

## **Tasmanian Music Teachers Association Incorporated**

### **Rules of Association**

The Tasmanian Music Teachers Association was instituted in 1959 and constituted on September 30th 1961, as an organisation to represent teachers of music in Tasmania.

The constitution was revised in 1970, that revision being adopted on October 2nd 1971.

The constitution was further revised in 1977, that revision being adopted on November 20th 1977.

The Association was then Incorporated on 12th April 1991.

Item 22 (1) (a) of the Constitution was amended by Special General Meeting on 26th September 2004.

This document is valid as at January 2013.

RULES OF THE TASMANIAN MUSIC TEACHERS ASSOCIATION INCORPORATED

NAME OF ASSOCIATION

1. The name of the Association shall be The Tasmanian Music Teachers Association Incorporated (in these rules called "the Association").

INTERPRETATION

2. (1) In these rules, unless the contrary intention appears:  
"Council" means: the Council of management of the Association;  
"General Meeting" means: a General Meeting of the associations convened in accordance with Rule 13 hereof.  
"the Register" means: the register held by the Association in accordance with the fourth named basic object of the Association.  
"the register of members" means the register of all members of the Association held by the Council which members shall comprise:  
(a) "Registered Members" the members whose names are enrolled on the Register;  
(b) "Associate Members" the members whose names are not enrolled on the Register.  
"Regional Branch" refers to the categorization of each member of the Association by reference to the location of his/her residence and includes for the time being:  
(a) the Southern Tasmanian Branch;  
(b) the Northern Tasmanian Branch;  
(c) the North West Tasmanian Branch.
- (2) In these rules, expressions referring to writing shall, unless the contrary intention appears, be construed as including references to printing, lithography, photography, and other modes of representing or reproducing words in a visible form.
- (3) Words or expressions contained in these rules shall be interpreted in accordance with the provisions of the Acts Interpretation Act 1931 and the Act as in force on the date on which these rules are adopted by the Association.

ASSOCIATION'S OFFICE

3. The office of the Association shall be at 20 Carr Street, North Hobart in Tasmania or such other place as the Council may, from time to time, determine.

14/166  
20/3/91/05

This is the document marked "A"

referred to in the attached affidavit

of JODY HEALD

Sworn before me this 24<sup>th</sup>  
day of MARCH 1991

A Justice of the Peace

- 2 -

OBJECTS AND PURPOSES OF THE ASSOCIATION

4. (1) In addition to the basic objects of the Association, the objects and purposes of the Association shall be deemed to include:
- (a) the purchase, taking on lease or in exchange, and the hiring or otherwise acquiring of any real or personal property that may be deemed necessary or convenient for any of the objects or purposes of the Association;
- (b) the buying, selling, and supplying of, and dealing in, goods of all kinds;
- (c) the construction, maintenance, and alteration of buildings or works necessary or convenient for any of the objects or purposes of the Association;
- (d) the accepting of any gift, whether subject to a special trust or not, for any one or more of the objects or purposes of the Association;
- (e) the taking of such steps from time to time as the Council or the members in General Meeting may deem expedient for the purpose of procuring contributions to the funds of the Association, whether by way of donations, subscriptions, or otherwise;
- (f) the printing and publishing of such newspaper, periodicals, books, leaflets, or other documents as the Council or the members in General Meeting may think desirable for the promotion of the objects and purposes of the Association;
- (g) the borrowing and raising of money in such manner and on such terms as the Council may think fit or as may be approved or directed by resolution passed at a General Meeting;
- (h) subject to the provisions of the Trustee Act 1898, the investment of any moneys of the Association not immediately required for any of its objects or purposes in such manner as the Council may from time to time determine;
- (i) the making of gifts, subscriptions, or donations to any of the funds, authorities, or institutions to which paragraph (a) of sub-section (1) of Section 78 of the Income Tax and Social Services Contribution Assessment Act 1936 as amended of the Commonwealth relates;

