

RULES FOR THE ASSOCIATION OF SCHOOL BURSARS AND ADMINISTRATORS (VIC)
INCORPORATED

NAME

1. The name of the incorporated association is the Association of School Bursars and Administrators (Vic) Incorporated (in these Rules called "the ASBA (Vic)").

INTERPRETATION

2.
 - 2.1. In these Rules, unless the contrary intention appears –

"Associate Member" means a Member admitted to membership pursuant to sub-rule 6.2 but shall not have the right to vote at any General Meeting.

"School Bursar or Administrator" means any person employed by a school or educational establishment holding an office which has duties and responsibilities deemed by resolution of the Committee to relate to the professional non-academic business administration of a school.

"Committee" means the Committee of Management.

"Committee Member" means both the Officers of the ASBA (Vic) and the Ordinary Members of the Committee.

"Financial year" means the year ending on 31st December.

"General Meeting" means a General Meeting of Members convened in accord with Rule 11.

"General Member" means a Member who satisfies the requirements of sub-rule 6.1 and shall have all the rights privileges responsibilities and voting powers of any Member.

"Honorary Member" means a Member admitted to membership pursuant to sub-rule 6.3 but shall not have the right to vote at any General Meeting.

"Life Member" means a Member admitted to membership pursuant to sub-rule 6.4 and shall have all rights privileges responsibilities and voting powers of a General Member.

"Member" means any General Member, Associate Member, Life Member and Honorary Member of the ASBA (Vic).

"Ordinary Member of the Committee" means a member of the Committee who is not an Officer of ASBA (Vic) under Rule 22.

"The Act" means the Associations Incorporation Act 1981.

"The Regulations" means regulations under the Act.
 - 2.2. In these Rules, a reference to the Secretary of the ASBA (Vic) is a reference to –
 - 2.2.1. where a person holds office under these Rules as Secretary to that person; and
 - 2.2.2. in any other case, to the Public Officer of the ASBA (Vic)

- 2.3. Words or expressions contained in these Rules shall be interpreted in accord with the provisions of the Acts Interpretation Act 1958 and the Act as in force from time to time.

APPLICATION FOR MEMBERSHIP

- 3.
- 3.1. A natural person who is nominated and approved for membership as provided in these Rules is eligible to be a Member of the ASBA (Vic) on payment of any entrance fee and annual subscription as fixed and determined by the Committee from time to time payable under these Rules.
- 3.2. A person who is not a member of the ASBA (Vic) at the time of the incorporation of the ASBA (Vic) (or who was such a Member at that time but has ceased to be a Member) shall not be admitted to membership –
- 3.2.1. unless he is nominated as provided in sub-rule 3.3; and
- 3.2.2. his admission as a Member is approved by the Committee.
- 3.3. Subject to the provisions of Rule 6 a nomination of a person for membership of the ASBA (Vic) –
- 3.3.1. shall be made in writing in the form set out in Appendix 1; and
- 3.3.2. shall be lodged with the Secretary.
- 3.4. As soon as is practicable after the receipt of a nomination, the Secretary shall refer the nomination to the Committee.
- 3.5. On a nomination being referred to the Committee, the Committee shall determine whether to approve or reject the nomination.
- 3.6. On a nomination being approved by the Committee, the Secretary shall, with as little delay as possible, notify the nominee in writing that he is approved for membership of the ASBA (Vic) and request payment within the period of 28 days after receipt of the notification of the sum payable under these Rules as the entrance fee and the first year's annual subscription.
- 3.7. The Secretary shall, on payment of the amounts referred to in sub-rule 3.6, within the period referred to in that sub-rule, enter the nominee's name in the Register of Members kept by him and, on the name being so entered, the nominee becomes a Member.
- 3.8. A right, privilege or obligation of a person by reason of his membership of the ASBA (Vic) –
- 3.8.1. is not capable of being transferred or transmitted to another person;
- 3.8.2. terminates upon the cessation of his membership (pursuant to all classes of membership enumerated in Rule 6) whether by death or resignation or failure to pay any annual subscription fee by the 30th June in any year or otherwise.

ENTRANCE FEE AND ANNUAL SUBSCRIPTION

4. The Committee may from time to time determine –
 - 4.1. The entrance fee payable (if any) by all nominees.
 - 4.2. Any annual subscription fee payable by Members.

