



RULES OF ASSOCIATION

1. NAME

The name of the incorporated association is

“ASSOCIATION FOR CHRISTIAN EDUCATION MOUNT EVELYN INC.”

(In these rules called “the Association”).

2. DEFINITIONS

- i) In these rules, unless the contrary intention appears –
 - “Board” means the governing body of the association
 - “Member” means a member of the Association
 - “The Act” means the statute for the incorporation of associations in the State in which the Association is incorporated.
 - “Financial Year” means the year ending on 31 December or such other date as the Board may from time to time determine.
- ii) The Association is a religious and educational body for the purposes of State and Federal Government legislation.

3. MEMBERSHIP

- i) Full membership is open to persons who ascribe to the principles of the Association as set out in the Statement of Purposes and who:
 - a) Are eighteen years or over; and
 - b) Pay such fees as the Association may from time to time determine at a General Meeting; and
 - c) Have made an application in the prescribed manner; and
 - d) Satisfy the Board as to their understanding of and commitment to the Statement of Purposes of the Association.
- ii) A person who is not a member of the Association at the time of the incorporation of the Association (or who was such a member at that time but has ceased to be a member) shall not be admitted to membership unless:
 - a) that person has applied as provided in sub-clause iii);
 - b) his/her admission as a member is approved by the Board.
- iii) An application by a person for membership of the Association -
 - a) Will be made in writing in the form set out in Appendix 1; and
 - b) Will be lodged with the Secretary of the Association or other person nominated by the Board.
- iv) As soon as practicable after the receipt of an application the Board will determine whether to approve or reject the application.
- v) Upon an application being approved by the Board, the Secretary will, with as little delay as possible, notify the nominee in writing that he/she is approved for membership of the

Association and request payment within a period of 28 days after receipt of the notification of the sum payable under these rules as fees.

- vi) The Secretary will, upon payment of any amount referred to in sub-clause v) within the period referred to in that sub-clause; enter the nominee's name in the register of members kept by him/her and, upon the name being so entered, the nominee becomes a member of the Association.
- vii) A right, privilege, or obligation of a person by reason of that person's membership of the Association -
 - a) is not capable of being transferred or transmitted to another person;
 - b) Terminates upon the cessation of his/her membership whether by death or resignation or otherwise.
- viii) Associate Membership is open to persons or organisations or bodies who do not in the opinion of the Board qualify for full membership and which;
 - a) In the opinion of the Board will be granted associate membership;
 - b) Contribute to the Association a sum as prescribed from time to time (if any); and
 - c) Agree with the purposes of the Association as set out in the Statement of Purposes.
- ix) Associate members have the right to be represented at any General Meeting, will have the right to speak but not to vote and will not be eligible for election to the Board.

4. FEES - MEMBERS' LIABILITY

- i) Any annual subscriptions or other fees levied by the Association will be payable in advance.
- ii) The liability of a member of the Association to contribute towards the payment of the debts and liabilities of the Association or the costs, charges and expenses of the winding up of the Association is limited to the amount, if any, unpaid by the member in respect of membership of the Association as required by these rules.

5. REGISTER OF MEMBERS

The Secretary will keep and maintain a register of members in which will be entered the full name, address and date of entry of the name of each member and the register will be available for inspection by members at the address of the Public Officer.

6 RESIGNATION

- l) A member of the Association who has paid all moneys due and payable by him/her to the Association may resign from the Association by first giving twenty-eight days' notice in writing to the Secretary of his/her intention to resign and upon the expiration of that period of notice the member will cease to be a member.

7. DISCIPLINE OF MEMBERS

- i) Subject to these rules, the Board may determine by resolution to:
 - a) Expel a member or associate member from the Association; or
 - b) Suspend a member or association member from membership of the Association for a specified period.

If the Board is of the opinion that the member or associate member has refused or neglected to comply with these rules or has been guilty of conduct unbecoming a or associate member or prejudicial to the interests of the Association or the member or associate member no longer ascribes to the Statement of Purposes in part or whole.

- ii) A resolution of the Board under sub-clause I):
 - a) does not take effect unless the Board, 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-clause iii) confirms the resolution in accordance with this clause; and;
 - b) Where the member exercises a right of appeal to the Association under this clause, the resolution does not take effect unless the Association confirms the resolution in accordance with this clause.

- iii) Where the Board passes a resolution under sub-clause I), the Secretary will, as soon as practicable, cause to be served on the member a notice in writing -
 - a) Setting out the resolution of the Board and the grounds on which it is based;
 - b) Stating that the member may address the Board at a meeting to be held not earlier than 14 and not later than 28 days after service of the notice;
 - c) Stating the date, place and time of that meeting; and
 - d) Informing the member that he/she may do one or more of the following:
 1. Attend that meeting with a representative or spokesperson;
 2. Give to the Board before the date of that meeting a written statement seeking the revocation of the resolution;
 3. Not later than 24 hours before the date of the meeting, lodge with the Secretary a notice to the effect that he/she wishes to appeal to the Association in general meeting against the resolution;
 4. Serve notice of resignation of membership.