14/166  
20/3/91/05

- (j) the establishment and support, or aiding in the establishment or support, of any other Association formed for any of the basic objects of the Association;
  - (k) the purchase or acquisition, and undertaking, of all or any part of the property, assets, liabilities, and engagements of any Association with which the Association may at any time become amalgamated in accordance with the provisions of the Act and the Rules of the Association; and
  - (l) the doing of all such other lawful things as are incidental or conducive to the attainment of the basic objects of the Association or of any of the objects and purposes specified in the foregoing provisions of this sub-rule.
- (2) In this rule, "basic objects of the Association" means: the objects and purposes of the Association as stated in the application under sub-section (2) of Section 7 of the Act for the Incorporation of the Association lodged with the Registrar pursuant to that section a true copy thereof being now set out:

BASIC OBJECTS OF THE ASSOCIATION

- (1) To be concerned with matters of music education and in particular of private music teaching.
- (2) To define, promote and maintain professional standards in music education and in particular in private music teaching.
- (3) To represent the interests of its members.
- (4) To compile hold and maintain a register of the names of persons who are experienced teachers in music professionally engaged in private practice or in any other similar music teaching position and who are eligible for registration with any recognized music teaching body or educational authority or who hold a recognized tertiary qualification in music education or qualification recognized by the Council to be equivalent to such tertiary qualifications.
- (5) To provide financial support to its Regional Branches.

MEMBERSHIP OF ASSOCIATION

5. (1) A person who is nominated for and approved for membership as provided in these Rules is eligible to be a member of the Association on payment of the annual subscription and levies provided for or fixed under these rules.

14/166  
20/3/91/05

- (2) A person who is not a member of the Association at the time of the Incorporation of the Association shall not be admitted to membership of the Association unless:-
- (a) he/she is nominated as provided in sub-rule (3) of this rule.
  - (b) unless his/her admission as a member is approved by the Council.
- (3) The nomination of a person for membership of the Association:
- (a) shall be made in writing signed by two registered members of the Association;
  - (b) shall be accompanied by written consent of the person nominated (which may be endorsed on the form of nomination); and
  - (c) shall be lodged with the Secretary of the Association.
- (4) As soon as practical after the receipt of a nomination the Secretary shall refer the nomination to the Council.
- (5) Upon nomination being approved by the Council the Secretary shall with as little delay as possible notify the nominee in writing that he/she has been approved for membership of the Association and upon receipt of the sum payable by or on behalf of the nominee as his/her first years subscription shall enrol the nominee's name in a register of members to be kept by the Secretary whereupon the nominee becomes a member of the Association.
- (6) A member of the Association may at any time resign from the Association by delivering or sending by post to the Secretary a written notice of resignation.
- (7) Upon receipt of a notice under sub-rule (6) of this rule, the Secretary shall remove the name of the member by whom the notice was given from the register of members, whereupon that member ceases to be a member of the Association.
- (8) (7) A right, privilege, or obligation of a person by virtue of its membership of the Association:
- (a) is not capable of being transferred or transmitted to another person; and
  - (b) terminates upon the cessation of his membership, whether by death, resignation or otherwise.

14/166  
20/3/91/05

- (9) In the event of the Association being wound up no member is liable to contribute towards the payment of the debts or liabilities of the Association or the costs, charges and expenses of the winding up.

#### INCOME AND PROPERTY OF ASSOCIATION

6. The income and property of the Association, however derived, shall be applied solely towards the promotion of the objects and purposes of the Association.

#### ACCOUNTS OF RECEIPTS, EXPENDITURE ETC.

7. (1) True accounts shall be kept:
- (a) of all sums of money received and expended by the Association and the matter in respect of which the receipt or expenditure takes place; and
  - (b) of the property, credits, and liabilities of the Association.

Subject to any reasonable restrictions as to time and manner of inspecting them that may be imposed by the Association for the time being, those accounts shall be open to the inspection of the members of the Association.

- (2) The Treasurer of the Association shall faithfully keep all general records, accounting books, and records of receipts and expenditure connected with the operations and business of the Association in such form and manner as the Council may direct.
- (3) The accounts, books and records referred to in sub-rules (1) and (2) of this rule and all books, documents and securities of the Association shall be kept at the Association's office or at such other place as the Council may decide.

