

RULES OF THE GOLD COAST BLIND AND VISUALLY

IMPAIRED ASSOCIATION INC.

NAME

- 1 The name of the incorporated Association shall be The Gold Coast Blind and Visually Impaired Association Inc. (in these Rules called "the Association")

Associations Incorporation Act 1981  
Registered On  
04 APR 2013  
Delegate of the Director-General

OBJECTS

- 2 The objects for which the Association is established are:-
- (a) To promote and protect the interests of the above Association;
  - (b) To promote, support, or oppose legislation or other measures affecting the interests of its members;
  - (c) To engage professional assistance of any kind, and to remunerate any person for services rendered, or to be rendered, in or about the formation or promotion of the Association, or the conduct of its affairs;
  - (d) To affiliate with such other organisations as the Association may deem fit;
  - (e) To conduct or control such forms of entertainment, from time to time as would add to the pleasure of its members and visitors;
  - (f) To purchase, lease or otherwise acquire land, property or chattels and to sell, lease, sub-lease or otherwise dispose of such assets; to mortgage such assets and carry out any scheme which is considered to be in the best interests of the Association;
  - (g) All or any matters which the Association may deem fit for the encouragement or betterment of the members.

POWERS

3. The powers of the Association are:-
- (1) To subscribe to, become a member of and co-operate with any other association, club or organisation, whether incorporated or not, whose objects are altogether or in part similar to those of the Association provided that the Association shall not subscribe to or support with its funds any club, association or organisation which does not prohibit the distribution of its income and property among its members to an extent at least as great as that imposed on the Association under or by virtue of rule 26(10).
  - (2) In furtherance of the objects of the Association to buy, sell and deal in all kinds of articles, commodities and provisions, both liquid and solid, for the members of the Association or persons frequenting the Association's premises.
  - (3) To purchase, take on lease or in exchange, hire and otherwise acquire any lands, building, easements or property, real and personal, and any rights or privileges which may be requisite for the purposes of, or capable of being conveniently used in connexion with, any of the objects of the Association:  
Provided that in case the Association shall take or hold any property which may be subject to any trusts the Association shall only deal with the same in such manner as is allowed by law having regard to such trusts.

- (4) To enter into any arrangements with any Government or Authority, that are incidental or conducive to the attainment of the objects and the exercise of the powers of the Association; to obtain from any such Government or Authority any rights, privileges and concessions which the Association may think it desirable to obtain; and to carry out, exercise and comply with any such arrangements, rights, privileges and concessions.
- (5) To appoint, employ, remove or suspend such managers, clerks, secretaries, servants, workmen and other persons as may be necessary or convenient for the purposes of the Association.
- (6) To remunerate any person or body corporate for services rendered, or to be rendered, and whether by way of brokerage or otherwise in placing or assisting to place or guaranteeing the placing of any unsecured notes, debentures or other securities of the incorporated association, or in or about the incorporated association or promotion of the incorporated association or in the furtherance of its objects.
- (7) To construct, improve, maintain, develop, work, manage, carryout, alter or control any houses, buildings, grounds, works or conveniences which may seem calculated directly or indirectly to advance the Association's interests, and to contribute to, subsidise or otherwise assist and take part in the construction, improvement, maintenance, development, working, management, carrying out, alteration or control thereof.
- (8) To invest and deal with the money of the Association not immediately required in such manner as may from time to time be thought fit.
- (9) In furtherance of the objects of the Association to sell, improve, manage, develop, exchange, lease, dispose of, turn to account or otherwise deal with all or any part of the property and rights of the Association.
- (10) To take any gift or property whether subject to any special trust or not, for any one or more of the objects of the Associations but subject always to the provision in sub-rule (4).
- (11) To take such steps by personal or written appeals, public meetings or otherwise, as may from time to time be deemed expedient for the purpose of procuring contributions to the funds of the Association, in the shape of donations, annual subscriptions or otherwise.
- (12) To print and publish any newspapers, periodicals, books or leaflets that the Association may think desirable for the promotion of its objects.
- (13) To make donations for patriotic, charitable or community purposes.
- (14) To do all such other things as are incidental or conducive to the attainment of the objects and the exercise of the powers of the Association.

## CLASSES OF MEMBERSHIP

4.  
(1) Membership of the Association shall consist of the following classes of members:-

(a) Ordinary (Full-Financial) Member:

Shall mean and include **every eligible blind or permanently visually impaired** person whose Application for Membership has been accepted by the management committee and whose annual subscription **as set at the annual general meeting** has been paid and who is willing to further the activities of the Association. The payment of the annual fee will give financial membership as from **January to December**.

