



**RULES FOR THE ASSOCIATION OF SCHOOL BUSINESS ADMINISTRATORS
(SA & NT) INC.**

1. NAME

The name of the incorporated association is the Association of School Business Administrators (SA & NT) Inc (in these Rules called “the Association”).

2. INTERPRETATION

2.1 In these Rules, unless the contrary intention appears:-

“**Act**” means the Associations Incorporation Act 1985 as amended or substituted from time to time.

“**Committee**” means the managing committee of the Association.

“**Financial Year**” means each year ending on 31st December.

“**General Meeting**” means a meeting of Members convened in accordance with these Rules.

“**General Member**” means a Member who satisfies the requirements of sub-rule 8.1.

“**Honorary Life Member**” means a Member admitted to membership pursuant to sub-rule 8.3.

“**Member**” means any General Member, Honorary Life Member or Social Member of the Association.

“**Ordinary Member of the Committee**” means a member of the Committee who is not an Officer.

“**Officer**” means an officer of the Association under sub-rule 22.1.

“**Regulations**” means regulations under the Act.

“**Social Member**” means a Member admitted to membership under sub-rule 8.2.

2.2 In these Rules:

2.2.1 words of one gender include any gender; and

2.2.2 singular includes plural and vice versa.

3. OBJECTS OF THE ASSOCIATION

The objects of the Association are:-

3.1 To promote education by encouraging and developing efficiency in the provision of education and in the administration of educational establishments in the non-government sector.

- 3.2 To promote education by encouraging and developing the professional knowledge, skills and experience of bursars by all appropriate means, including the conduct of professional development courses, seminars and workshops, the production of manuals and newsletters, the commissioning of reports and surveys, and the collection and dissemination of information.
- 3.3 To promote, become a member of, affiliate with, appoint representatives to or co-operate with any other institution, association or organisation, whether incorporated or not, whose objects are in whole or in part similar to those of the Association.

4. POWERS OF THE ASSOCIATION

The Association has all the powers conferred by Section 25 of the Act.

5. APPLICATION FOR MEMBERSHIP

- 5.1 A natural person who applies for and is approved for membership or is appointed as a Member in accordance with these Rules is eligible to be a Member of the Association on payment of any annual subscription as fixed and determined by the Committee from time to time payable under these Rules.
- 5.2 A person who is not a member of the Association as at the date of the adoption of these Rules shall not be admitted to membership unless:
 - 5.2.1 that person meets the requirements of sub-rule 8.1, that person applies for membership as a General Member as provided in sub-rule 5.3 and that person's admission as a Member is approved by the Committee; or
 - 5.2.2 that person is appointed as a Social Member or an Honorary Life Member in accordance with sub-rules 8.2 or 8.3 (as applicable).
- 5.3 An application for membership as a General Member of the Association:
 - 5.3.1 shall be made in writing in a form approved by the Committee from time to time; and
 - 5.3.2 shall be lodged with any person ("the membership officer") determined by the Committee.
- 5.4 As soon as practicable after the receipt of an application, the membership officer shall refer the application to the Committee.
- 5.5 On an application being referred to the Committee, the Committee shall determine whether to approve or to reject the application.
- 5.6 On an application being approved by the Committee, the membership officer shall, with as little delay as possible, notify the applicant in writing that the applicant is approved as a General Member of the Association, subject to payment within 28 days after receipt of the notification of the current year's subscription (or any part of that subscription the Committee determines).
- 5.7 The membership officer shall, on payment of the amounts referred to in sub-rule 5.6 within the period referred to in that sub-rule, enter the

applicant's name in the Register of Members and, on the name being so entered, the applicant becomes a General Member.

5.8 A right, privilege, or obligation of a person by reason of membership of the Association:

5.8.1 is not capable of being transferred or transmitted to another person;

5.8.2 terminates upon the cessation of membership (pursuant to all classes of membership enumerated in Rule 8) whether by death or resignation or failure to pay any annual subscription fee by the 30th June in any year or otherwise.