- iv) At a meeting of the Board held in accordance with sub-clause ii), the Board -
 - a) Will give to the member an opportunity to be heard in person and/or through his or her representative or spokesperson;
 - b) Will give due consideration to any statement submitted by the member; and
 - c) Will by resolution determine whether to confirm or to revoke the resolution.

- v) Where the Secretary receives a notice under sub-clause iii), he/she will notify the Board and the Board will convene a general meeting of the Association to be held within 21 days after the date on which the Secretary received the notice.

- vi) At a general meeting of the Association convened under sub-clause -
 - a) No business other than the question of the appeal will be transacted;
 - b) The Board may place before the meeting details of the grounds for the resolution and the reason for the passing of the resolution;
 - c) The member will be given an opportunity to be heard; and
 - d) The members present will vote by secret ballot on the question whether the resolution should be confirmed or revoked.

- vii) If at the general meeting two-thirds of the members vote in person or by proxy in favour of the confirmation of the resolution, the resolution is confirmed and in any other case, the resolution is revoked.

8. ANNUAL GENERAL MEETINGS

- i) The Association will convene an annual general meeting of its members.
- ii) The annual general meeting will be held within six months of the end of each financial year on such day as the Board determines.
- iii) The annual general meeting will be specified as such in the notice convening.
- iv) The ordinary business of the annual general meeting will be -
 - a) To confirm the minutes of the last preceding annual general meeting and of any general meeting held since that meeting.
 - b) To receive from the Board reports upon the transactions of the Association during the last preceding financial year;
 - c) To vote upon the appointment of members to the Board;
 - d) To receive and consider the statement to be submitted by the Association in accordance with the Act.
- v) The annual general meeting may transact special business of which notice is given in accordance with these rules.
- vi) The annual general meeting will be in addition to any other general meetings that may be held in the same year.

9. SPECIAL GENERAL MEETINGS

- i) All general meetings other than the annual general meeting will be called special general meetings.
- ii) The Association may hold a special general meeting or meetings on such date and at such place as the Board may determine each year.
- iii) The Board may, whenever it thinks fit, convene a special general meeting of the Association and, where, but for this sub-clause, more than 15 months would elapse between annual general meetings, will convene a special general meeting before the expiration of that period.

10. MEMBER-CONVENED SPECIAL GENERAL MEETINGS.

- i) The Board will on the requisition in writing of members representing not less than 10% of the total number of members, convene a special general meeting of the Association.
- ii) The requisition for a special general meeting will state the objects of the meeting and will 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.
- iii) If the Board 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.
- iv) A special general meeting convened by members in pursuance of these rules will be convened in the same manner as nearly as possible as that in which those meetings are convened by the Board and all reasonable expenses incurred in convening the meeting will be refunded by the Association to the persons incurring the expenses.

11. BUSINESS OF GENERAL MEETINGS

- i) The Secretary of the Association will, at least fourteen (14) days before the date fixed for holding a general meeting of the Association, cause to be given to each member of the Association a notice stating the place, date and time of the meeting and the nature of the business to be transacted at the meeting.

- ii) No business other than that set out in the notice convening the meeting will usually be transacted at the meeting, but the Chairperson will have a discretion to allow additional business to be transacted, save only that any resolutions concerning such additional business will not become effective and binding unless ratified by the Board, or failing such ratification unless approved by a subsequent general meeting of the Association.
- iii) A member desiring to bring any business before a meeting may give not less than 21 days before a meeting, notice of that business in writing to the Secretary, who will, upon receipt of such notice refer the notice to the Board who will determine whether such business will be included as business to be discussed at the next general meeting, or a subsequent general meeting.

12. PROCEEDINGS AT GENERAL MEETINGS

- i) All business that is transacted at a general meeting and all business that is transacted at the annual general meeting with the exception of that specially referred to in these rules as being the ordinary business of the annual general meeting will be deemed to be special business.
- ii) No item of business will 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.
- iii) One quarter of the members present in person or by proxy, (being members entitled under these rules to vote at a general meeting) will constitute a quorum for the transaction of the business of any meeting of the Association.
- iv) If within half an hour after the appointed time for the commencement of a general meeting, a quorum is not present, the meeting if convened upon the requisition of members will be dissolved and in any other case will stand adjourned until a date, time and place to be fixed by those Board members present not exceeding 30 days from the date of adjournment 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 5) will be a quorum.
- v) The Board will appoint the Chairperson for any meeting of the Association.
- vi) The Chairperson 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 will be transacted at an adjourned meeting other than the business left unfinished at the meeting at which the adjournment took place.
- vii) Where a meeting is adjourned for 14 days or more, a like notice of the adjourned meeting will be given as in the case of the general meeting.
- viii) Except as provided in sub-clauses vi) and vii), it is not necessary to give notice of an adjournment or of the business to be transacted at an adjourned meeting.
- ix) A question arising at a general meeting of the Association will be determined on a show of hands and unless before or on the declaration of the show of hands a poll is demanded, a declaration by the Chairperson that a resolution has, on a show of hands, been carried or carried unanimously or carried by a particular majority or lost, 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.

13. VOTING

- i) Upon any question arising at a general meeting of the Association, a member has one vote only.
- ii) All votes will be given in person or by proxy.