

**RULES FOR THE UNIVERSITY OF WESTERN AUSTRALIA
CRICKET CLUB INCORPORATED**



Table of Contents

RULE	PAGE
1. NAME OF ASSOCIATION.....	3
2. DEFINITIONS	3
3. OBJECTS OF ASSOCIATION.....	4
4. POWERS OF ASSOCIATION	4
5. QUALIFICATIONS FOR MEMBERSHIP OF ASSOCIATION	5
6. REGISTER OF MEMBERS OF ASSOCIATION.....	7
7. SUBSCRIPTIONS OF MEMBERS OF ASSOCIATION	7
8. RESIGNATION OF MEMBERS OF ASSOCIATION	7
9. EXPULSION OF MEMBERS OF ASSOCIATION.....	8
10. COMMITTEE OF MANAGEMENT.....	8
11. CHAIRMAN.....	10
12. SECRETARY	10
13. TREASURER.....	11
14. CASUAL VACANCIES IN MEMBERSHIP OF COMMITTEE	11
15. PROCEEDINGS AND FUNCTIONS OF COMMITTEE.....	12
16. GENERAL MEETINGS	12
17. QUORUM IN PROCEEDINGS AT GENERAL MEETINGS.....	14
18. MINUTES OF MEETINGS OF ASSOCIATION	15
19. VOTING RIGHTS OF MEMBERS OF ASSOCIATION	15
20. PROXIES OF MEMBERS OF ASSOCIATION	16
21. RULES OF ASSOCIATION	16
22. COMMON SEAL OF ASSOCIATION	16
23. INSPECTION OF RECORDS, ETC OF ASSOCIATION	16
24. DISTRIBUTION OF SURPLUS PROPERTY ON WINDING UP OF ASSOCIATION.....	16
25. INTERPRETATION	17
26. ANNEXURES	18

RULES FOR INCORPORATED ASSOCIATION

1. NAME OF ASSOCIATION

The name of the Association is **University of Western Australia Cricket Club Incorporated.**

2. DEFINITIONS

In these rules, unless the contrary intention appears –

"**Chairman**" means the person presiding at the Committee meeting or general meeting in accordance with rule 11;

"**Committee meeting**" means the meeting referred to in rule 15.1;

"**Committee member**" means a person referred to in paragraph (a), (b), (c), (d) or (e) of rule 10.1;

"**financial year**" has the meaning given by section 3 (1) of the Act, a reference in that section to:

"**an incorporated association**" or "**the association**" being construed as a reference to the Association; and

"**the Committee**" being construed as a reference to the Committee;

"**general meeting**" means a meeting convened under rule 16;

"**Member**" means a member of the Association pursuant to rule 5.1;

"**ordinary resolution**" means resolution other than a special resolution;

"**special resolution**" has the meaning given by section 24 of the Act;

"**the Act**" means the Associations Incorporation Act 1987;

"**the Association**" means the Association referred to in rule 1;

"**the President**" means the person referred to in rule 10.1(a) or, if that person is unable to perform his or her functions, the Vice President;

"**the Committee**" means the Committee of Management of the Association referred to in rule 10.1;

"**the Secretary**" means the Secretary referred to in rule 10.1(c);

"**the Sport & Recreation Association**" means the University of Western Australia Sport & Recreation Association (Inc) or such organisation as may replace it from time to time;

"**the Treasurer**" means the Treasurer referred to in rule 10.1(d);

"the University" means the University of Western Australia as constituted pursuant to the University of Western Australia Act 1911 (WA);

"UWA Cricket Foundation" means the charitable foundation established by the University as part of the Hackett Foundation for the benefit of the Association;

"the Vice-President" means the Vice-President referred to in rule 10.1(b); and

"the WACA" means the Western Australian Cricket Association (Inc) or any substitute body which controls a competition in which the Association plays.

3. OBJECTS OF ASSOCIATION

3.1 The objects of the Association are:

- (a) to promote and encourage cricket and participation therein and to provide training, equipment and facilities for cricket;
- (b) to encourage, promote and facilitate co-operation between the Association and the WACA and each of the University, the Sport & Recreation Association, and other affiliated societies which are representative of the interests of the University;
- (c) to provide for adequate representation of the Association in relevant WACA competitions; and
- (d) to promote, encourage and facilitate selection of Playing Members to State and National representative cricket teams.