6. ANNUAL SUBSCRIPTION

6.1 The Committee may from time to time determine the annual subscription payable (if any) by each General Member.

6.2 No annual subscription fee shall be payable by Social Members or Honorary Life Members.

7. REGISTER OF MEMBERS

The Secretary shall cause to be kept a Register of Members in which shall be entered the full name, class of membership, address and admission date of each Member. If the Committee thinks fit, the register may also include the facsimile number and email address of any Member who wishes to receive notices by facsimile or email. The register shall be available for inspection by Members at the address of the Public Officer.

8. CLASS OF MEMBERS

8.1 General Membership shall be open to all persons holding the office of Bursar, Accountant, Commercial Manager, Administrator or Business Manager, or a person having duties and responsibilities similar to such persons, in any non-government school or other non-government educational establishment.

The number of General Members is not limited.

8.2 The Committee may, at its sole discretion, appoint a person who has resigned or retired as a Member as a Social Member. Any such appointments shall be reviewed annually by the Committee and may be revoked by notice in writing from the Committee to that Social Member. A Social Member is entitled to receive notices of social functions and General Meetings at the discretion of the Committee.

8.3 Honorary Life Membership may be awarded to past Members by resolution of at least two thirds of the General 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:

8.3.1 that person has, in the Committee's opinion, made an outstanding contribution to the Association or the profession of school business management;

8.3.2 the proposal shall be a recommendation of the Committee; and

8.3.3 notice of the proposal shall be included in the notice of meeting for the General Meeting at which the proposal is to be considered.

9. RESIGNATION AND EXPULSION OF MEMBER

- 9.1 A Member who has paid all moneys due and payable by that Member to the Association (if any) may resign from the Association by first giving one month's notice in writing to the Secretary of that Member's intention to resign and on the expiration of that period of notice, the Member shall cease to be a Member.
- 9.2 On the expiration of a notice given under sub-rule 9.1, the Secretary shall 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.
- 9.3 Subject to these Rules, the Committee may by resolution:-
- 9.3.1 expel a Member; or
- 9.3.2 suspend a Member from membership for a specified period.
- 9.4 A resolution of the Committee under sub-rule 9.3:-
- 9.4.1 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 9.5, confirms the resolution in accord with this Rule; and
- 9.4.2 where the Member exercises a right of appeal to the Association under this Rule, does not take effect unless the Association confirms the resolution in accordance with this Rule.
- 9.5 Where the Committee passes a resolution under sub-rule 9.3, the Secretary shall, as soon as practicable, cause to be served on the Member a notice in writing:-
- 9.5.1 setting out the resolution of the Committee and the grounds on which it is based;
- 9.5.2 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;
- 9.5.3 stating the date, place and time of that meeting;
- 9.5.4 informing the Member that the Member may do one or more of the following:-
- (a) attend that meeting;
- (b) give to the Committee before the date of that meeting a written statement seeking the revocation of the resolution;
- (c) not later than 24 hours before the date of the meeting, lodge with the Secretary a notice to the effect that the

Member wishes to appeal to the Association in General Meeting against the resolution.

- 9.6 At a meeting of the Committee called in accordance with sub-rule 9.5, the Committee:-
- 9.6.1 shall, if the Member attends, give to the Member an opportunity to be heard;
 - 9.6.2 shall give due consideration to any written statement submitted by the Member; and
 - 9.6.3 shall by resolution determine whether to confirm or to revoke the resolution.
- 9.7 Where the Secretary receives a notice under sub-rule 9.5.4(c), the Secretary shall notify the Committee and the Committee shall convene a General Meeting of the Association to be held within 28 days after the date on which the Secretary received the notice.
- 9.8 At a General Meeting of the Association convened under sub-rule 9.7:-
- 9.8.1 no business other than the question of the appeal shall be transacted;
 - 9.8.2 the Committee may place before the meeting details of the grounds for the resolution and the reasons for passing the resolution;
 - 9.8.3 the Member shall be given an opportunity to be heard; and
 - 9.8.4 the General Members present shall vote by secret ballot on the question whether the resolution should be confirmed or revoked.
- 9.9 If at a General Meeting of the Association convened under sub-rule 9.7:-
- 9.9.1 two-thirds of the General Members present in person or by proxy (and who are entitled to vote) vote in favour of the confirmation of the resolution of the Committee, the resolution is confirmed; and
 - 9.9.2 in any other case, the resolution is revoked.