REGISTER OF MEMBERS

5. The Secretary shall keep and maintain a Register of Members in which shall be entered the full name class of membership address and date of entry of the name of each Member and the register shall be available for inspection by Members at the address of the Public Officer.

CLASS OF MEMBERS

6.
 - 6.1. General Membership shall be open to all professional non-academic business administration staff employed by schools or educational establishments.
 - 6.2. Associate Membership shall be available to all past General Members of the ASBA (Vic).
 - 6.3. Honorary Membership, (which shall be subject to annual review) shall be available to such persons, or members of kindred organisations, as the Committee may by resolution from time to time deem fit.
 - 6.4. Life Membership may be awarded to past or present Members by resolution of at least two thirds of the Members present in person or by proxy who are entitled to vote at a General Meeting only after the following preconditions have been fully satisfied:
 - 6.4.1. The proposal shall be a recommendation of the Committee, following receipt of a nomination by any Member from time to time.
 - 6.4.2. Notice of the proposal shall be included in the notice of meeting for the General Meeting at which the proposal is to be considered.

RESIGNATION AND EXPULSION OF MEMBER

7.
 - 7.1. A Member who has paid all moneys due and payable by him to the ASBA (Vic) may resign from the ASBA (Vic) by first giving one months notice in writing to the Secretary of his intention to resign and on the expiration of that period of notice, the Member shall cease to be a Member.
 - 7.2. On the expiration of a notice given under sub-rule 7.1., the Secretary may make in the Register of Members an entry recording the date on which the Member by whom the notice was given, ceased to be a Member.
8.
 - 8.1. Subject to these Rules, the Committee may by resolution –

- 8.1.1. expel a Member;
 - 8.1.2. suspend a Member from membership for a specified period; or
 - 8.1.3. fine a Member in accord with the Regulations, if the Committee is of the opinion that the Member –
 - 8.1.3.1. has refused or neglected to comply with these Rules; or
 - 8.1.3.2. has been guilty of conduct unbecoming a Member or prejudicial to the interests of the ASBA (Vic).
- 8.2. A resolution of the Committee under sub-rule 8.1-
- 8.2.1. does not take effect unless the Committee, at a meeting held not earlier than 14 and not later than 28 days after the service on the Member of a notice under sub-rule 8.3 confirms the resolution in accord with this Rule; and
 - 8.2.2. where the Member exercises a right of appeal to the ASBA (Vic) under these Rules does not take effect unless the ASBA (Vic) confirms the resolution in accord with this Rule.
- 8.3. Where the Committee passes a resolution under sub-rule 8.1, the Secretary shall, as soon as practicable cause to be served on the Member a notice in writing –
- 8.3.1. setting out the resolution of the Committee and the grounds on which it is based;
 - 8.3.2. stating that the Member may address the Committee at a meeting to be held not earlier than 14 and not later than 28 days after service of the notice;
 - 8.3.3. stating the date, place and time of that meeting;
 - 8.3.4. informing the Member that he may do one or more of the following –
 - 8.3.4.1. Attend that meeting;
 - 8.3.4.2. Give to the Committee before the date of that meeting a written statement seeking the revocation of the resolution;
 - 8.3.4.3. Not later than 24 hours before the date of the meeting, lodge with the Secretary a notice to the effect that he wishes to appeal to the ASBA (Vic) in General Meeting against the resolution.
- 8.4. At a meeting of the Committee held in accord with sub-rule 8.2, the Committee:
- 8.4.1. shall give to the Member an opportunity to be heard;
 - 8.4.2. shall give due consideration to any written statement submitted by the Member; and
 - 8.4.3. shall by resolution determine whether to confirm or to revoke the resolution.

- 8.5. Where the Secretary receives a notice under sub-rule 8.3., he shall notify the Committee and the Committee shall convene a General Meeting of the ASBA (Vic) to be held within 21 days after the date on which the Secretary received the notice.
- 8.6. At a General Meeting of the ASBA (Vic) convened under sub-rule 8.5 –
 - 8.6.1. no business other than the question of the appeal shall be transacted;
 - 8.6.2. the Committee may place before the meeting details of the grounds for the resolution and the reasons for passing the resolution;
 - 8.6.3. the Member shall be given an opportunity to be heard; and
 - 8.6.4. the Members present shall vote by secret ballot on the question whether the resolution should be confirmed or revoked.
- 8.7. If at the General Meeting -
 - 8.7.1. two thirds of the Members vote in person or by proxy in favour of the confirmation of the resolution, the resolution is confirmed; and
 - 8.7.2. in any other case, the resolution is revoked.

