if they are not so sent, the member is entitled to require that the representations be read out at the meeting at which the resolution is considered.

## MEETINGS AND QUORUM

19. (1) The committee shall meet at least 3 times in each period of 12 months at such place and time as the committee may determine.
- (2) Additional meetings of the committee may be convened by the president or by any member of the committee.
- (3) Oral or written notice of a meeting of the committee shall be given by the secretary to each member of the committee at least 48 hours (or such other period as may be unanimously agreed upon by the members of the committee) before the time appointed for the holding of the meeting.
- (4) Notice of a meeting given under clause (3) shall specify the general nature of the business to be transacted at the meeting and no business other than that business

shall be transacted at the meeting, except business which the committee members present at the meeting unanimously agree to treat as urgent business.

- (5) Any 3 members of the committee constitute a quorum for the transaction of the business of a meeting of the committee.
- (6) No business shall be transacted by the committee unless a quorum is present and if within half an hour of the time appointed for the meeting a quorum is not present the meeting stands adjourned to the same place and at the same hour of the same day in the following week.
- (7) If at the adjourned meeting a quorum is not present within half an hour of the time appointed for the meeting, the meeting shall be dissolved.
- (8) At a meeting of the committee —
  - (a) the president or, in the president's absence, the vice-president shall preside; or
  - (b) if the president and the vice-president are absent or unwilling to act such one of the remaining members of the committee as may be chosen by the members present at the meeting shall preside.

## DELEGATION BY COMMITTEE TO SUB-COMMITTEE

20. (1) The committee may, by instrument in writing, delegate to one or more sub-committees (consisting of such member or members of the association as the committee thinks fit) the exercise of such of the functions of the committee as are specified in the instrument, other than —
  - (a) this power of delegation; and
  - (b) a function which is a duty imposed on the committee by the Act or by any other law.



- (2) A function the exercise of which has been delegated to a sub-committee under this rule may, while the delegation remains unrevoked, be exercised from time to time by the sub-committee in accordance with the terms of the delegation.
- (3) A delegation under this section may be made subject to such conditions or limitations as to the exercise of any function the subject thereof, or as to time or circumstances, as may be specified in the instrument of delegation.
- (4) Notwithstanding any delegation under this rule, the committee may continue to exercise any function delegated.
- (5) Any act or thing done or suffered by a sub-committee acting in the exercise of a delegation under this rule has the same force and effect as it would have if it had been done or suffered by the committee.
- (6) The committee may, by instrument in writing, revoke wholly or in part any delegation under this rule.
- (7) A sub-committee may meet and adjourn as it thinks proper.

#### **VOTING AND DECISIONS**

- 21. (1) Questions arising at a meeting of the committee or of any sub-committee appointed by the committee shall be determined by a majority of the votes of members of the committee or sub-committee present at the meeting.
- (2) Each member present at a meeting of the committee or of any sub-committee appointed by the committee (including the person presiding at the meeting) is entitled to one vote but, in the event of an equality of votes on any question, the person presiding may exercise a second or casting vote.

- (3) Subject to rule 19(5), the committee may act notwithstanding any vacancy on the committee.
- (4) Any act or thing done or suffered, or purporting to have been done or suffered, by the committee or by a sub-committee appointed by the committee, is valid and effectual notwithstanding any defect that may afterwards be discovered in the appointment or qualification of any member of the committee or sub-committee.

#### **PART IV GENERAL MEETINGS**

##### **ANNUAL GENERAL MEETINGS — HOLDING OF**

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

##### **ANNUAL GENERAL MEETINGS — CALLING OF AND BUSINESS AT**

- 23. (1) The annual general meeting of the association shall, subject to the Act and to rule 22, be convened on such date and at such place and time as the committee thinks fit.

- (2) In addition to any other business which may be transacted at an annual general meeting, the business of an annual general meeting shall be —
  - (a) to confirm the minutes of the last preceding annual general meeting and of any special general meeting held since that meeting;
  - (b) to receive from the committee reports upon the activities of the association during the last preceding financial year;
  - (c) to elect office-bearers of the association and ordinary members of the committee; and
  - (d) to receive and consider the statement which is required to be submitted to members pursuant to section 26(6) of the Act.
- (3) An annual general meeting shall be specified as such in the notice convening it.
- (d) may consist of several documents in a similar form, each signed by one or more of the members making the requisition.
- (4) If the committee fails to convene a special general meeting to be held within 1 month after the date on which a requisition of members for the meeting is lodged with the secretary, any one or more of the members who made the requisition may convene a special general meeting to be held not later than 3 months after that date.
- (5) A special general meeting convened by a member or members as referred to in clause (4) shall be convened as nearly as is practicable in the same manner as general meetings are convened by the committee and any member who thereby incurs expense is entitled to be reimbursed by the association for any expense so incurred.