10. ANNUAL GENERAL MEETING

- 10.1 The Association shall no later than 31 March in each calendar year convene an Annual General Meeting of its Members.
- 10.2 The Annual General Meeting shall be held on such day prior to 31 March in that year as the Committee determines.
- 10.3 The Annual General Meeting shall be specified as such in the notice convening it.
- 10.4 The ordinary business of the Annual General Meeting shall be:-
- 10.4.1 to confirm the minutes of the last preceding Annual General Meeting;

10.4.2 to receive from the Committee reports on the activities and transactions of the Association during the last preceding Financial Year;

10.4.3 to receive the report from the honorary auditor for the last preceding Financial Year; and

10.4.4 to elect an honorary auditor for the ensuing year.

The ordinary business of the Annual General Meeting does not need to be specified in the notice of meeting.

10.5 The Annual General Meeting may transact special business of which notice is given in accordance with these Rules.

11. GENERAL MEETING

11.1 At least 4 General Meetings (including the Annual General Meeting) shall be convened in each Financial Year, unless the General Meeting resolves otherwise for a particular Financial Year.

11.2 The President or a majority of the Members of the Committee may, whenever they think fit, convene a General Meeting of the Association.

11.3 The Committee shall, on the requisition in writing of Members representing not less than 10 General Members, convene a General Meeting of the Association.

11.4 A requisition for a 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.

11.5 If the Committee does not cause a 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 General Meeting to be held not later than 3 months after that date.

11.6 A General Meeting convened by Members pursuant to these Rules shall be convened in the same manner 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 the expenses.

11.7 The ordinary business of a General Meeting (other than an Annual General Meeting) shall be to confirm the minutes of the last preceding General Meeting (other than an Annual General Meeting). The ordinary business does not need to be specified in the notice of meeting.

12. NOTICE OF MEETING

12.1 The Secretary shall, at least 7 days before each General Meeting, cause to be given to each General Member and each Honorary Life Member a notice stating the place, date and time of the meeting and the nature of the business to be transacted at the meeting. If a proposal to amend the Rules will be put to the General Meeting, the Secretary shall cause

that notice and the text of the proposed resolution to be given at least 14 days before the General Meeting.

- 12.2 Such notices shall also be sent to Social Members if the Committee, at its sole discretion, determines.
- 12.3 No business other than that set out in the notice convening the General Meeting or in the case of an Annual General Meeting, the ordinary business of that Annual General Meeting (as set out in sub-rule 10.4) shall be transacted at the General Meeting.
- 12.4 A Member desiring to bring any business before a General 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.

13. PROCEEDINGS AT MEETINGS

- 13.1 No item of business shall be transacted at a General Meeting unless a quorum of Members entitled under these Rules to vote is present in person during the time when the meeting is considering that item.
- 13.2 10 General 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.
- 13.3 General Meeting, a quorum is not present, the General 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 General Meeting, the General Members present in person (being not less than 3) shall be a quorum.

14. CHAIRMAN

- 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 General Members present shall elect one of their number to preside as Chairman at the General Meeting.