**The Secretary and Treasurer shall be accepted as unpaid full financial members whilst they continue to carry out their respective offices.**

(b) Social Members:

Any person may join as a social member with a subscription of half of that paid by a full financial member for a twelve month period. A person who is not a full financial member shall not be entitled to vote or take part in any deliberations of the Association. Social members may join in discussions and aspire to further the activities of the Association. However, social members will not have voting rights. **Except as noted in clause 4 (1) (a) and clause 10 (2) all volunteers shall be accepted as unpaid social members.**

(2) The number of members in each class shall be unlimited.

## MEMBERSHIP

5. The following are eligible members of the Association:-

- (1) Persons who are blind or visually impaired;
- (2) **Social** members.

## ADMISSION AND REJECTION OF MEMBERS

- 6.
- (1) At the next meeting of the Management Committee after the receipt of any application and the fee applicable for any class of membership, such application shall be considered by the Management Committee, who shall thereupon determine upon the admission or rejection of the applicant.
  - (2) Any applicant who receives a majority of the votes of the members of the Management Committee present at the meeting at which such application is being considered shall be accepted as a member to the class of membership applied for.
  - (3) Upon the acceptance or rejection of an application for any class of membership the Secretary shall forthwith give the applicant notice of such acceptance or rejection.

## TERMINATION OF MEMBERSHIP

- 7.
- (1) A member may resign from the association at any time by giving notice to the Secretary prior to the annual meeting. Such resignation shall take effect at the time such notice is received by the Secretary unless a later date is specified in the notice when it shall take effect on that later date.
  - (2) If a member:-
    - (i) is convicted of an indictable offence; or
    - (ii) fails to comply with any of the provisions of the Rules; or
    - (iii) has membership fees in arrears for a period of two (2) months or more; or
    - (iv) conducts himself in a manner considered to be injurious or prejudicial to the character or interests of the Association,

The Management Committee shall consider whether his membership shall be terminated

- (3) The member concerned shall be given a full and fair opportunity of presenting his case and if the Management Committee resolves to terminate his membership it shall instruct the Secretary to advise the member in writing accordingly.

## APPEAL AGAINST REJECTION OR TERMINATION OF MEMBERSHIP

8.

- (1) A person whose application for membership has been rejected or whose membership has been terminated may within one month of receiving written notification thereof, lodge with the Secretary written notice of his intention to appeal against the decision of the Management Committee.
- (2) Upon receipt of a notification of intention to appeal against rejection or termination of membership the Secretary shall convene, within three months of the date of receipt by him/her of such notice, a general meeting to determine the appeal. At any such meeting the applicant shall be given the opportunity to fully present his case and the Management Committee or those members thereof who rejected the application for membership or terminated the membership subsequently shall likewise have the opportunity of presenting its or their case. The appeal shall be determined by the vote of the full financial members present at such meeting.
- (3) Where a person, whose application is rejected, does not appeal against the decision of the Management Committee within the time prescribed by these Rules or so appeals but the appeal is unsuccessful, the Secretary shall forthwith refund the amount of any fee paid.

## REGISTER OF MEMBERS

9.

- (1) The Secretary shall cause a Register to be kept in which shall be entered the names and residential addresses of all person admitted to membership of the Association and the dates of their admission.
- (2) Particulars shall also be entered into the Register of deaths, resignations, terminations and reinstatements of membership and any further particulars as the Management Committee or the members at any general meeting may require from time to time.

- (3) The Register shall be open for inspection at all reasonable times by any member who previously applies to the Secretary for such inspection.

#### MEMBERSHIP OF MANAGEMENT COMMITTEE

10.

- (1) The Management Committee of the Association shall consist of a President, one Vice-President, Secretary, Treasurer, and three members of committee, and such committee shall manage the business of the Association.
- (2) **Members at an annual general meeting or special general meeting may appoint assistants to the Treasurer and or Secretary; any such appointee shall be accepted as unpaid full financial members.**
- (3) The Association may appoint Sub-Committees for any special purpose. Such committees to be chaired by an executive member of the Association.
- (4) The election of officers and other members of the Management Committee shall take place in the following manner:-
- (a) Any two members of the Association shall be at liberty to nominate any other member to serve as an officer or other member of the Management Committee;
  - (b) The nomination, which shall be in writing and signed by the member and his proposer and seconder, shall be lodged with the Secretary at least fourteen (14) days before the annual general meeting at which the election is to take place;
  - (c) Should, at the commencement of such meeting, there be an insufficient number of candidates nominated, nominations may be taken from the floor of the meeting.