3.2 The property and income of the Association shall be applied solely towards the promotion of the objects of the Association and no part of that property or income may be paid or otherwise distributed, directly or indirectly, to Members, except in good faith in promotion of those objects.

4. POWERS OF ASSOCIATION

The powers conferred on the Association by section 13 of the Act are subject to the following additions, exclusions or modifications:

- (a) to create an environment in which all employees and Members can carry out their duties according to the values and philosophy of the Association;
- (b) to employ such officers and servants as the Committee may deem necessary and to pay such sums to such officers and servants by way of remuneration or bonus as the Committee may deem as reasonable and proper;
- (c) to administer the whole of the property of the Association;
- (d) to acquire, hold, purchase, lease, exchange, dispose of or otherwise deal with land, buildings and hereditaments of any tenure or description in the State of Western Australia and any chattels, machinery, plant, equipment, fittings, furniture, motor vehicles and goods of every description;

- (e) to sell, exchange, lease, mortgage, charge, hire, dispose of, turn to account or otherwise deal with any part of the property of the Association;
- (f) to let any property of the Association, real or personal, at such rent and on such terms and conditions and for such purposes as may be expedient and to collect rents and income and to supply to tenants and occupiers and others all usual services;
- (g) to lay out, construct, build, erect, alter or maintain upon the premises for the time being belonging to or occupied by the Association, playing fields, changing rooms and other buildings and improvements incidental thereto and to furnish, fit out and maintain the same for the use of the Members and other such persons as may be invited to the premises;
- (h) to borrow or raise or secure the payment of money in such manner as the Association shall think fit including the execution of mortgages, guarantees and the issuing of debenture stock, perpetual or otherwise, upon all or any of the Association's property, both present and future, and to redeem or pay off any such securities and to mortgage or charge all or any such property of the Association as may legally be mortgaged or charged with capital sums;
- (i) to raise money by accepting subscriptions, gifts and donations (including but not limited to gifts of real and personal property) and devices and bequests for all or any of the purposes of the Association and to sell and dispose of and to lease and accept surrenders of leases of and manage all real estate (including leaseholds) so received and not required to be or capable of being occupied for the purposes of the Association and generally to manage, invest and expend all moneys and property belonging to the said Association;
- (j) to enter into such contracts and agreements and to execute and to do all such deeds, documents, acts and things as are incidental or conducive to the attainment of the above objects;
- (k) to maintain affiliation with the WACA or such other associations with objects similar thereto and to recognise and participate under the constitution, rules or bylaws thereof;
- (l) to open and operate any account with any bank or financial institution and, if thought fit, delegate to any person authority to sign cheques and operate on any account without that person being liable or responsible for any loss resulting from this authority;
- (m) to invest money and lend money belonging to the Association; and
- (n) to do all such things as are conducive or incidental to the attainment of any of the above objects.

5. QUALIFICATIONS FOR MEMBERSHIP OF ASSOCIATION

5.1 5.1 Membership of the Association shall be confined to:

- (a) Playing Members;

- (b) Non-Playing Members;
 - (c) Honorary Life Members; and
 - (d) Foundation Members
- 5.2 Membership pursuant to subrule 5.1(a) is open to those persons entitled to represent the Association pursuant to the rules of the WACA, or the by-laws of any WACA committee or any other body or entity related to the WACA.
- 5.3 Membership pursuant to subrule 5.1(b) is open to those persons approved by the Committee pursuant to subrule 5.6.
- 5.4 Membership pursuant to sub rule 5.1 (c) shall be awarded for significant contributions to the UWACC. Nominations for Life Membership:
- (a) must be forwarded in writing to the UWACC Secretary by the completion of the current cricket season
 - (b) may be made by any current financial Member of the UWACC
 - (c) should include the Member's reasons for putting forward that candidate for Life Membership
 - (d) This distinction shall be conferred only at the discretion of the UWACC Committee and a representative group of current Life Members. No person shall be elected a Life Member of the UWACC unless they have at least 80 percent of the votes of this group. Subject to rule 9, a Life Member of the UWACC is a full financial Member of the Club for life.
- 5.5 A person who wishes to become a Playing Member or a Non-Playing Member shall apply for membership to the Committee in writing, such application to be:
- (a) signed by that person; and
 - (b) in such form as the Committee from time to time directs;
- 5.6 The Committee members shall consider each application made under subrule 5.5 at a Committee meeting and shall at the Committee meeting or a subsequent Committee meeting accept or reject that application.
- 5.7 Membership pursuant to subrule 5.1(d) shall be open to those persons (or groups of persons as referred to in subrule 5.8) who shall have donated at any time to the UWA Cricket Foundation the minimum sum of money determined by the Committee from time to time PROVIDED THAT any change in such minimum donation amount determined by the Committee shall not affect the membership eligibility of any persons who had previously donated the minimum amount.
- 5.8 A Foundation Member shall be classified as either an Individual Foundation Member (where the Foundation Member is an individual person that has donated the minimum amount prescribed by the Committee) or a Family Foundation Member (where a group of persons in a familial relationship to one another have together donated the minimum amount prescribed by