ANNUAL GENERAL MEETING

9.
 - 9.1. The ASBA (Vic) shall no later than 30th April in each calendar year convene an Annual General Meeting of its Members.
 - 9.2. The Annual General Meeting shall be held on such day as the Committee determines.
 - 9.3. The Annual General Meeting shall be specified as such in the notice convening it.
 - 9.4. The ordinary business of the Annual General Meeting shall be -
 - 9.4.1. to confirm the minutes of the last preceding Annual General Meeting and of any General Meeting held since that meeting;
 - 9.4.2. to receive from the Committee reports on the transactions of the ASBA (Vic) during the last preceding Financial Year;
 - 9.4.3. to receive from the returning officer the result of the elections;
 - 9.4.4. to receive and consider the statement submitted by the ASBA (Vic) in accord with section 30(3) of the Act.
 - 9.4.5. to elect an auditor for ensuing year.
 - 9.4.6. to set the annual subscription for the ensuing year.
 - 9.4.7. to elect Committee Members in accordance with the procedure specified in rule 24.

- 9.5. The Annual General Meeting may transact special business of which notice is given in accord with these Rules.
- 9.6. The Annual General Meeting shall be in addition to any General Meetings that may be held in the same year.

SPECIAL GENERAL MEETING

- 10.
 - 10.1. All General Meetings other than the Annual General Meeting shall be called Special General Meetings.
 - 10.2. A General Meeting shall be convened at least three times in each Financial Year.
- 11.
 - 11.1. The President or a majority of the Members of the Committee may, whenever it thinks fit, convene a Special General Meeting of the ASBA (Vic) and, where, but for this sub-rule, more than 15 months would elapse between Annual General Meetings, shall convene a Special General Meeting before the expiration of that period.
 - 11.2. The Committee shall, on the requisition in writing of Members representing not less than 20 Members, convene a Special General Meeting of the ASBA (Vic).
 - 11.3. The requisition for a Special General Meeting shall state the objects of the meeting and shall be signed by the Members making the requisition and be sent to the address of the Secretary and may consist of several documents in a like form, each signed by one or more of the Members making the requisition.
 - 11.4. If the Committee does not cause a Special General Meeting to be held within one month after the date on which the requisition is sent to the address of the Secretary, the Members making the requisition, or any of them, may convene a Special General Meeting to be held not later than 3 months after that date.
 - 11.5. A Special General Meeting convened by Members pursuant to these Rules shall be convened in the same manner as near 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 ASBA (Vic) to the persons incurring the expenses.

NOTICE OF MEETING

- 12.
 - 12.1. The Secretary shall, at least 14 days before the date fixed for holding a Special General Meeting and at least 28 days before the date fixed for holding an Annual General Meeting cause to be given or sent to each Member by prepaid post (at his address appearing in the Register of Members), a notice stating the place, date and time of the meeting and the nature of the business to be transacted at the meeting including the full text of any special resolution to be considered at the meeting.

- 12.2. No business other than that set out in the notice convening the meeting shall be transacted at the meeting.
- 12.3. A Member desiring to bring any business before a meeting may give notice of that business in writing to the Secretary, not less than twenty one days prior to the date scheduled for the next General Meeting and the Secretary after the receipt of the notice shall include that business in the notice calling the next General Meeting.

PROCEEDINGS AT MEETINGS

13.
 - 13.1. All business that is transacted at a Special General Meeting and all business that is transacted at the Annual General Meeting with the exception of that specially referred to in sub-rule 9.4. as being the ordinary business of the Annual General Meeting shall be deemed to be special business.
 - 13.2. No items 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.
 - 13.3. 20 Members personally present (being Members entitled under these Rules to vote at a General Meeting) and 10 proxy votes constitute a quorum for the transaction of the business of a General Meeting.
 - 13.4. 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 on the requisition of Members shall be dissolved and in any other case 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 the adjournment or by written notice to Members given before the day to which the meeting is adjourned) at the same place and if at the adjourned meeting the 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 be a quorum.
14.
 - 14.1. The President, or in his absence, the Vice-President, shall preside as Chairman at each General Meeting.
 - 14.2. If the President and the Vice-President are absent from a General Meeting, the Members present shall elect one of their number to preside as Chairman at the meeting.
15.
 - 15.1. 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.
 - 15.2. Where a meeting is adjourned for 14 days or more, a like notice of the adjourned meeting shall be given as in the case of the General Meeting.