11. Any member of the Management Committee may resign from membership of the Management Committee at any time by giving notice in writing to the Secretary prior to the annual meeting. Such resignation shall take effect at the time such notice is received by the Secretary unless a later date is specified in the notice when it shall take effect on that later date or such member may be removed from office at a general meeting of the Association where that member shall be given the opportunity to fully present his case. The question of removal shall be determined by the vote of the members present at such a general meeting.

#### VACANCIES ON MANAGEMENT COMMITTEE

12.

- (1) The Management Committee shall have power at any time to appoint any member of the Association to fill any casual vacancy on the Management Committee until the next annual general meeting.
- (2) The continuing members of the Management Committee may act notwithstanding any casual vacancy. in the Management Committee, but if and so long as their number is reduced below the number fixed by or pursuant to these Rules as the necessary quorum of the Management Committee, the continuing member or members may act for the purpose

of increasing the number of members of the Management Committee to that number or of summoning a general meeting of the Association, but for no other purpose.

#### FUNCTIONS OF THE MANAGEMENT COMMITTEE

13.

- (1) Except as otherwise provided by these Rules and subject to resolutions of the members of the Association carried at any general meeting the Management Committee:-
  - (a) shall have the general control and management of the administration of the affairs, property and funds of the Association:
  - (b) shall have authority to interpret the meaning of these rules and any matter relating to the Association on which these Rules are silent.
- (2) The Management Committee may exercise all the Powers of the Association--
  - (a) to borrow or raise or secure the payment of money in such manner as the members of the Association may think fit and secure the same or the payment or performance of any debt, liability, contract, guarantee or other engagement incurred or to be entered into by the Association in any way and in particular by the issue of debentures, perpetual or otherwise, charged upon all or any of the Association's property, both present and future, and to purchase, redeem or payoff any such securities;
  - (b) to invest in such manner as the members of the Association may from time to time determine.

#### MEETINGS OF MANAGEMENT COMMITTEE

14.

- (1) At every meeting of the Management Committee **five** members of the Committee shall constitute a quorum, **providing that at least three are blind or visually impaired.**
- (2) Subject as previously provided in this rule, the Management Committee may meet together at least once every two calendar months and regulate its proceedings as it thinks fit: Provided that questions arising at any meeting of the Management Committee shall be decided by a majority of votes, and in the case of equality of votes, the question shall be deemed to be decided by the casting vote of the President.
- (3) A member of the Management Committee shall not vote in respect of any contract or proposed contract with the Association in which he/she is interested, or any matter arising thereout, and if he/she does so vote the vote shall not be counted.
- (4) Not less than fourteen (14) days notice shall be given by Secretary to members of the Management Committee of any special meeting of the Management Committee. Such notice shall clearly state the nature of the business to be discussed thereat.
- (5) The President, or Secretary where appointed by the President, shall preside as Chairman at every meeting of the Management Committee, or if there is no President, or if at any meeting he/she is not present within ten (10) minutes after the time appointed for holding the meeting, the Vice-President shall be Chairman or if the Vice-President is not present at the meeting then the members may choose one of their number to be Chairman of the meeting.

- (6) If within half an hour from the time appointed for the commencement of a Management Committee meeting a quorum is not present, the meeting, if convened upon the requisition of members of the management Committee shall lapse. In any other case it shall stand adjourned to the same day in the next week at the same time and place as the Management Committee may determine, and if at the adjourned meeting a quorum is not present within half an hour from the time appointed for the meeting, the meeting shall lapse.
- (7) Any member of the Management Committee absenting himself/herself from three (3) consecutive meetings without a written apology shall forfeit his/her right to sit on the committee.
- 15.
- (1) The Management Committee may delegate any of its powers to a sub-committee consisting of such members of the Association as the Management Committee thinks fit. Any sub-committee so formed shall in the exercise of the powers so delegated conform to any regulations that may be imposed on it by the Management Committee.
- (2) A sub-committee may elect a Chairman of its meetings. If no such Chairman is elected, or if at any meeting the Chairman is not present within ten (10) minutes after the time appointed for holding of the meeting, the members present may choose one of their numbers to be Chairman of the meeting.
- (3) A sub-committee may meet and adjourn as it thinks proper. Questions arising at any meeting shall be determined by a majority of votes of the members present and, in the case of an equality of votes, the Chairman of the sub-committee shall have a second or casting vote.
16. All acts done by any meeting of the Management Committee or of a sub-committee or by any person acting as a member of the Management Committee shall, notwithstanding that it is afterwards discovered that there was some defect in the appointment of any such member of the Management Committee or person acting as aforesaid, or that the members of the Management Committee or any of them were disqualified, be as valid as if every such person had been duly appointed and was qualified to be a member of the Management Committee.
17. A resolution in writing signed by all the members of the Management Committee for the time being entitled to receive notice of a meeting of the Management Committee shall be as valid and effectual as if it had been passed at a meeting of the Management Committee duly convened and held. Any such resolution may consist of several documents in like form, each signed by one or more members of the Management Committee.