the Committee) PROVIDED THAT the persons comprising a Family Foundation Member shall together be considered a single Member and:

- (a) shall only be entitled to one vote between them at any general meeting; and
- (b) shall only be entitled to nominate one person for membership of the Committee at any annual general meeting, as a consequence of that Family Foundation Membership.

6. REGISTER OF MEMBERS OF ASSOCIATION

- 6.1 The Secretary shall on behalf of the Association keep and maintain the register of Members in accordance with section 27 of the Act and that register shall be so kept and maintained at his or her place of residence.
- 6.2 The Secretary shall cause the name of a person who dies or ceases to be a Member under subrules 7.3, 8.1 or 9 to be deleted from the register of Members referred to in subrule 6.1.

7. SUBSCRIPTIONS OF MEMBERS OF ASSOCIATION

- 7.1 The Committee, on the recommendation from the Treasurer shall from time to time determine the amount of the subscription to be paid by each category of Members PROVIDED THAT Foundation Members shall not be required to pay fees in addition to the donation made by the Foundation Member to the UWA Cricket Foundation.
- 7.2 Each Member shall pay to the Treasurer, annually on or before such date as the Committee from time to time determines, the amount of the subscription determined under subrule 7.1.
- 7.3 Subject to this rule 7, a Member whose subscription is not paid within 3 months after the relevant date fixed by or under subrule 7.2 ceases on the expiry of that period to be a Member, unless the Committee decides otherwise. In such a case the Member shall not be entitled to any of the rights and privileges of membership of the Association including (without limitation) to right to vote at a general meeting of the Association.
- 7.4 A Member is a financial member for the purposes of these rules if his or her subscription is paid on or before the relevant date fixed by or under subrule 7.2 or within 3 months thereafter.
- 7.5 The Committee shall have the power to discount the annual subscription in the case of early payment by Members and to arrange a scheme for payment of the annual subscription of any Member suffering hardship.
- 7.6 The Committee may upon good reason shown resolve to waive the payment of the whole or any part of the annual subscription of any Member.

8. RESIGNATION OF MEMBERS OF ASSOCIATION

- 8.1 A Member who delivers notice in writing of his or her resignation from the Association to the Secretary or another Committee member ceases on that delivery to be a Member.

8.2 A person who ceases to be a Member under subrule 8.1 remains liable to pay to the Association the amount of any subscription due and payable by that person to the Association but unpaid at the date of that cessation.

9. EXPULSION OF MEMBERS OF ASSOCIATION

9.1 If the Committee considers that a Member should be expelled from membership of the Association because his or her conduct is detrimental to the interests of the Association, the Committee shall communicate, either orally or in writing, to the Member:

- (a) notice of the proposed expulsion and of the time, date and place of the Committee meeting at which the question of that expulsion will be decided; and
- (b) particulars of that conduct, not less than 30 days before the date of the Committee meeting referred to in paragraph (a).

9.2 At the Committee meeting referred to in a notice communicated under subrule 9.1, the Committee may, having afforded the Member concerned a reasonable opportunity to be heard by, or to make representations in writing to, the Committee, expel or decline to expel that Member from membership of the Association and shall, forthwith after deciding whether or not so to expel that Member, communicate that decision in writing to that Member.

9.3 Subject to subrule 9.5, a Member who is expelled under subrule 9.2 from membership of the Association ceases to be a Member 14 days after the day on which the decision so to expel him or her is communicated to him or her under subrule 9.2.