15. ADJOURNMENT

- 15.1 The Chairman of a General Meeting at which a quorum is present may, with the consent of the General Meeting, adjourn the meeting from time to time and place to place, but no business shall be transacted at an adjourned General Meeting other than the business left unfinished at the meeting at which the adjournment took place.
- 15.2 Where a General Meeting is adjourned for 14 days or more, a new notice of meeting shall be given under Rule 12.

- 15.3 Except as provided in sub-rules 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 General Meeting.

16. RESOLUTIONS

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, and an entry to that effect in the Minute Book of the Association is evidence of the fact, without proof of the number or proportion of the votes recorded in favour of, or against that resolution.

17. VOTING

- 17.1 On any question arising at a General Meeting, only General Members shall be entitled to vote and each such General Member shall have one vote only.
- 17.2 All votes shall be given personally or by proxy.
- 17.3 The General Meeting passes a resolution (other than a resolution to amend the Rules or under clause 11.1) if more than 50% of the votes cast (in person or by proxy) by the Members entitled to vote are in favour of the resolution. The General Meeting passes a resolution to amend the Rules if not less than two thirds of the votes cast (in person or by proxy) by the Members entitled to vote are in favour of the resolution. The General Meeting passes a resolution under clause 11.1 if not less than two thirds of the votes cast (in person or by proxy) by the Members entitled to vote are in favour of the resolution.
- 17.4 In the case of an equality of voting on a question, the Chairman of the General Meeting is entitled to exercise a second or casting vote only on the election of a General Member to fill a casual vacancy in the office of an Ordinary Member of the Committee.

18. POLLS

- 18.1 If at a General Meeting a poll on any question is demanded by the Chairman or by not less than 5 Members present in person or by proxy and entitled to vote at the General Meeting, it shall be taken at that General Meeting in such manner as the Chairman may direct and the resolution of the poll shall be deemed to be a resolution of the General 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 General Meeting as the Chairman may direct.

19. ELIGIBILITY TO VOTE AT MEETINGS

A Member is not entitled to vote at a General Meeting unless all moneys due and payable by that Member to the Association have been paid, other than the amount of the annual subscription payable in respect of the current Financial Year.

20. PROXIES

- 20.1 Each Member entitled to vote at a General Meeting shall be entitled to appoint another person as that Member's proxy by notice given to the Secretary no later than 24 hours before the time of the General 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 1 or in any other form approved by the Committee.

21. COMMITTEE OF MANAGEMENT

- 21.1 The affairs of the Association shall be managed by the Committee which shall be constituted as provided in Rule 23.
- 21.2 The Committee:-
- 21.2.1 shall control and manage the business and affairs of the Association;
 - 21.2.2 may, subject to these Rules, the Regulations and the Act, raise funds for the purposes of the Association by any lawful means and may 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 Association other than those powers and functions that are required by these Rules to be exercised by General Meetings of the Members;
 - 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 Association;
 - 21.2.5 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. OFFICERS

- 22.1 The Officers of the Association shall be:-
- 22.1.1 a President;
 - 22.1.2 the immediate past President (ex officio) so long as he remains a Member;
 - 22.1.3 a Vice-President;
 - 22.1.4 a Treasurer;
 - 22.1.5 a Secretary; and
 - 22.1.6 an Assistant Secretary.

- 22.2 The provisions of Rule 24, so far as they are applicable and with the necessary modifications, apply to and in relation to the election of persons to any of the offices mentioned in sub-rule 22.1 save the immediate Past President who shall be appointed ex officio.
- 22.3 Each Officer of the Association shall hold office from the start of the Financial Year following the election until the end of that Financial Year, but is eligible for re-election. However:
- 22.3.1 a person shall not be elected to the office of President or Vice-President for more than two consecutive years;
- 22.3.2 a person shall not be elected to the office of Secretary, Assistant Secretary or Treasurer for more than five consecutive years (or such longer period as the Committee shall resolve).
- 22.4 In the event of a casual vacancy in any office referred to in sub-rule 22.1 (except sub-rule 22.1.2), the Committee may appoint one of its Ordinary Members to the vacant office and the Ordinary Member so appointed may continue in office until the end of the Financial Year following the election of the Officer being replaced.