- 15.3. Except as provided in sub-rule 15.1 and 15.2, it is not necessary to give notice of an adjournment or of the business to be transacted at an adjourned meeting.
16. A question arising at a General Meeting 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 Chairman that a resolution has, on a show of hands, been carried or carried unanimously or carried by a particular majority or lost, an entry to that effect in the Minute Book of the ASBA (Vic) is evidence of the fact, without proof of the number or proportion of the votes recorded in favour of, or against that resolution.
- 17.
- 17.1. On any question arising at a General Meeting, only General Members and Life Members shall be entitled to vote and each such Member shall have one vote only.
- 17.2. All votes shall be given personally or by proxy.
- 17.3. In the case of an equality of voting on a question, the Chairman of the meeting is entitled to exercise a second or casting vote only on the election of a Member to fill a casual vacancy in the office of an Ordinary Member of the Committee.
- 18.
- 18.1. If at a meeting a poll on any question is demanded by not less than three Members, it shall be taken at that meeting in such manner as the Chairman may direct and the resolution of the poll shall be deemed to be a resolution of the meeting on that question.
- 18.2. A poll that is demanded on the election of a Chairman or on a question of an adjournment shall be taken immediately 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.
19. A Member is not entitled to vote at a General Meeting unless all moneys due and payable by him to the ASBA (Vic) have been paid, other than the amount of the annual subscription payable in respect of the current Financial Year.
- 20.
- 20.1. Each Member shall be entitled to appoint another Member as his 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.
- 20.2. The notice appointing the proxy shall be in the form set out in Appendix 2.

COMMITTEE OF MANAGEMENT

- 21.
- 21.1. The affairs of the ASBA (Vic) shall be managed by a Committee of Management constituted as provided in Rule 23.
- 21.2. The Committee —
- 21.2.1. shall control and manage the business and affairs of the ASBA (Vic):
- 21.2.2. may, subject to these Rules, the Regulations and the Act, raise funds for the purposes

of the ASBA (Vic) by any lawful means and to invest apply and disburse such funds by or for any lawful means or purpose.

- 21.2.3. may, subject to these Rules, the Regulations and the Act, exercise all such powers and functions as may be exercised by the ASBA (Vic) other than those powers and functions that are required by these Rules to be exercised by General Meetings of the Members; and
- 21.2.4. shall, subject to these Rules, the Regulations and the Act, have 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 ASBA (Vic).
- 21.2.5. shall, in accordance with these Rules, the Regulations and the Act, elect the Officers of the ASBA (VIC);
- 21.2.6. may, subject to these Rules, the Regulations and the Act, appoint sub committees of its own members and/or other Members with appropriate expertise and delegate specific powers and functions to such sub-committees (excluding this power of delegation).

22.

- 22.1. The Committee shall consist of up to seventeen (17) Committee Members being five (5) Officers of the ASBA (Vic) and (12) Ordinary Members of the Committee.
- 22.2. The Officers of the ASBA (Vic) shall be –
 - 22.2.1. a President;
 - 22.2.2. the immediate Past President (ex officio);
 - 22.2.3. a Vice-President;
 - 22.2.4. a Treasurer; and
 - 22.2.5. a Secretary.
- 22.3. Each Committee Member shall hold office until the conclusion of the second Annual General Meeting after the date of his or her election.

ELECTIONS OF COMMITTEE MEMBERS

23.