#### BANKING AND FINANCE

8. (1) The Treasurer of the Association shall, on behalf of the Association, receive all moneys paid to the Association and forthwith after the receipt thereof issue official receipts therefore.
- (2) The Council shall cause to be opened with such Bank as the Council selects a banking account in the name of the Association into which all moneys received shall be paid by the Treasurer as soon as possible after receipt thereof.

14/166  
20/3/91/05

- (3) Except with the authority of the Council, no payment of a sum exceeding twenty dollars shall be made from the funds of the Association otherwise than by cheque drawn on the Association's bank account, but the Council may provide the Treasurer with a sum to meet urgent expenditure, subject to the observance of such conditions in relation to the use and expenditure thereof as the Council may impose.
- (4) No cheques shall be drawn on the Association's bank account except for the payment of expenditure that has been authorised by the Council.
- (5) All cheques, drafts, bills of exchange, promissory notes, and other negotiable instruments shall be signed by any two of the following members of the Council:  
President, Vice President, Treasurer, Public Officer.

#### AUDITOR

9. (1) At each Annual General Meeting of the Association, the members present shall appoint a person as the auditor of the Association.
- (2) A person so appointed shall hold office until the Annual General Meeting next after that at which he/she is appointed, and is eligible for re-appointment.
- (3) The first auditor of the Association may be appointed by the Council before the first Annual General Meeting, and, if so appointed, shall hold office until the first Annual General Meeting, unless previously removed by a resolution of the members at a General Meeting, in which case the members at that meeting may appoint an auditor to act until the first Annual General Meeting.
- (4) If an appointment is not made at an Annual General Meeting the Council shall appoint an auditor of the Association for the then current financial year of the Association.
- (5) Except as provided in sub-rule (3) of this rule, the auditor may only be removed from office by special resolution.
- (6) If a casual vacancy occurs in the office of auditor during the course of a financial year of the Association, the Council may appoint a person as the auditor and the person so appointed shall hold office until the next succeeding Annual General Meeting.

14/166  
20/3/91/05



#### AUDIT OF ACCOUNTS

10. (1) Once at least in each financial year of the Association, the accounts of the Association shall be examined by the auditor.
- (2) The auditor shall certify as to the correctness of the accounts of the Association and shall report thereon to the members present at the Annual General Meeting.
- (3) In his/her report, and in certifying to the accounts, the auditor shall state:
- (a) whether he/she has obtained the information required by him/her;
  - (b) whether, in his/her opinion, the accounts are properly drawn up so as to exhibit a true and correct view of the financial position of the Association according to the information at his/her disposal and the explanations given to him/her as shown by the books of the Association; and
  - (c) whether the rules relating to the administration of funds of the Association have been observed.
- (4) The Secretary or the Treasurer of the Association shall cause to be delivered to the auditor a list of all the accounts, books and records of the Association.
- (5) The auditor:
- (a) has a right of access to the accounts, books, records, vouchers, and documents of the Association;
  - (b) may require from the servants of the Association such information and explanations as may be necessary for the performance of his/her duties as auditor;
  - (c) may with the prior consent of the Council which consent will not be unreasonably withheld employ persons to assist him/her in investigating the accounts of the Association;
  - (d) may, in relation to the accounts of the Association, examine any member of the Council or any servant of the Association.

#### ANNUAL GENERAL MEETINGS

11. (1) The Association shall, in each year, hold an Annual General Meeting.
- (2) The Annual General Meeting shall be held on such day (being not later than four (4) months after the close of the financial year of the Association) as the Council may determine.
- (3) The Annual General Meeting shall be in addition to any other General Meetings that may be held in the same year.
- (4) The Annual General Meeting shall be specified as such in the notice convening it.
- (5) The ordinary business of the Annual General Meeting shall 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 Council, auditor and servants of the Association reports upon the transactions of the Association during the last preceding financial year;
  - (c) to elect the officers of the Association and the ordinary Councilmen;
  - (d) to appoint the auditor.
- (6) The Annual General Meeting may transact special business of which notice is given to the Secretary at least 14 days before the date of the meeting.
- (7) All General Meetings other than the Annual General Meeting shall be called Special General Meetings.