#### ANNUAL GENERAL OR GENERAL MEETINGS

- 18.
- (1) **The annual general meeting shall be held in October of each year.**
- (2) The business to be transacted at every annual general meeting shall be as close as possible to the following:-
- (a) the receiving of the Management Committees annual report and the statement of income and expenditure, assets and liabilities and mortgages. Charges and securities effecting the property of the Association for the preceding financial year.

- (b) the receiving of the auditor's report upon the books and accounts for the preceding financial year;
- (c) the election of members of the Management Committee;
- (d) the appointment of an auditor;
- (e) the subscription payable by members;
- (f) consider, and, if necessary, take action with reference to any business or motion of which due notice may be given;
- (g) notice of any business or motion to be considered at the annual meeting shall be given to the secretary 14 days prior to the date of the annual meeting.

**19** Special meetings shall be convened:-

- (a) when directed to do so by the President at his/her discretion or on written request of 7 Full Financial members;
- (b) on the requisition in writing signed by at least seven members. Such requisition shall clearly state the reasons why such special general meeting is being convened and the nature of the business to be transacted thereat; or
- (c) on being given a notice in writing of an intention to appeal against the decision of the Management Committee to reject an application for membership or to terminate the membership of any person.

**20**

- (1) At the annual general meetings and special general meetings the number of members required to constitute a quorum shall be eight financial members At any sub-committee meetings no more than half of the members of each sub-committee must be present.
- (2) No business shall be transacted at any general meeting (including annual general meetings and special general meetings) unless a quorum of members is present at the time when the meeting proceeds to business.
- (3) If within half an hour from the time appointed for the commencement of a general meeting (including annual general meetings and special general meetings) a quorum is not present, the meeting, if convened upon the requisition of members of the Management Committee or the Association. It shall be within the power of the members then present to adjourn the meeting for any period not exceeding 14 days and if there is no quorum, at the adjourned meeting, the meeting shall lapse.
- (4) The President may, with the consent of any meeting at which a quorum is present (and shall if so directed by the meeting), adjourn the meeting from time to time and from place to place, but no business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place. When a meeting is adjourned for thirty days or more, notice of the adjourned meeting shall be given as in the case of an original meeting.

Save as aforesaid it shall not be necessary to give any notice of an adjourned or of the business to be transacted at an adjourned meeting.

**21**

- (1) The Secretary shall give 14 days' notice of the Annual general Meeting and any Special General Meetings



- (2) The manner by which such notice shall be given shall be determined by the Management Committee. Provided that notice of any meeting convened for the purpose of hearing and determining the appeal of a member against the rejection or termination of *his* membership by the Management Committee, shall be given in writing. Notice of a general meeting shall clearly state the nature of the business to be discussed thereat. .