- 23.1. Committee Members with the exception of the immediate Past President are elected by the General Members at the Annual General Meeting.
- 23.2. Only General Members and Life Members are entitled to vote on the election of Committee Members. Each General Member & Life Member has one vote.
- 23.3. Where, in any year, more candidates remain in a ballot for the positions available for Ordinary Members of the Committee, the returning officer shall tabulate and total all the preferences cast for each candidate. Those candidates with the highest total score shall be elected. In the event of

an equality of total preference votes which prevents a clear result, the returning officer shall have regard to the first preferences cast for each of the candidates involved in the equality, and if this does not resolve the matter, then second and subsequent preferences shall be considered to establish a preferential result.

- 23.4. A person is only eligible for election to the position of Committee Member if the person is either a General Member or Life Member notwithstanding that the person is, at the time of the election, or was, at any time previously, a Committee Member.
- 23.5. The appointment of a Committee Member is effective at the conclusion of the Annual General Meeting at which the Committee Member was elected. 23.6 In the event of a casual vacancy as defined in rule 25 in the office of an Ordinary Member of the Committee, the Committee may appoint a General Member to fill the vacancy and the General Member so appointed shall hold office, subject to these Rules, for the unexpired portion of the tenure of the member being replaced.

APPOINTMENT OF OFFICERS OF THE ASBA (VIC)

24.

24.1. Past President

At the conclusion of the President's term the President is appointed ex officio to the position of immediate Past President;

24.2. President, Vice-President, Treasurer and Secretary

24.2.1. At the first meeting of the Committee after the Annual General Meeting at which new Committee Members are elected, the Committee will elect a new President, Vice-President, Treasurer and Secretary.

24.2.2. With the exception of the immediate Past President, all Committee Members are eligible to be appointed to the position of President, Vice-President, Treasurer and Secretary.

24.2.3. Each Committee Member can only hold one Officer position.

24.2.4. Committee Members only are entitled to vote on the election of the President, Vice-President, Treasurer and Secretary. Each Committee Member has one vote.

24.2.5. The President, Vice-President, Treasurer and Secretary shall be elected by ballot. The candidate with the most votes in favour of being appointed to a particular position will be appointed to that position.

24.2.6. A Committee Member is eligible for election to the position of President only if the person did not hold the position of President for the previous two years.

24.2.7. The appointment of the President, Vice-President, Treasurer and Secretary is effective at the conclusion of meeting convened in accordance with rule 24.2.1.

- 24.3. In the event of a casual vacancy as defined in rule 25 in the office of any Officer of the ASBA (Vic), the Committee may appoint one of its members to the vacant office and the member so appointed may continue in office for the unexpired portion of the tenure of the member being

replaced.

25. For the purposes of these Rules, the office of an Officer of the ASBA (Vic) or of an Ordinary Member of the Committee becomes vacant if the Officer or Ordinary Member —

25.1. ceases to be a General Member or Life Member;

25.2. becomes an insolvent under administration within the meaning of the Corporations Law; or

25.3. resigns his office by notice in writing given to the Secretary;

25.4. fails to attend three consecutive meetings of the Committee without prior notice to and leave of absence of the Committee.

PROCEEDINGS OF COMMITTEE

26.

26.1. The Committee shall meet at least once each term during the Victorian School Year at such place and such times as the Committee may determine.

26.2. Special meetings of the Committee may be convened by the President or by a majority of the members of the Committee.

26.3. Seven days written 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.

26.4. Any 9 members of the Committee constitute a quorum for the transaction of the business of a meeting of the Committee.

26.5. 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 time 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.

26.6. At meetings of the Committee –

26.6.1. the President or in his absence the Vice-President shall preside; or

26.6.2. 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 of the Committee present shall preside.

26.7. Questions arising at a meeting of the Committee or of any sub-committee appointed by the Committee shall be determined on a show of hands or, if demanded by a member, by a poll taken in such manner as the person presiding at the meeting may determine.

26.8. 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.

26.9. Seven days prior written notice of each committee meeting shall be served on each member of the Committee by delivering it to him at a reasonable time before the meeting or by sending it by prepaid post addressed to him at his usual or last know place of abode at least two business days before the date of the meeting.

26.10. Subject to sub-rule 26.4, the Committee may act notwithstanding any vacancy on the Committee.

SECRETARY

27. The Secretary shall keep minutes of the resolutions and proceedings of each General Meeting and each Committee meeting in books provided for that purpose together with a record of the names of persons present at Committee meetings.

TREASURER

28.