#### SPECIAL GENERAL MEETINGS

12. (1) The Council may, whenever it thinks fit, convene a Special General Meeting of the Association.
- (2) The Council shall, on the requisition in writing of not less than ten members, convene a Special General Meeting of the Association.
- (3) A requisition for a Special General Meeting shall state the objects of the meeting and shall be signed by the requisitionists and deposited at the office of the Association and may consist of several documents in the like form, each signed by one or more of the requisitionists.

- (4) If the Council does not cause a Special General Meeting to be held within twenty-one days from the date on which a requisition therefore is deposited at the office of the Association, the requisitionists, or any of them may convene the meeting; but any meeting so convened shall not be held after three months from the date of the deposit of the requisition.

- (5) A Special General Meeting convened by requisitionists in pursuance of these rules shall be convened in the same manner as nearly as possible as that in which those meetings are convened by the Council, and all reasonable expenses incurred in convening the meeting shall be refunded by the Association to the persons incurring them.

#### NOTICES OF GENERAL MEETINGS

13. (1) The Secretary of the Association shall, at least fourteen days before the date fixed for holding a General Meeting of the Association, cause to be inserted in at least one newspaper published in this State or cause to be posted by regular mail to all financial members notice specifying the place, day, and time for the holding of the meeting.
- (2) Where by these rules any special business is to be transacted at a General Meeting the Council may resolve that in lieu of or in addition to advertising the holding of the meeting as set out in sub-clause (1) hereof the notice of the meeting may be given by serving on each member at least fourteen days before the date fixed for holding the meeting, a notice specifying the place, day and time for the holding of the meeting and the nature of the business to be transacted thereat.

#### BUSINESS AND QUORUM AT GENERAL MEETINGS

14. (1) All business that is transacted at Special General Meetings 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, shall be deemed to be special business.
- (2) No item of business shall be transacted at a General Meeting unless a quorum of members entitled under these rules to vote is present during the time when the meeting is considering that item.
- (3) Ten per centum of persons who are registered constitute a quorum for the transaction of business of a General Meeting.

14/166  
20/3/91/05

- (4) If within one 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, shall be dissolved; and in any other case it 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 a quorum is not present within one hour after the time appointed for the commencement of the meeting, the meeting may proceed or if those present resolve it may be dissolved in the absence of a quorum.

#### PRESIDENT TO PRESIDE AT GENERAL MEETINGS

15. (1) The President, or in his/her absence, the Senior Vice-President, or in the absence of both the President and the Senior Vice-President, the other Vice-President, shall preside as Chairman at every General Meeting of the Association.
- (2) If the President and both Vice-Presidents are absent from a General Meeting, the members present shall elect one of their number to preside as Chairman thereat.

#### ADJOURNMENT OF GENERAL MEETINGS

16. (1) The Chairman of a General Meeting at which a quorum is present may, with the consent of the meeting, adjourn the meeting from time to time and place to place, but no business shall be transacted at an adjourned meeting other than the business left unfinished at the meeting at which the adjournment took place.
- (2) Where a meeting is adjourned for fifteen days or more, the like notice of the adjourned meeting shall be given as in the case of the original meeting.
- (3) Except as provided in the foregoing provisions of this rule, it is not necessary to give any notice of an adjournment or of the business to be transacted at an adjourned meeting.

#### DETERMINATION OF QUESTIONS ARISING AT GENERAL MEETINGS

17. A question arising at a General Meeting of the Association shall be determined on a show of hands and unless before or on the declaration of the result of the show of hands a poll is demanded, a declaration by the Chairman that a resolution has, on the show of hands, been carried, or

14/166  
20/3/91/05

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.

#### VOTES

18. (1) Upon any question arising at a general meeting of the Association the member whose name is enrolled on the Register is entitled to one vote only. An associate member has no vote but has the right to be present and to speak on motions.
- (2) All votes shall be given personally or in writing or by proxy.
- (3) In the case of an equality of voting on a question, the Chairman of the meeting is entitled to exercise the casting vote.