#### **SPECIAL GENERAL MEETINGS — CALLING OF**

- 24. (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 5 per cent of the total number of members, convene a special general meeting of the association.
- (3) A requisition of members for a special general meeting —
  - (a) shall state the purpose or purposes of the meeting;
  - (b) shall be signed by the members making the requisitions;
  - (c) shall be lodged with the secretary; and

#### **NOTICE**

- 25. (1) Except where the nature of the business proposed to be dealt with at a general meeting requires a special resolution of the association, the secretary shall, at least 14 days before the date fixed for the holding of the general meeting, cause to be sent by pre-paid post to each member at the member's address appearing in the register of members, a notice specifying the place, date and time of the meeting and the nature of the business proposed to be transacted at the meeting.
- (2) Where the nature of the business proposed to be dealt with at a general meeting requires a special resolution of the association, the secretary shall, at least 21 days before the date fixed for the holding of the general meeting, cause notice to be sent to each member in the manner provided



in clause (1) specifying, in addition to the matter required under clause (1), the intention to propose the resolution as a special resolution.

- (3) No business other than that specified in the notice convening a general meeting shall be transacted at the meeting except, in the case of an annual general meeting, business which may be transacted pursuant to rule 23(2).
- (4) A member desiring to bring any business before a general meeting may give notice in writing of that business to the secretary who shall include that business in the next notice calling a general meeting given after receipt of the notice from the member.

#### PROCEDURE

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

- (4) If at the adjourned meeting a quorum is not present within half an hour after the time appointed for the commencement of the meeting, the members present (being not less than 3) shall constitute a quorum.

#### PRESIDING MEMBER

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

#### ADJOURNMENT

- 28. (1) The chairperson of a general meeting at which a quorum is present may, with the consent of the majority of members present at the meeting, adjourn the meeting from time to time and place to place, but no business shall be transacted at an adjourned meeting other than the business left unfinished at the meeting at which the adjournment took place.
- (2) Where a general meeting is adjourned for 14 days or more, the secretary shall give written or oral notice of the adjourned meeting to each member of the association stating the place, date and time of the meeting and the nature of the business to be transacted at the meeting.
- (3) Except as provided in clauses (1) and (2), notice of an adjournment of a general meeting or of the business to be transacted at an adjourned meeting is not required to be given.

## MAKING OF DECISIONS

29. (1) A question arising at a general meeting of the association shall be determined on a show of hands and, unless before or on the declaration of the show of hands a poll is demanded, a declaration by the chairperson that a resolution has, on a show of hands, been carried or carried unanimously or carried by a particular majority or lost, or an entry to that effect in the minute book of the association, is evidence of the fact without proof of the number or proportion of the votes recorded in favour of or against that resolution.
- (2) At a general meeting of the association, a poll may be demanded by the chairperson or by not less than 3 members present in person or by proxy at the meeting.
- (3) Where a poll is demanded at a general meeting, the poll shall be taken —
- immediately in the case of a poll which relates to the election of the chairperson of the meeting or to the question of an adjournment; or
  - in any other case, in such manner and at such time before the close of the meeting as the chairperson directs, and the resolution of the poll on the matter shall be deemed to be the resolution of the meeting on that matter.

## SPECIAL RESOLUTION

30. A resolution of the association is a special resolution if —
- it is passed by a majority which comprises not less than three-quarters of such members of the association as, being entitled under these rules so to do, vote in person or by proxy at a general meeting of which not less than 21 days' written notice specifying the intention to propose the

resolution as a special resolution was given in accordance with these rules; or

- where it is made to appear to the Commission that it is not possible or practicable for the resolution to be passed in the manner specified in paragraph (a) — the resolution is passed in a manner specified by the Commission.