22

Unless otherwise provided by these Rules, at every general meeting:-

- (1) **The President or Secretary, where appointed by the President,** shall preside as Chairman, or if there is no President, or if he/she is not present within fifteen minutes after the time appointed for the holding of the meeting or is unwilling to act, the Vice-President shall be the Chairman or if the Vice-President is not present: or is unwilling to act then the members present shall elect one of their number to be Chairman of the meeting. The Chairman shall have a vote and a casting vote.
- (2) The Chairman shall maintain order and conduct the meeting in a proper and orderly manner.
- (3) Every question, matter or resolution shall be decided by a majority of votes of the members present.
- (4) Every ordinary member present shall be entitled to one vote and in the case of an equality of votes the Chairman shall have a second or casting vote. Provided that no member shall be entitled to vote at any general meeting if his annual subscription is more than one month in arrears at the date of the meeting.
- (5) Voting shall be by show of hands or a division of members, unless not less than one fifth of the members present demand a ballot, in which event there shall be a secret ballot. The Chairman shall appoint two members to conduct the secret ballot in such manner as he shall determine and the result of the ballot as declared by the Chairman shall be deemed to be the resolution of the meeting at which the ballot was demanded.
- (6) The Secretary shall cause full and accurate minutes of all questions, matters, resolutions and other proceedings of every Management Committee meeting and general meeting to be entered in a book to be open for inspection at all reasonable times by any financial member who previously applies to the Secretary for that inspection. For the purposes of ensuring the accuracy of the recording of such minutes, the minutes of every Management Committee meeting shall be signed by the Chairman of that meeting or the Chairman of the next succeeding Management Committee Meeting verifying their accuracy. Similarly, the minutes of every general meeting shall be signed by the Chairman of that meeting or the Chairman of the next succeeding general meeting. Provided that the minutes of any annual general meeting shall be signed by the Chairman of that meeting or the Chairman of the next succeeding general meeting or annual general meeting.

#### BY-LAWS

- 23 The Management Committee may from time to time make, amend or repeal by-laws, not inconsistent with these Rules, for the internal management of the Association and any by-law may be set aside by a general meeting of members.

#### ALTERATION OF RULES

- 24 Subject to the provisions of the Associations Incorporation Act 1981-1990, these Rules may be amended, rescinded or added to from time to time by a special resolution carried at any general meeting of which 14 days notice has been given to the members. The notice shall state clearly the proposed deletion alteration or addition of rules to the constitution. Provided that no such

amendment, rescission or addition shall be valid unless the same shall have been previously submitted to and approved by the Department of Fair Trading.

#### SEAL COMMON

- 25 The Management Committee shall provide for a Common Seal and for its safe custody. The Common Seal shall only be used by the authority of the Management Committee and every instrument to which the seal is affixed shall be signed by a member of the Management Committee and shall be countersigned by the Secretary or by a second member of the Management Committee or by some other person appointed by the Management Committee for the purpose.

#### FUNDS AND ACCOUNTS

- 26
- (1) The funds of the association shall be deposited in the name of the Association in such Bank or Permanent Building Society as the Management Committee may from time to time direct
  - (2) Proper books and accounts shall be kept and maintained either in written or printed form in the English language showing correctly the financial affairs of the Association and the particulars usually shown in books of a like nature.
  - (3) All monies shall be deposited as soon as practicable after receipt thereof.
  - (4) All amounts of one hundred dollars or over shall be paid by cheque signed by any two of the President, Secretary, Treasurer or other member authorised from time to time by the Management Committee.
  - (5) Cheques shall be crossed "not negotiable" except those in payment of wages, allowances or petty cash recoupment's which may be open.
  - (6) The Management Committee shall determine the amount of petty cash which shall be kept on the impress system. -
  - (7) All expenditure shall be approved or ratified at a Management Committee meeting.
  - (8) As soon as practicable after the end of each financial year the Treasurer shall cause to be prepared a statement containing the particulars of:-
    - (a) the income and expenditure for the financial year just ended; and
    - (b) the assets and liabilities and of all mortgages charges and securities affecting the property of the Association at the close of that year.
  - (9) All such statements shall be examined by the auditor who shall present his report upon such audit to the Secretary prior to the holding of the annual general meeting next following the financial year in respect of which such audit was made.
  - (10) The income and property of the Association whensoever derived shall be used and applied solely in promotion of its objects and in the exercise of its powers as set out herein and no portion thereof shall be distributed, paid or transferred directly or directed by way of dividend, bonus or otherwise by way of profit to or amongst the members of the Association provided that nothing herein contained shall prevent the

payment in good faith of interest to any such member in respect of monies advanced by him/her to the Association or otherwise owing by the Association to him/her or of remuneration to any officers or servants of the Association or to any member of the Association or other person in return for any services actually rendered to the Association provided further that nothing herein contained shall be construed so as to prevent the payment or repayment to any member of out of pocket expenses, money lent, reasonable and proper charges for goods hired by the Association or reasonable and proper rent for premises demised or let to the Association.

**DOCUMENTS**

- 27 The Management Committee shall provide for the safe custody of books, documents, instruments of title and securities of the Association.