28.1. The Treasurer –

28.1.1. shall establish such bank or other financial institution accounts in the name of the ASBA (Vic) as may be resolved by the Committee from time to time.

28.1.2. shall collect and receive all moneys due to the ASBA (Vic) and make all payments authorised by the ASBA (Vic); and

28.1.3. shall keep correct accounts and books showing the financial affairs of the ASBA (Vic) with full details of all receipts and expenditure connected with the activities of the ASBA (Vic).

28.2. The accounts and books referred to in sub-rule 28.1 shall be available for inspection by Members.

REMOVAL OF MEMBER OF COMMITTEE

29.

29.1. The ASBA (Vic) in General Meeting may by resolution remove any member of the Committee before the expiration of his term of office and appoint another Member in his stead to hold office until the expiration of the term of the first-named member of the Committee.

29.2. Where the member of the Committee to whom a proposed resolution referred to in sub-rule 29.1 makes representations in writing to the Secretary or President (not exceeding a reasonable length) and requests that they be notified to the Members, the Secretary, or the President may send a copy of the representations to each Member or, if they are not so sent, the member may require that the representations be read out at the General Meeting.

CHEQUES

30.

30.1. All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments shall be signed by the Treasurer and any one of the President Vice-President or the Secretary.

AUDIT

- 31.
- 31.1. At the end of each Financial Year the books, records and accounts of the ASBA (Vic) shall be examined by the Auditor and a report prepared for consideration at the ensuing Annual General Meeting.
 - 31.2. At each Annual General Meeting an Auditor shall be appointed to hold office until the next Annual General Meeting.
 - 31.3. Any casual vacancy in the office of Auditor may be filled by the Committee.
 - 31.4. The Auditor appointed pursuant to these Rules shall be a member of a recognised accountancy institute.

SEAL

- 32.
- 32.1. The Common Seal of the ASBA (Vic) shall be kept in the custody of the Secretary.
 - 32.2. 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 two members of the Committee or of one member of the Committee and of the Public Officer.

ALTERATION OF RULES AND STATEMENT OF PURPOSES

33. These Rules and the statement of purposes of the ASBA (Vic) shall not be altered except in accord with the Act.

NOTICES

- 34.
- 34.1. A notice may be served by or on behalf of the ASBA (Vic) on any Member either personally or by sending it by post to the Member at his address shown in the Register of Members.
 - 34.2. Where a document is properly addressed pre-paid and posted to a person as a letter, the document shall, unless the contrary is proved, be deemed to have been given to the person at the time at which the letter would have been delivered in the ordinary course of post.

WINDING UP OR CANCELLATION

35. If upon the winding-up or dissolution of the organisation there remains, after satisfaction of all its debts and liabilities, any property, whatsoever, the same shall not be paid to or distributed among the members of the Association but shall be given or transferred to some other institution having similar objects to the Association and which shall prohibit the distribution of its income and property amongst its members to an extent at least as great as that imposed on the Association at or before the time of dissolution or in default as determined by the Chief Judge or the Judge of such Court as may have or acquire jurisdiction in the matter.

CUSTODY OF RECORDS

36. Except as otherwise provided in these Rules, the Secretary shall keep in his custody or under his control all books, documents and securities of the ASBA (Vic).

FUNDS

37. The funds of the ASBA (Vic) shall be derived from entrance fees, annual subscriptions, donations and such other sources as the Committee determines.

BY-LAWS

- 38.
- 38.1. Subject to these Rules, the Regulations and the Act, the Committee may by resolution adopt, amend revoke or suspend any By-Laws from time to time being in force.
 - 38.2. The By-Laws referred to in sub-rule 38.1 shall bind all Members to the maximum extent permitted by law.
 - 38.3. A copy of the By-Laws for the time being in force shall be made available to any Member on request.

APPENDIX 2

FORM OF APPOINTMENT OF PROXY

I, of
being a member of the Association of School Bursars and Administrators (Vic) Incorporated appoint
..... of
being a Member of the ASBA (Vic) as my proxy to vote for me on my behalf at the General Meeting of the ASBA
(Vic) (Annual General Meeting or Special General Meeting) to be held on theday of
..... and at any adjournment of that meeting.

My proxy is authorised to vote in favour of/*against (delete as appropriate) the resolution (insert details).

Signed

The.....day of