23. COMMITTEE

- 23.1 The Committee shall consist of:-
- 23.1.1 the Officers of the Association; and
- 23.1.2 A minimum of 4 Ordinary Members of the Committee
- 23.2 Each Ordinary Member of the Committee shall, subject to these Rules, hold office from the start of the Financial Year following that Ordinary Member's election until the end of that Financial Year, but is eligible for re-election.
- 23.3 In the event of a casual vacancy occurring 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, until the end of the Financial Year following the election of the Ordinary Member being replaced.

24. ELECTION OF COMMITTEE AND VACANCY

- 24.1 At least 2 weeks before the end of each Financial Year, the Association shall hold a General Meeting at which are held elections for Officers and Ordinary Members of the Committee for the following Financial Year (**Election General Meeting**).
- 24.2 Nominations of candidates for election as Officers or as Ordinary Members of the Committee:-
- 24.2.1 shall be restricted to General Members; and
- 24.2.2 shall be made in writing, signed by two Members and accompanied by the written consent of the candidate (which may be endorsed on the form of nomination); and

24.2.3 shall be delivered to the Secretary at least 14 days before the date fixed for the holding of the Election General Meeting.

- 24.3 All members of the Committee other than the immediate past President shall be elected at the Election General Meeting.
- 24.4 No person shall be elected to more than one position on the Committee.
- 24.5 A person may be nominated for more than one office.
- 24.6 If insufficient nominations are received to fill the vacancies, then the procedure set out in sub-rules 22.4 and 23.3 (as applicable) shall be applied to fill the vacancies at the next Committee meeting.

25. COMMITTEE VACANCIES

For the purposes of these Rules, the office of an Officer of the Association or of an Ordinary Member of the Committee becomes vacant if the Officer or Ordinary Member:-

- 25.1 ceases to be a General Member;
- 25.2 becomes an insolvent under administration within the meaning of the Corporations Law;
- 25.3 resigns 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; or
- 25.5 is removed from the Committee in accordance with Rule 30.

26. PROCEEDINGS OF COMMITTEE

- 26.1 The Committee shall meet at least 3 times each Financial Year at such places and such times as the Committee may determine.
- 26.2 Special meetings of the Committee may be convened by the President or by 2 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 4 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 the time appointed for the meeting a quorum is not present the meeting shall stand adjourned to the same place and at the same hour of the same day in the following week unless the meeting was a special meeting in which case it lapses.
- 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.

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 A resolution of the Committee is passed by a majority of votes cast.

26.10 Notice of each Committee meeting shall be served on each member of the Committee, in accordance with Rule 35.

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

27. RESOLUTIONS OF COMMITTEE WITHOUT MEETINGS

27.1 The Committee may pass a resolution without a Committee meeting being held if all the Committee members entitled to vote on the resolution sign a document containing a statement that they are in favour of the resolution set out in the document.

27.2 Separate copies of a document may be used for signing by Committee members if the wording of the resolution and statement is identical in each copy.

27.3 The resolution is passed when the last Committee member signs.

28. SECRETARY

28.1 The Secretary shall cause to be kept minutes of the resolutions and proceedings of each General Meeting and each Committee meeting and each resolution passed without a meeting, in books provided for that purpose together with a record of the names of persons present at Committee meetings.

28.2 The Secretary may delegate any of his duties to the Assistant Secretary with the consent of the Committee.

28.3 The Secretary is the Public Officer of the Association.

29. TREASURER

29.1 The Treasurer:-

29.1.1 shall establish such bank or other financial institution accounts in the name of the Association as may be resolved by the Committee from time to time;

29.1.2 shall collect and receive all moneys due to the Association and make all payments authorised by the Association; and

29.1.3 shall keep correct accounts and books showing the financial affairs of the Association with full details of all receipts and expenditure connected with the activities of the Association.