9.4 A Member who is expelled under subrule 9.2 from membership of the Association shall, if he or she wishes to appeal against the expulsion, give notice to the Secretary of his or her intention to do so within the period of 14 days referred to in subrule 9.3.

9.5 When notice is given under subrule 9.4:

- (a) the Association in a general meeting may, after having afforded the Member who gave that notice a reasonable opportunity to be heard by, or to make representations in writing to, the Association in the general meeting, confirm or set aside the decision of the Committee to expel that Member; and
- (b) the Member who gave that notice does not cease to be a Member unless and until the decision of the Committee to expel him or her is confirmed under this subrule.

10. COMMITTEE OF MANAGEMENT

10.1 Subject to subrule 10.7, the affairs of the Association shall be managed exclusively by a Committee of Management with the power to exercise the powers of the Association generally. Such Committee of Management shall consist of:

- (a) The President;
- (b) The Vice-President;

- (c) The Secretary;
- (d) The Treasurer; and
- (e) not less than four other persons,

all of whom shall be Members of the Association elected to membership of that Committee at an annual general meeting or appointed under subrule 10.6 and shall remain in office until the next following annual general meeting, when they shall be eligible for re-election, or until they are removed pursuant to the terms of the Act or these Rules PROVIDED THAT not less than one member of the Committee of Management shall be required to be a current student or employee of the University as at the date of the annual general meeting at which the Committee of Management is elected.

- 10.2 A person is not eligible for election to membership of the Committee unless the nominee has signified his or her willingness to stand for election to the Chairman and such nomination has been proposed or seconded by at least one other Member.
- 10.3 A person who is eligible for election or re-election under this rule may at the annual general meeting concerned:
- (a) propose or second himself or herself for election or re-election; and
 - (b) vote for himself or herself.
- 10.4 The Secretary shall ensure that notice of the election of the Committee is given to all Members when notice is given to those Members of the calling of the annual general meeting at which that election is to be held.
- 10.5 If the number of persons nominated for election to membership of the Committee does not exceed the number of vacancies in that membership to be filled:
- (a) the Secretary shall report accordingly to; and
 - (b) (b) the Chairman shall declare those persons to be duly elected as members of the Committee at,
- the annual general meeting concerned.
- 10.6 When a casual vacancy within the meaning of rule 14 occurs in the membership of the Committee:
- (a) the Committee may appoint a Member to fill that vacancy; and
 - (b) a Member appointed under this subrule shall:
 - (i) hold office until the commencement of; and
 - (ii) be eligible for election to membership of the Committee at the next following annual general meeting,
- except as otherwise set out in these rules.

10.7 The Committee may, without limitation to the powers of the Association under rule 3, appoint from time to time such persons (who need not necessarily be Members of the Association) in the Committee's discretion as it determines appropriate to perform administrative and/or substantive functions of the Association from time to time PROVIDED THAT the Committee may terminate such appointment at any time (subject to the terms of any such appointment).

11. CHAIRMAN

11.1 Subject to this rule, the President shall preside at all general meetings and Committee meetings.

11.2 In the event of the absence from:

(a) a general meeting of:

(i) the President, the Vice-President shall preside;

(ii) both the President and the Vice-President, a Member elected by the other Members present at the general meeting shall preside at the general meeting;

or

(b) a Committee meeting of:

(i) the President, the Vice-President shall preside;

(ii) both the President and the Vice-President, a Committee member elected by the other Committee members present shall preside at the Committee meeting.

12. SECRETARY

The Secretary shall:

(a) co-ordinate the correspondence of the Association;

(b) keep full and correct minutes of the proceedings of the Committee and of the Association;

(c) comply on behalf of the Association with:

(i) section 27 of the Act in respect of the register of Members of the Association;

(ii) section 28 of the Act in respect of the rules of the Association; and

(iii) section 29 of the Act in respect of the record of the officeholders, and any trustees, of the Association;

(d) have custody of all books, documents, records and registers of the Association, including those referred to in paragraph (c), other than those required by rule 13 to be kept and maintained by, or in the custody of, the Treasurer; and

(e) perform such other duties as are imposed by these rules on the Secretary.