#### TAKING OF POLL

19. If at a meeting a poll on any question is demanded it shall be taken at that meeting in such manner as the Chairman may direct, and the result of the poll shall be deemed to be the resolution of the meeting on that question.

#### WHEN POLL TO BE TAKEN

20. A poll that is demanded on the election of a Chairman, or on a question of adjournment, shall be taken forthwith, and a poll that is demanded on any other question shall be taken at such time before the close of the meeting as the Chairman may direct.

#### AFFAIRS OF ASSOCIATION TO BE MANAGED BY A COUNCIL

21. (1) The affairs of the Association shall be managed by a Council of Management constituted as provided in Rule 23.
- (2) The Council:
  - (a) shall control and manage the business and affairs of the Association;
  - (b) may, subject to these rules, 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 members of the Association; and

- (c) subject to the Act and these rules, has power to perform all such acts and things as appear to the Council to be essential for the proper management of the business and affairs of the Association.

#### OFFICERS OF THE ASSOCIATION

22. (1) The Officers of the Association shall be:
    - (a) a President;
    - (b) two Vice-Presidentsall of whom shall be registered members to be elected at each Annual General Meeting;
  - (c) a Treasurer;
  - (d) a Public Officer who shall also be the Secretary
- both to be appointed from among the members of the Association.
- (2) Each Officer of the Association shall hold office until the Annual General Meeting next after the date of his/her election or appointment but is eligible for re-election or re-appointment.
- (3) In the event of a casual vacancy in any office mentioned in sub-rule (1)(a)-(d) of this rule, the Council may appoint one of its members to the vacant office, and the member so appointed may continue in office up to and including the conclusion of the Annual General Meeting next following the date of his/her appointment.

#### CONSTITUTION OF THE COUNCIL

23. (1) The Council shall consist of:
  - (a) the Officers of the Association; and
  - (b) the Chairman of each regional branch Sub-Committee.

#### ELECTION OF MEMBERS OF COUNCIL

24. (1) Nominations of candidates for election as Officers of the Association shall be delivered to the Secretary at least twenty one days before the date



fixed for the holding of the Annual General Meeting. Nominations must be in writing and signed by either the President or Secretary of the member association.

- (2) If insufficient nominations are received to fill all vacancies on the Council, the candidates nominated shall be deemed to be elected and further nominations shall be received at the Annual General Meeting.
- (3) If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated shall be deemed to be elected.
- (4) If the number of nominations exceeds the number of vacancies to be filled, a ballot shall be held.
- (5) The ballot for the election of Officers shall be conducted at the Annual General Meeting in such usual and proper manner as the Council may direct.

#### VACATION OF OFFICE

25. For the purpose of these rules, the office of an Officer of the Association becomes vacant if the Officer or Councilman:

- (a) dies;
- (b) becomes bankrupt or applies to take or takes advantage of any laws relating to bankrupt or insolvent debtors or compounds with his/her creditors, or makes any assignment of his/her estate for their benefit;
- (c) becomes of unsound mind;
- (d) resigns his/her office by writing under his/her hand addressed to the Council;
- (e) ceases to be resident in the State;
- (f) fails, without leave granted by the Council, to attend three consecutive meetings of the Council;
- (g) ceases to be a member of the Association; or
- (h) fails to pay all arrears of subscription due by him/her within fourteen days after he/she has received a notice in writing signed by the Secretary stating that he/she has ceased to be a financial member of the Association.

