

CONSTITUTION
OF
THE
CAPITAL TERRITORY CAVING GROUP (C.T.C.G.)

Capital Territory Caving Group
P.O.Box 638,
Woden, A.C.T., 2606.

CAPITAL TERRITORY CAVING GROUP.

CONSTITUTION.

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(b) 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.

SUGGESTED FORMAT FOR THE CONSTITUTION OF AN ASSOCIATION INCORPORATED UNDER THE ASSOCIATIONS INCORPORATIONS ORDINANCE 1953-1966 OF THE AUSTRALIAN CAPITAL TERRITORY.

- (f) the printing and publishing of such newspapers, periodicals, books, leaflets, or other documents as the committee may think fit.
1. The name of the Association shall be Capital Territory Caving Group Incorporated, (hereafter called 'The Association').

Objects and purposes of the Association

- (g) the borrowing and raising of money in such manner and on such terms as the Association may think fit.
2. The basic aims of the association are:
- (a) to conduct meetings and classes, to enable members to obtain knowledge in caving and sporting techniques such that members may increase and maintain high standard of skill and fitness.
 - (b) to conduct such investigations and experiments associated with the ecology and environment of caves and in the area that surrounds the cave.
 - (c) to promote and encourage in every way caving safety and accident prevention.
 - (d) to affiliate with the Australian Speleological Federation and acknowledge its constitution and observe its rules and regulations.
 - (e) to co-operate with similarly constituted bodies.
 - (f) to promote friendship and courtesy socially and otherwise, with other users of caves and their surrounds.
 - (g) to engender social activities within and between other caving clubs.
 - (h) to do all other things as are incidental or conducive to the attainment of the above objects.
3. 1) In addition to the basic objects of the association the objects and the purposes 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.
 - 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 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 members in general meeting may think desirable for the promotion of the objects and the 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 a resolution passed at a general meeting; and securing the repayment of money so raised or borrowed or the payment of a debt or a liability of the Association by giving mortgages, charges or securities upon or over all any of the real or personal property of the Association.
- h) subject to the provisions of the Trustee Ordinance 1957, the investment of any monies of the Association, not immediately required for any of its objects or purposes, in any 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 paragraph (a) of sub section (1) of section 78 of the Income Assessment Act, 1936, as amended of the Commonwealth relates.
- j) the establishment and support, or the 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, allowance or other benefits to servants of the association and their dependants, and the making of payments towards the insurance in relation to any of these purposes.
- k) the establishment and support or the aiding in the support or establishment, of any other association formed for any of the basic objects of the Association.
- l) the doing of all such lawful things as such 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.

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RULE OF THE ASSOCIATION:

4. 1) In these rules, unless the contrary intention appears:

"Annual General Meeting" means a general meeting of members convened in accordance with rule 13.

"Ordinary Committeeman" means a member of the committee to whom paragraph (b) of the Sub-rule (1) of rule 23 relates.

"Monthly General Meeting" means a general meeting of the members to be held at least eleven times per year, at a place determined by the Committee and at a time determined by the same committee.

"Committee Meeting" means a meeting of the members of the Committee (to whom paragraph 23 refers) which shall be held prior to each Monthly General Meeting at a time and place as determined by the Committee as a whole.

- 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 Ordinance 1937-1959 and that Ordinance as in force on the date on which those rules are adopted by the Association.

MEMBERSHIP OF ASSOCIATION:

5. 1) A person who is not a member of the Association at the time of Incorporation of the Association shall not be admitted to membership unless he or she has nominated as provided in sub-rules (2), (3) or (4) of this rule.
- 2) A person who is Nominated and/or approved for full membership as provided in sub-rule (5,c) of this rule, is eligible to be a member of the Association on payment of the Annual subscription prescribed in, or fixed under, these rules.
- 3) A person who is nominated and approved for prospective membership as provided in sub-rule (5,b) of this rule, is eligible to be a prospective member of the Association on payment of the Nomination fee, prescribed in, or fixed under, these rules.
- 4) A person who is a proven full member of another group, society, club or association which has full A.S.F. (Australian Speleological Federation) affiliation, and is nominated and approved for associate membership as provided sub-rule (5,a) of this rule, is eligible for associate membership of the Association on payment of the annual subscription fee prescribed in, or fixed under these rules.