29.2 The accounts and books referred to in sub-rule 29.1 shall be available for inspection by Members.

30. REMOVAL OF MEMBER OF COMMITTEE

30.1 The Association in General Meeting may by resolution remove any member of the Committee before the expiration of that member's term of office and appoint another eligible Member in his stead to hold office until the expiration of the term of the first-named member of the Committee.

30.2 Where the member of the Committee to whom a proposed resolution referred to in sub-rule 30.1 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 they be read out at the General Meeting.

31. CHEQUES

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, Secretary or Assistant Secretary.

32. AUDIT

32.1 At the end of each Financial Year the books, records and accounts of the Association shall be examined by the auditor and a report prepared for consideration at the ensuing Annual General Meeting.

32.2 An auditor, who is suitably qualified under the Act and is not a member of the Association, must be appointed at an Annual General Meeting and will hold office until replaced.

32.3 Any casual vacancy in the office of auditor may be filled by the Committee.

32.4 The auditor appointed pursuant to these Rules shall be a member of a recognised accountancy institute.

33. SEAL

33.1 The common seal of the Association shall be kept in the custody of the Secretary.

33.2 The common seal shall not be affixed to any instrument except by the authority of the Committee and the affixing of the common seal be attested by the signatures either of two members of the Committee or of one member of the Committee and of the Public Officer.

34. ALTERATION OF RULES

These Rules shall not be altered except by resolution of not less than two thirds

of General Members voting in person or by proxy at a General Meeting of the Association of which not less than 14 days notice has been given.

35. NOTICES

35.1 A notice may be served by or on behalf of the Association on any Member:

35.1.1 personally; or

35.1.2 by sending it by post, facsimile or email to the Member at the Member's address, facsimile number or email address (if any) shown in the Register of Members.

35.2 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.

35.3 A document sent by facsimile or email is deemed to have been received at the time and date shown in the sender's transmission report or email report (as the case may be).

35.4 The Association is deemed to give notice of a document to a Member, if the Association serves a notice on the Member that the Member may download the document from a specified website or request a hard copy from a specified person at a specified address or telephone number.

36. NON PROFIT

The income and property of the Association shall be applied solely towards the promotion of the objects of the Association and no portion thereof shall be paid or transferred, directly or indirectly, by way of dividend bonus or otherwise howsoever by way of profit to the members or relatives of members of the Association provided that nothing herein shall prevent the payment in good faith of remuneration to any officer or servant of the Association or to any member of the Association in return for any services actually rendered to the Association or reasonable and proper rental for premises let by any member to the Association.

37. WINDING UP

If upon the winding up or dissolution of the Association there remains, after satisfaction of all its debts and liabilities any property whatsoever, the property shall not be paid to or distributed among the members of the Association, but shall be given or transferred to some other institution or institutions having objects similar or in part similar to the objects of the Association and which shall also prohibit the distribution of its or their income and property among its or their members, such institutions to be determined by the members of the Association at or before the time of dissolution or, in default thereof, by application to the Supreme Court of South Australia for determination.

38. CUSTODY OF RECORDS

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 Association.

39. FUNDS

The funds of the Association shall be derived from annual subscriptions, donations and such other sources as the Committee determines.

40. BY-LAWS

40.1 Subject to these Rules, the Regulations and the Act, the Committee may by resolution adopt, amend, revoke or suspend any by-laws for the time being in force.

40.2 The by-laws referred to in sub-rule 40.1 shall bind all Members to the maximum extent permitted by law.

40.3 A copy of the by-laws for the time being in force shall be made available to any Member on request.

APPENDIX 1

FORM OF APPOINTMENT OF PROXY

I

of

appoint.....

of

as my proxy to vote on my behalf at the Annual General Meeting/General Meeting of the Association to be held on theday of 19..... 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.....

.....20.. theday of