## VOTING

31. (1) Upon any question arising at a general meeting of the association a member has one vote only.
- (2) All votes shall be given personally or by proxy but no member may hold more than 5 proxies.
- (3) In the case of an equality of votes on a question at a general meeting, the chairperson of the meeting is entitled to exercise a second or casting vote.
- (4) A member or proxy is not entitled to vote at any general meeting of the association unless all money due and payable by the member or proxy to the association has been paid, other than the amount of the annual subscription payable in respect of the then current year.

## APPOINTMENT OF PROXIES

32. (1) Each member shall be entitled to appoint another member as proxy by notice given to the secretary no later than 24 hours before the time of the meeting in respect of which the proxy is appointed.
- (2) The notice appointing the proxy shall be in the form set out in Appendix 2 to these rules.

## PART V. MISCELLANEOUS

### INSURANCE

33. (1) The association shall effect and maintain insurance pursuant to section 44 of the Act.



- (2) In addition to the insurance required under clause (1), the association may effect and maintain other insurance.

#### **FUNDS — SOURCE**

- 34. (1) The funds of the association shall be derived from entrance fees and annual subscriptions of members, donations and, subject to any resolution passed by the association in general meeting, such other sources as the committee determines.
- (2) All money received by the association shall be deposited as soon as practicable and without deduction to the credit of the association's bank account.
- (3) The association shall, as soon as practicable after receiving any money, issue an appropriate receipt.

#### **FUNDS — MANAGEMENT**

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

#### **ALTERATION OF OBJECTS AND RULES**

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

#### **COMMON SEAL**

- 37. (1) The common seal of the association shall be kept in the custody of the public officer.
- (2) The common seal shall not be affixed to any instrument except by the authority of the committee

and the affixing of the common seal shall be attested by the signatures either of 2 members of the committee or of 1 member of the committee and of the public officer or secretary.

#### **CUSTODY OF BOOKS, ETC.**

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

#### **INSPECTION OF BOOKS, ETC.**

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

#### **SERVICE OF NOTICES**

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

#### **SURPLUS PROPERTY**

- 41. (1) At the first general meeting of the association, the association shall pass a special resolution nominating an incorporated association as the association in which is to vest its surplus property pursuant to section 53(2) of the Act in the event of the winding up or the cancellation of the incorporation of the association.

- (2) The incorporated association so nominated shall be one which fulfills the requirements specified in section 53(2) (a)-(c) of the Act.

## **PART VI ADDITIONAL RULES APPLICABLE TO CHARITIES**

### **APPLICATION OF PART**

- 42.** This Part applies where the association is registered under or is exempted from registration by or under the Charitable Collections Act, 1934.

### **PAYMENT, ETC., OF OFFICE BEARERS AND MEMBERS**

- 43.** A member of the committee shall not be appointed to any salaried office of the association or any office of the association paid by fees, and no remuneration or other benefit in money or money's worth shall be given by the association to any member of the committee except —
- (a) repayment of out-of-pocket expenses;
  - (b) interest at a rate not exceeding interest at the rate for the time being which is or would be charged by the association's bankers for money lent to the association; and
  - (c) reasonable and proper rent for premises let to the association.

### **VACATION OF OFFICE**

- 44.** Without limiting the operation of rule 17, the office of a member of the committee shall become vacant if —
- (a) the member holds an office of profit in the association;

- (b) the member is directly or indirectly interested in any contract or proposed contract with the association.

## **SURPLUS PROPERTY**

- 45.** (1) At the first general meeting of the association, the association shall, notwithstanding rule 41, pass a special resolution nominating a charity registered under the Charitable Collections Act, 1934, or exempted from registration by or under that Act, in which is to vest its surplus property pursuant to section 53(2) of the Act in the event of the winding up or the cancellation of the incorporation of the association.
- (2) The charity so nominated shall be one which fulfills the requirements specified in section 53(2) (a)-(c) of the Act.

## **NOTIFICATION OF PROPOSED ALTERATION OF RULES**

- 46.** A proposed alteration of the rules or of the statement of objects of the association shall be notified to the Minister administering the Charitable Collections Act, 1934, in the manner required by the regulations under that Act.

## **COMPLIANCE WITH CHARITABLE COLLECTIONS ACT, 1934.**

- 47.** The association shall comply with such of the provisions of the Charitable Collections Act, 1934, and the regulations thereunder as are applicable to it.