5) The categories of membership of the Association are:

- a) the associate member who pays the Association membership fee fixed or prescribed by the committee as a whole.
- b) the prospective member who pays the nomination fee to the Association, as fixed or prescribed by the committee as a whole. The prospective member must serve a qualifying period of no longer than six months from the date of acceptance by the committee. At the completion of the qualifying period the prospective member shall satisfy the committee that he or she is suitable for membership. If the prospective member is unable to satisfy the committee of suitability for membership the committee may, at its discretion, extend the qualifying period for one further six month period, or, the committee shall allow the prospective membership in question, to lapse.
- c) the full member who pays the Association membership fee, fixed or prescribed by the committee as a whole, and the A.S.F. capitation fee and whose membership is not defined by section (a) and (b) of this sub-rule and has satisfied the committee of his suitability to become a full member.

6) A Nomination of a person for membership of the Association:

- a) shall be made in writing signed by at least one member 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 secretary of the Association.

7) As soon as practicable after the receipt of the nomination the secretary shall refer the nomination to the committee.

8) Upon a nomination being approved by the committee, the secretary shall, with as little delay as possible, notify the nominee, in writing, that he has been approved for the category of membership as designed by the Rules within. Upon receipt of the sum payable by or on behalf of the nominee as his first subscription, shall enter the nominee's name in a register of members to be kept by the secretary, where upon the nominee becomes a member of the Association.

9) A member of the Association, may at any time, resign from the Association by delivering or sending by post to the secretary a written notice of resignation.

10) Upon receipt of a notice under sub-rule (8) of this rule, the Secretary shall remove the name of the member by whom the notice was given from the register of members, where upon that member ceases to be a member of the Association.

11) 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 on the cessation of his membership, whether by death, resignation or otherwise.

12) a) INDEMNITY - every member of the committee, Secretary or other Officer of the Association or any other person, whether a member or not, employed by the Association shall be indemnified out of the funds of the Association against liability incurred by him as such a member of the committee, Officer, or Auditor in defending any proceedings whether civil or criminal in which judgement is given in his favour or in which he is acquitted or in connection with any application in which relief is granted by the Court, or in which he has been authorised to defend by the Committee.

b) WINDING UP - every member of the Association undertakes to contribute to the assets of the Association in event of its being wound up during the time he or she is a member or within one year afterwards for the payment of the debts and liabilities contracted by the Association, before the time he or she ceased to be a member and of the costs, charges and expenses of such winding up and for the adjustments for the rights of the members amongst themselves such an amount as may be required but not exceeding two dollars (\$2.00).

If on the winding up or dissolution of the Association after the satisfaction of all its debts and liabilities any property whatsoever the same shall not be paid to or distributed to or among the members of the Association but shall be transferred to or be given to any branch or affiliated association or club. If no branch or affiliated club is in existence it shall be then transferred to the Australian Speleology Federation.

c) INTERPRETATION OF THE CONSTITUTION - the President's interpretation of the Constitution will at all times be final.

INCOME AND PROPERTY:

6. 1) The income and property of the Association however derived shall be applied solely towards the promotion of the objects and the purposes of the Association and no portion thereof shall be paid or transferred direct or indirectly, by dividend, bonus, or otherwise, to any member of the Association.
- 2) The Association shall not:-
 - a) appoint a person who is the 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 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 on current overdraft bank 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.

ACCOUNTS OF RECEIPT AND EXPENDITURE:

7. 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 the time and manner of inspecting 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 records of receipt and expenditure, general records and accounting books associated operations and business of the Association in such form and manner as the committee may direct.

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- 3) The accounts, books, and records referred to in sub-rules (1) and (2) of this rule shall be kept in the Associations office or such other place that the committee may decide.

BANKING AND FINANCE:

8. 1) The Treasurer of the Association shall, on behalf of the Association receive all monies paid to the Association and forthwith after the receipt thereof issue official receipts therefore.
- 2) The committee shall cause to be opened with such bank as the committee selects a banking account or accounts in the name of the Association into which all monies received by the Treasurer shall be paid by the Treasurer or authorised person as soon as possible after receipt thereof.
- 3) The committee may receive from the Associations Bank or Banker's for the time being the cheques drawn by the Association on any of it's accounts with the bank or bankers and may release and indemnify the bank or bankers from and against all claims and actions, suits, or demands that may be brought against the bank or bankers arising directly or indirectly out of those cheques or surrender thereof to the Association.
- 4) Except with the authority of the committee, no payment of a sum greater than two dollars (\$2.00) shall be made from the funds of the Association otherwise than by cheque drawn on the Associations bank account, but the committee may provide the Treasurer and/or the Secretary with a sum to meet urgent expenditure, subject to the observance of such conditions in the relation to the use and expenditure thereof as the committee may impose.
- 5) No cheques shall be drawn on the Associations bank account except for the payment of expenditure that has been authorised by the committee.
- 6) All cheques, drafts, bills of exchange, promisory notes, and other negotiable instrument 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 the purpose, and shall be countersigned by any one of the two persons nominated by the committee.