#### MEETINGS OF THE COUNCIL AND OF SUB-COMMITTEES

26. (1) The Council shall meet at least once in each year at such place and at such time as the Council may determine.
- (2) Special Meetings of the Council may be convened by the President, or any four of its members.
- (3) Notice shall be given to members of the Council 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.
- (4) Any three members of the Council constitute a quorum for the transaction of the business of a meeting of the Council.
- (5) No business shall be transacted unless a quorum is present and if within half an hour of the time appointed for the meeting a quorum is not present, the meeting shall stand adjourned to the same 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.
- (6) At meetings of the Council:
  - (a) the President, or in his/her absence the Senior Vice-President, or in the absence of both the President and the Senior Vice-President, the other Vice-President; or
  - (b) if the President and two Vice-Presidents are absent, such one of the remaining members of the Council as may be chosen by the members present,shall preside.
- (7) Questions arising at meetings of the Council or of any Sub-Committee appointed by the Council shall be determined on a show of hands or, if demanded by a member, by a poll taken in such manner as the person presiding at the meeting may determine.
- (8) Each member present at a meeting of the Council or of any Sub-Committee appointed by the Council (including the person presiding at the meeting) is entitled to one vote and, in the event of an equality of votes on any question, the person presiding may exercise a second or casting vote.



- (9) Written notice of each Council meeting shall be served on each member of the Council by delivering it to him/her at a reasonable time before the meeting or by sending it by post in a prepaid letter addressed to him/her at his/her usual or last known place of abode in time to reach him/her in due course of post before the date of the meeting.

DISCLOSURE OF INTEREST IN CONTRACTS ETC.

27. (1) A member of the Council who is interested in any contract or arrangement made or proposed to be made with the Association shall disclose his/her interest at the first meeting of the Council at which the contract or arrangement is first taken into consideration, if his/her interest then exists, or, in any other case, at the first meeting of the Council after the acquisition of his/her interest.
- (2) If a member of the Council becomes interested in a contract or arrangement after it is made or entered into he/she shall disclose his/her interest at the first meeting of the Council after he/she becomes so interested.
- (3) No member of the Council shall vote as a member of the Council in respect of any contract or arrangement in which he/she is interested and if he/she does so vote his/her vote shall not be counted.

SUB-COMMITTEES AND EXECUTIVE COMMITTEE

28. (1) Members of a Regional Branch shall elect at their own Annual General Meeting a Sub-Committee consisting of:
- (i) a Chairman who shall be a Registered Member and shall be the principal spokesman and representative of the Branch;
- (ii) a Secretary-Treasurer or a Secretary and a Treasurer as the Branch may determine who shall be responsible for recording and attending to the necessary functions related to the conduct of the affairs and finances of the Branch;
- (iii) at least two (2) other members who shall be Registered Members;
- (iv) Executive members of Council who shall be ex-officio non-voting members of all Branch committees.

14/166  
20/3/91/05

- (2) Such Sub-Committee shall organize the activities of each regional branch of the Association.
- (3) The Council may co-opt as members of a Sub-Committee such persons as it thinks fit, whether or not those persons are members of the Association, but a person so co-opted is not entitled to vote.
- (4) Three appointed members of a Sub-Committee constitute a quorum at a meeting of the Sub-Committee.
- (5) The Chairman of each Sub-Committee is responsible for calling meetings of a Sub-Committee.
- (6) Executive members of Council shall be ex-officio non voting members of all regional branch Sub-Committees.
- (7) The President and Vice-Presidents, constitute an Executive Committee, which may issue instructions to the Public Officer and the servants of the Association in matters of urgency connected with the management of the affairs of the Association during the intervals between meetings of the Council, and where any such instructions are issued shall report thereon to the next meeting of the Council.
- (8) The Council may at any time appoint a Sub-Committee from the Council as it thinks fit and shall prescribe the powers and functions thereof.
- (9) The quorum and procedure of any Sub-Committee appointed by any General Meeting or established or constituted under the rules shall be the same as that for a Sub-Committee appointed by the Council.

ANNUAL SUBSCRIPTION

29. (1) The amount of the annual subscription may be altered from time to time by the members by special resolution.
- (2) The annual subscription of a member is due and payable on or before the first day of the financial year of the Association.

FINANCIAL YEAR

30. The financial year of the Association is the period beginning on 1st of January in each year and ending on the 31st of December next following.

14/166  
20/3/91/05

## NOTICES

31. A notice may be served by or on behalf of the Association upon any member either personally or by post in a prepaid letter addressed to the member at his/her usual or last known address.