13. TREASURER

The Treasurer shall:

- (a) be responsible for the receipt of all moneys paid to or received by, or by him on behalf of, the Association and shall issue receipts for those moneys in the name of the Association;
- (b) pay all moneys referred to in paragraph (a) into such account or accounts of the Association as the Committee may from time to time direct;
- (c) make payments from the funds of the Association with the authority of a general meeting or of the Committee and in so doing ensure that all cheques are signed correctly;
- (d) comply on behalf of the Association with sections 25 and 26 of the Act in respect of the accounting records of the Association;
- (e) whenever directed to do so by the President, submit to the Committee a report, balance sheet or financial statement in accordance with that direction;
- (f) have custody of all securities, books and documents of a financial nature and accounting records of the Association, including those referred to in paragraphs (d) and (e); and
- (g) perform such other duties as are imposed by these rules on the Treasurer.

14. CASUAL VACANCIES IN MEMBERSHIP OF COMMITTEE

A casual vacancy occurs in the office of a Committee member and that office becomes vacant if the Committee member:

- (a) dies;
- (b) resigns by notice in writing delivered to the President or, if the relevant Committee member is the President, to the Vice-President;
- (c) is convicted of an offence under the Act;
- (d) is permanently incapacitated by mental or physical ill-health;
- (e) is absent from more than:
 - (i) 3 consecutive Committee meetings; or
 - (ii) 3 committee meetings in the same financial year, of which he or she has received notice without tendering an apology to the person presiding at each of those Committee meetings;
- (f) is removed by the Members at a general meeting; or
- (g) ceases to be a Member of the Association (including where he or she fails to pay his or her subscriptions pursuant to rule 7).

15. PROCEEDINGS AND FUNCTIONS OF COMMITTEE

- 15.1 The Committee shall meet together for the dispatch of business not less than once in every second calendar month. Such meetings may take place in person or by means of telephone hook-up.
- 15.2 The President or any two Committee members may convene a meeting of the Committee by giving at least 3 days' notice to each Committee member of the time, date and venue of the meeting.
- 15.3 Each Committee member has a deliberative vote.
- 15.4 A question arising at a Committee meeting shall be decided by a majority of votes, but, if there is an equality of votes, the person presiding at the Committee meeting shall have a casting vote in addition to his or her deliberative vote.
- 15.5 At a Committee meeting four Committee members constitute a quorum.
- 15.6 Subject to these rules, the Committee members present at the Committee meeting shall determine the procedure and order of business to be followed at a Committee meeting.
- 15.7 A Committee member having any direct or indirect pecuniary interest referred to in section 21 or 22 of the Act shall comply with those sections.
- 15.8 Any Member or other person may attend a Committee meeting by invitation of the President or invitation of the Committee.

16. GENERAL MEETINGS

- 16.1 The Committee:
- (a) may at any time convene a special general meeting of Members;
 - (b) shall convene annual general meetings of Members within the time limits provided for the holding of annual general meetings by section 23 of the Act; and
 - (c) shall, within 30 days of:
 - (i) receiving a request in writing to do so from not less than 15 Members, convene a special general meeting for the purpose specified in that request; or
 - (ii) the Secretary receiving a notice under subrule 9.4, convene a special general meeting for the purpose of dealing with the appeal to which that notice relates.
- 16.2 The Members making a request referred to in subrule 16.1(c)(i) shall:
- (a) state in that request the purpose for which the special general meeting concerned is required; and
 - (b) sign that request.
- 16.3 If a special general meeting is not convened within the relevant period of 30 days referred to:

- (a) in subrule 16.1(c)(i), the Members who made the request concerned may themselves convene a special general meeting as if they were the Committee; or
 - (b) in subrule 16.1(c)(ii), the Member who gave the notice concerned may himself convene a special general meeting as if he or she were the Committee.
- 16.4 When a special general meeting is not convened within the relevant period of 30 days referred to:
- (a) the Committee shall ensure that the Members or Member convening the special general meeting are supplied free of charge with particulars of all Members; and
 - (b) the Association shall pay the reasonable expenses of convening and holding the special general meeting.
- 16.5 Subject to subrule 16.8, the Secretary shall give to all Members not less than 14 days' notice of the date, place and time of a general meeting (including an annual general meeting) and of any motions to be moved at the general meeting (including an annual general meeting).
- 16.6 A notice given under subrule 16.5 shall specify:
- (a) when and where the general meeting concerned is to be held; and
 - (b) particulars of the business to be transacted at the general meeting concerned and of the order in which that business is to be transacted.
- 16.7 In the case of an annual general meeting, the order in which business is to be transacted is:
- (a) first, the minutes of the last annual general meeting and the business arising therefrom shall be received;
 - (b) second, the consideration of the accounts and reports of the Committee including the President's Report and the Treasurer's Report;
 - (c) third, the election of Committee members to replace outgoing Committee members to hold office until the next following annual general meeting;
 - (d) fourth, any special business of which notice has been provided in the notice of annual general meeting; and
 - (e) fifth, any other business requiring consideration by the Association in a general meeting.
- 16.8 The Secretary shall give to all Members not less than 14 days' notice of a general meeting (including any annual general meeting) at which a special resolution is to be proposed and of any other motions to be moved at that general meeting.
- 16.9 The Secretary may give a notice under subrule 16.5 or 16.8 by:
- (a) serving it on a Member personally;
 - (b) sending it by post to a Member at the address of the Member appearing in the register of Members kept and maintained under section 27 of the Act ; or

- (c) sending it by electronic mail to a Member at the address of the Member appearing in the register of Members kept and maintained under section 27 of the Act.
- 16.10 When a notice is sent by post under subrule 16.9, sending of the notice by post shall be deemed to be properly effected if the notice is sufficiently addressed and posted to the Member concerned by ordinary prepaid mail.
- 16.11 When a notice is sent by electronic mail under subrule 16.9, sending of the notice shall be deemed to be properly effected if the notice is sufficiently addressed and sent to the Member's latest specified electronic mail address and a rejection notice is not received by the sender of the said notice.
- 16.12 Notwithstanding anything to the contrary in these rules, the Members in a general meeting may remove any Committee member from office, which removal shall take effect immediately. The Members in general meeting may elect a person to fill the vacancy so created and the person so elected shall hold office until the next annual general meeting, when they shall be eligible for re-election, or until they are removed pursuant to the terms of the Act or these Rules.

17. QUORUM IN PROCEEDINGS AT GENERAL MEETINGS

- 17.1 At a general meeting 15 Members present in person or by proxy shall constitute a quorum.
- 17.2 If within 30 minutes after the time specified for the holding of a general meeting in a notice given under subrule 16.5 or 16.8:
- (a) as a result of a request or notice referred to in subrule 16.1(c) or as a result of action taken under subrule 16.3 a quorum is not present, the general meeting lapses; or
 - (b) otherwise than as a request, notice or action referred to in paragraph 17.2(a), the general meeting stands adjourned to the same time on the same day in the following week and to the same venue.
- 17.3 If within 30 minutes of the time appointed by subrule 17.2(b) for the resumption of an adjourned general meeting a quorum is not present, the Members who are present in person or by proxy may nevertheless proceed with the business of that general meeting as if a quorum were present.
- 17.4 The Chairman may, with the consent of a general meeting at which a quorum is present, and shall, if so directed by such a general meeting, adjourn that general meeting from time to time and from place to place.
- 17.5 There shall not be transacted at an adjourned general meeting any business other than business left unfinished or on the agenda at the time when the general meeting was adjourned.
- 17.6 When a general meeting is adjourned for a period of 30 days or more, the Secretary shall give notice under rule 16 of the adjourned general meeting as if that general meeting was a fresh general meeting.
- 17.7 At a general meeting:

- (a) an ordinary resolution put to the vote shall be decided by a majority of votes cast on a show of hands; and
 - (b) a special resolution put to the vote shall be decided in accordance with section 24 of the Act.
- 17.8 A declaration by the Chairman at a general meeting that a resolution has been passed as an ordinary resolution thereat shall be evidence of that fact unless, during the general meeting at which the resolution is submitted, a poll is demanded in accordance with subrule 17.9.
- 17.9 At a general meeting, a poll may be demanded by the Chairman or by three or more Members present in person or by proxy and, if so demanded, shall be taken in such manner as the Chairman directs.
- 17.10 If a poll is demanded and taken under subrule 17.9 in respect of an ordinary resolution, a declaration by the Chairman of the result of the poll is evidence of the matter so declared.
- 17.11 A poll demanded under subrule 17.9 on the election of a person to preside over a general meeting or on the question of an adjournment shall be taken forthwith on that demand being made.