AUDITOR:

9. 1) At each Annual General Meeting of the Association, the members present shall appoint a person who is not a member or the public officer 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 to 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 the financial year of the Association, the committee may appoint a person as the Auditor and the person so appointed shall hold office till the next Annual General Meeting.

AUDIT OF ACCOUNTS:

10. 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 to the correctness of the accounts of the Association and shall report thereon to the members of the Association present at the Annual General Meeting.

3) In his report, and in certifying the accounts, the Auditor shall state -

a) whether he has obtained the information required by him.

b) whether, in his opinion the accounts have been properly drawn up so as to exhibit a true and accurate view of the financial position of the Association according to the information at his disposal and that 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 of access to the accounts, books, records, vouchers and documents of the Association.

b) may require from the servants of the Association such information and explanation as may be necessary for the performance of his duties as Auditor.

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c) he may employ persons to assist him in investigating the accounts of the Association; and

d) may, in relation to the accounts of the Association, may examine any member of the committee or any servant of the Association.

ANNUAL GENERAL MEETING:

11. 1) The Association shall, in each year, hold an Annual General Meeting.

2) The Annual General Meeting shall be held on such a day as the committee determines, but not later than three months after the close of the Association's financial year.

3) The Annual General Meeting shall be in addition to any other general meetings held during that financial 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.

a) to confirm the minutes of the last Annual General Meeting.

b) to receive from the committee, the Auditor, and servants of the Association reports on 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; and

e) to determine the remuneration of the servants of the Association.

6) The Annual General Meeting may transact special business of which notice is given in accordance with these rules.

SPECIAL GENERAL MEETING:

12. 1) The committee may whenever it thinks fit, convene a Special General Meeting of the Association.

2) The committee shall on the requisition of eight members, in writing, 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 the requisition was 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 the 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.

NOTICE OF GENERAL MEETING:

13. The Public Officer of the Association shall, at least fourteen days before the date fixed for the holding of a General Meeting of the Association, cause to be inserted in a news paper published daily in the Australian Capital Territory, and advertisement specifying the place, day and time for the holding of the meeting, and the nature of the business to be transacted thereat.

BUSINESS AND QUORUM AT GENERAL MEETING:

14. 1) All business that is transacted at Special General Meetings and all business that is transacted at Annual Meetings, 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 the business shall be transacted at a General Meeting unless a quorum of members entitled under these rules to vote is present during the time that the meeting is considering that item.
- 3) A General Meeting said to constitute a quorum for the transaction of business, subject to one of the conditions being met in this sub-rule.
 - a) an Annual General Meeting requires at least one half of the membership of the Association to be in attendance.
 - b) A Special General Meeting requires at least two thirds of the members of the Association to be in attendance.
 - c) A Monthly General Meeting requires at least one third of the members of the Association to be in attendance.

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- 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 the 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 the members given to them 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.

PRESIDENT TO PRESIDE AT THE GENERAL MEETING:

15. 1) The President or in his absence, the Vice-President, shall preside as Chairman at every general meeting of the Association.
- 2) If the President and the Vice-President are absent from the general meeting, the members present shall elect one of their number to preside as Chairman for that meeting.

ADJOURNMENT OF GENERAL MEETINGS:

16. 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 the meeting has been 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 adjournment of a meeting.

DETERMINATION OF QUESTIONS ARISING AT GENERAL MEETINGS:

17. 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 poll is demanded, a declaration by the Chairman, that a resolution has, by a show of hands, been carried, or carried unanimously, or carried by a particular majority or lost, and entry to that effect shall be entered in the minute book of the Association to show evidence of the fact, without proof of the number or the proportion of the votes recorded in favour of, or against, that resolution.

VOTES:

18. 1) Upon any question arising at a monthly general meeting of the Association, a member has one vote only.
- a) all votes shall be given personally,
- b) in the case of an equality of voting on a question, the Chairman is entitled to a casting vote.

- 2) Upon any question arising at the Annual General Meeting which notice of the question has been given, a member shall be entitled to vote by proxy, provided that the proxies are lodged with the Public Officer one day before the meeting.
- 3) At a Special General Meeting, any business or transaction of business requiring a question to be resolved, shall upon voting require at least four-fifths of the members votes to resolve the question.