**FINANCIAL YEAR**

- 28 The financial year of the Association shall end on 31st June in each year.

**DISTRIBUTION OF SURPLUS ASSETS**

- 29 If the Association shall be wound up in accordance with the provisions of the Associations Incorporation Act 1981-1990 the funds of the Association are to be placed under the control of an honorary solicitor or accountant as signatory together with any two of the president, secretary, treasurer, assistant secretary or assistant treasurer. All debts and liabilities of the Association are to be finalised within 90 days. All of the assets of the Association are to be sold and the proceeds deposited to the Association's bank account. If, after satisfaction of all debts and liabilities there are any assets then remaining, they shall be given to an association of a similar nature as The Gold Coast Blind and Visually Impaired Association Inc.

**I hereby certify that this is a true copy of the amended rules adopted by the members on the 28<sup>th</sup> day of November 2012.**

.....  
Secretary

# Appendix A



## Application to register an amendment of rules

Associations Incorporation Act 1981

This form is effective from 13 July 2012

**Complete this appendix only if the association is adopting its own rules.**

**Matters to be provided for in rules (Part 1—matters with examples)—**

**Each of these matters must be fully provided for in the association's rules.**

**Possible wording for any or all of these rules may be found in the model rules.**

	Insert rule number
1. The name of the incorporated association (example—see model rule 2).	1
2. The objects of the incorporated association (example—see model rule 3).	2
3. Any membership or other fees to be paid by the members of each class of membership of the incorporated association (example—see model rule 8).	4 (a) (a)
4. Whether or not there is a right of rejection or termination of membership and if so, the way the rejection or termination is decided (example—see model rules 9 and 10).	7
5. Whether or not there is a right of appeal against rejection or termination of membership and if so, how the right of appeal may be exercised (example—see model rules 11 and 12).	8
6. The recording of minutes of proceedings of management committee meetings and general meetings, and inspection of the minutes of a general meeting by financial members (example—see model rules 26(1) and 41(1) and (3)).	22 (6)
7. The verification of the accuracy of the recorded minutes of meetings (example—see model rules 26(2) and 41(2)).	22 (6)
8. The amendment or rescission of, or addition to, the rules of the incorporated association (example—see model rule 43(1)).	24
9. The validation of an amendment or rescission of, or addition to, the rules of the incorporated association (example—see model rule 43(2)).	24
10. The form, custody and use of the common seal of the incorporated association (example—see model rule 44).	25
11. The way the income and property of the incorporated association may be used (example—see model rule 46(2)).	26 (10)
12. The custody of the books, documents, instruments of title and securities of the incorporated association (example—see model rule 47).	27
13. The end date of the incorporated association's financial year (example—see model rule 48).	28
14. Distribution of surplus assets on winding-up (example—see model rule 49).	29

**Matters to be provided for in rules (Part 2—matters without examples)—**

**Each of these matters must be fully provided for in the association's rules.**

**Insert rule number**

- |  |            |
|--|------------|
| 1. The following matters about membership:   |            |
| a) the classes of membership of the incorporated association   | 4 (1)      |
| b) the conditions of entry to a class  | 4 (1) (a)  |
| c) whether membership of a class is limited or unlimited in numbers  | 4 (2)      |
| d) how a class is limited, if at all, and additional limitations of rights for a class, for example, voting rights and eligibility for holding office.       | 4 (2)      |
| 2. The following matters about the management committee:   |            |
| a) the designation of the positions constituting the management committee and how a member of the management committee is elected or appointed to a position | 10 (1)     |
| b) the term of office of a member  | 10 (4) (b) |
| c) the resignation of a member   | 10 (11)    |
| d) how a member is removed from office   | 10 (11)    |
| e) appeal rights of a member if the member is removed from office  |            |
| f) how a casual vacancy on the management committee is filled  | 12 (1)     |
| g) the frequency of meetings of the management committee, how the meetings are called and the notice requirements for a meeting                              | 14 (2)     |
| h) the procedure for meetings and the size of a quorum   | 14 (1)     |
| i) the functions and powers of the management committee.   | 13         |
| 3. The following matters about general meetings of the incorporated association:   |            |
| a) the grounds for calling a meeting   | 19 (a)     |
| b) how a meeting is called   | 21 (1)     |
| c) the procedure for general meetings.   | 22         |
| 4. How the register of members is kept.  |            |
| 5. The way the income and property of the incorporated association is to be managed and how the association's cheques must be drawn and signed.              | 26         |