18. MINUTES OF MEETINGS OF ASSOCIATION

- 18.1 The Secretary shall cause proper minutes of all proceedings of all general meetings and Committee meetings to be taken and then to be entered within 30 days after the holding of each general meeting or Committee meeting, as the case requires, in a minute book kept for that purpose.
- 18.2 The President shall ensure that the minutes taken of a general meeting or Committee meeting under subrule 18.1 are checked and signed as correct by the Chairman of the general meeting or committee meeting to which those minutes relate or of the next succeeding general meeting or committee meeting, as the case requires.
- 18.3 When minutes have been entered and signed as correct under this rule, they shall, unless the contrary is proved, be evidence that:
- (a) the general meeting or Committee meeting to which they relate (in this subrule called "**the meeting**") was duly convened and held;
 - (b) all proceedings recorded as having taken place at the meeting did in fact take place thereat; and
 - (c) all appointments or elections purporting to have been made at the meeting have been validly made.

19. VOTING RIGHTS OF MEMBERS OF ASSOCIATION

- 19.1 Subject to these rules, each Member present in person or by proxy at a general meeting is entitled to a deliberative vote.

20. PROXIES OF MEMBERS OF ASSOCIATION

- 20.1 A Member (in this rule called "**the appointing member**") may appoint in writing another Member who is a natural person to be the proxy of the appointing Member and to attend, and vote on behalf of the appointing Member at, any general meeting. For any such proxy appointment to be valid the form appointing the proxy must be:
- (a) signed by the appointing member and witnessed by one other person not being the appointee. The proxy form may either direct the proxy as to how he or she shall vote or may allow the proxy to vote in a manner to be determined by the proxy in his or her complete discretion; and
 - (b) lodged with the Secretary prior to the commencement of the relevant general meeting.
- 20.2 A Member may act as proxy for only one other Member at any general meeting.

21. RULES OF ASSOCIATION

- 21.1 The Association may alter or rescind these rules, or make rules additional to these rules, in accordance with the procedure set out in sections 17, 18 and 19 of the Act.
- 21.2 These rules bind every Member and the Association to the same extent as if every Member and the Association had signed and sealed these rules and agreed to be bound by all their provisions.

22. COMMON SEAL OF ASSOCIATION

- 22.1 The Association shall have a common seal on which its name shall appear in legible characters.
- 22.2 The common seal of the Association shall not be used without the express authority of the Committee and every use of that common seal shall be recorded in the minute book referred to in rule 18.
- 22.3 Two Committee members, of which at least one shall be the President, the Vice-President, the Secretary or the Treasurer, shall witness the affixing of the common seal of the Association.
- 22.4 The common seal of the Association shall be kept in the custody of the Secretary or of such other person as the Committee from time to time decides.

23. INSPECTION OF RECORDS, ETC OF ASSOCIATION

A Member may at any reasonable time inspect without charge the books, documents, records and securities of the Association.

24. DISTRIBUTION OF SURPLUS PROPERTY ON WINDING UP OF ASSOCIATION

If, on the winding up of the Association, any property of the Association remains after satisfaction of the debts and liabilities of the Association and the costs, charges and expenses of that winding up, that property shall be distributed:

- (a) to another association incorporated under the Act; or
- (b) for charitable purposes,

which incorporated association or purposes, as the case requires shall be determined by resolution of the Members when authorising and directing the Committee under section 33 (3) of the Act to prepare a distribution plan for the distribution of the surplus property of the Association.

25. INTERPRETATION

In these rules, subject to an express contrary intention:

- (a) references to any gender includes all other genders;
- (b) singular includes the plural and vice versa.

26. ANNEXURES

26.1 Amendments to Constitution

This list of amendments does not form a part of the UWACC Constitution, rather it provides a record of changes made in accordance with the Associations Incorporation Act 1987 (WA), whereby any change by special resolution is passed by at least 75% of the members who are entitled to vote and vote on the resolution.

The UWACC Constitution was originally adopted 19th July 2007.

(a) Rule 5.4 - Life Membership – 20th May 2015

Wording for subrule 5.4 changed from “Membership pursuant to subrule 5.1(c) shall be open to those persons awarded such membership by the Committee from time to time”.
To the current wording.