TAKING OF POLL:

19. If at a General Meeting or Committee Meeting, a poll on any question is demanded it shall be taken to 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.

WHEN A POLL IS TO BE TAKEN:

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

AFFAIRS OF ASSOCIATION TO MANAGED BY THE COMMITTEE:

21. 1) The affairs of the Association shall be managed by a committee of management 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 the rules to be exercised by general meetings of the members of the Association; and
 - c) subject to the Ordinance and these rules, has power to perform all such acts and things as appear to the committee to be essential to the proper management of the business and affairs of the Association.

OFFICERS OF THE ASSOCIATION:

22. 1) The executive of the Association shall consist of the following-
 - a) President
 - b) Vice President
 - c) Secretary
 - d) Treasurer
 - e) Public Officer

- 2) The General Committee shall consist of the following -
 - a) Two General Committeemen
 - b) Safety Officer
 - c) Editor
- 3) There shall be one delegate and one alternate delegate to represent the interests of the Association at any National, State or Regional Meeting that is held from time to time.

ELECTION OF MEMBERS OF COMMITTEE:

24. 1) Nominations of candidates for election as Officers of the Association or as ordinary committeemen:-
 - a) shall be made in writing signed by one member 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 seven 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, 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 committeemen shall be conducted at the Annual General Meeting in such usual and proper manner as the committee may direct.

VACATION OF OFFICE:

25. For the purposes of these rules, the office of an Officer of the Association or of an ordinary committeeman becomes vacant if the 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,
 - c) becomes of unsound mind,
 - d) resigns his office by writing under his 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) 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.

MEETINGS OF THE COMMITTEE AND OF SUB-COMMITTEE:

26. 1) The committee shall meet at least once before each monthly general meeting 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 4 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 lapse.
- 6) At meetings of the committee -
 - a) 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 of any subcommittee 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 casting vote.
- 9) Notice of each committee meeting shall be advised by the Secretary to each member of the committee.
- 10) Any member of the Association may attend a committee meeting. Any such member shall only be an observer and not entitled to enter into any discussions or vote in any discussions by the committee.

DISCLOSURE OF INTEREST IN CONTRACTS:

27. 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.

SUB-COMMITTEES AND EXECUTIVE COMMITTEE:

28. 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) Two appointed members of a sub-committee constitute a quorum at a meeting of the sub-committee.
- 4) Meetings of each sub-committee are to be determined by the members of the sub-committee.
- 5) 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.

ANNUAL SUBSCRIPTION:

29. 1) Until otherwise fixed pursuant to sub-rule (2) of this rule, the Annual Subscription payable to members shall be prescribed by the committee.
- 2) The amount of Annual Subscriptions may be altered from time to time by the members by resolution. These fees are the-
 - a) Association fee
 - b) Australian Speleology Federation capital fee
 - c) Nomination fee.

- 3) The Annual Subscription of a member is due and payable on or before the first day of January.

- 4) If at the next Annual General Meeting following the first day of January, a member has not paid his or her subscription fee, then that person shall not be a member of the Association.

FINANCIAL YEAR:

30. The Financial Year of the Association is the period beginning on the first day of January and ending on the last day of December, in each year.

NOTICES:

31. 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.

EXPULSION OF MEMBERS:

32. 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 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 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 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 (3) 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.

ALTERATION OF CONSTITUTION:

33. 1) The rules may be amended by resolution passed by a four-fifths majority of financial members voting at a Special General Meeting.
- 2) Notice of the proposed amendment shall be included in the notice calling the Special General Meeting.
- 3) An amendment to the objects and purposes of the Association shall not be effective until approved by the Registrar.
- 4) An alteration of the objects, purposes or rules is of no effect until a copy of the alteration is lodged with the Registrar of Companies in the A.C.I.

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SEAL OF THE ASSOCIATION:

34. 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 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.

ALTERATION OF CONSTITUTION:

35. 1) The rules may be amended by resolution passed by a four-fifths majority of financial members voting at a Special General Meeting.
- 2) Notice of the proposed amendment shall be included in the notice calling the Special General Meeting.
- 3) An amendment to the objects and purposes of the Association shall not be effective until approved by the Registrar.
- 4) An alteration of the objects, purposes or rules is of no effect until a copy of the alteration is lodged with the Registrar of Companies in the A.C.T.