## EXPULSION AND SUSPENSION OF MEMBERS

32. (1) Subject to this rule, the Council may expel a member from the Association if, in the opinion of the Council the member has been guilty of conduct detrimental to the interests of the Association.
- (2) The expulsion of a member pursuant to sub-rule (1) of this rule does not take effect:
- (a) until the expiration of fourteen days after the service on the member of a notice under sub-rule (3) of this rule; or
- (b) if the member exercises his/her right of appeal under this rule, until the conclusion of the Special General Meeting convened to hear the appeal, whichever is the later date.
- (3) Where the Council expels a member from the Association, the Secretary of the Association shall, without undue delay, cause to be served on the member a notice in writing:
- (a) stating that the Council has expelled the member;
- (b) specifying the grounds for the expulsion; and
- (c) informing the member that if he/she so desires he/she may, within fourteen days after the service of the notice on him/her, appeal against the expulsion as provided in this rule.
- (4) A member on whom a notice under sub-rule (3) of this rule is served may appeal against the expulsion to a Special General Meeting by delivering or sending by post to the Secretary of the Association, within fourteen days after the service of that notice, a requisition in writing demanding the convening of such a meeting for the purpose of hearing his/her appeal.
- (5) Upon receipt of a requisition under sub-rule (4) of this rule, the Secretary shall forthwith notify the Council of its receipt and the Council shall thereupon cause a Special General Meeting of members to be held within twenty-one days after the date on which the requisition is received by the Secretary.

14/166  
20/3/91/05

- (6) At a Special General Meeting convened for the purpose of this rule:
- (a) no business other than the question of the expulsion shall be transacted;
- (b) the Council may place before the meeting details of the grounds of the expulsion and the Council's reasons for the expulsion;
- (c) the expelled member shall be given an opportunity to be heard; and
- (d) the members present shall vote by secret ballot on the question whether the expulsion should be lifted or confirmed.
- (7) If at the Special General Meeting a majority of the members present vote in favour of the lifting of the expulsion, the expulsion shall be deemed to have been lifted and the expelled member is entitled to continue his/her membership of the Association.
- (8) If at the Special General Meeting a majority of the members present a vote in favour of the confirmation of the expulsion, the expulsion takes effect, and the expelled member ceases to be a member of the Association.

## DISPUTES

33. (1) Subject to this rule, a dispute between a member of the Association, in his/her capacity as a member, and the Association shall be determined by arbitration in accordance with the provisions of the Commercial Arbitration Act 1986.
- (2) Nothing in this rule affects the operation or effect of Rule 32.

## SEAL OF THE ASSOCIATION

34. (1) The seal of the Association shall be in the form of a rubber stamp, inscribed with the name of the Association and the words "Seal" or the words "Common Seal".
- (2) The seal of the Association shall not be affixed to any instrument except by the authority of the Council, and the affixing thereof shall be attested by the signatures of two members of the Council and that attestation is sufficient for all purposes that the seal was affixed by authority of the Council.
- (3) The seal shall remain in the custody of the Secretary.

14/166  
20/3/91/05

LIFE/HONORARY MEMBERSHIP

35. Life or Honorary membership may be conferred upon any person by the Annual General Meeting on the recommendation of Council.

(d) The Council may place before the meeting details of the proposed membership and the reasons for the proposal.

(e) The Council shall also place before the meeting details of the proposed membership and the reasons for the proposal.

(f) The Council shall also place before the meeting details of the proposed membership and the reasons for the proposal.

(g) The Council shall also place before the meeting details of the proposed membership and the reasons for the proposal.

(h) The Council shall also place before the meeting details of the proposed membership and the reasons for the proposal.

(i) The Council shall also place before the meeting details of the proposed membership and the reasons for the proposal.

(j) The Council shall also place before the meeting details of the proposed membership and the reasons for the proposal.

(k) The Council shall also place before the meeting details of the proposed membership and the reasons for the proposal.

(l) The Council shall also place before the meeting details of the proposed membership and the reasons for the proposal.

(m) The Council shall also place before the meeting details of the proposed membership and the reasons for the proposal.

(n) The Council shall also place before the meeting details of the proposed membership and the reasons for the proposal.

(o) The Council shall also place before the meeting details of the proposed membership and the reasons for the proposal.