

Albany and Districts Cricket Association Inc.

AMENDED CONSTITUTION: ADOPTED 10 OCT, 2019

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PART 1 - PRELIMINARY

1.1 Name of Association

The name of the Association shall be known as the Albany and Districts Cricket Association Inc., hereafter referred to as the 'Association'.

1.2 Objects of Association

- (1) The principal objects of the Association are to, within Albany and the surrounding districts:
- (a) promote, encourage and control the playing of the game of cricket;
 - (b) coordinate the delivery of cricket competition;
 - (c) provide coaching and instruction in cricket;
 - (d) encourage the growth of cricket and pathways for cricket players to develop;
 - (e) promote the social, recreational and community benefits of cricket;
 - (f) protect the interest and represent cricket players and cricket Clubs; and
 - (g) maintain a strong connection with regional, state and national bodies whose objects are similar.

1.3 Powers of the Association

Subject to the Act, the Association may do all things necessary to carry out its objects in a lawful manner, including but not limited to:

- (a) Raise, invest and deal with the money of the Association in such manner as may from time to time be determined;
- (b) Acquire, hold, deal with, lease, exchange, hire or dispose of any real or personal property;
- (c) Employ, pay and dismiss employees as deemed necessary to further the objects of the Association;
- (d) Open and operate bank accounts;
- (e) Administer the finances of the Association;
- (f) Fix fees and subscriptions payable by Members and decide such levies and charges and to enforce payment thereof;
- (g) Enter into any contract it considers necessary or desirable;
- (h) Adjudicate on all matters brought before it, which in any way affect the Association;
- (i) Make, amend and rescind by-laws, not inconsistent with this Constitution; and
- (j) Do other things necessary or convenient to be done in carrying out the objects.

1.4 Financial Year

The Association's financial year will be the period of 12 months commencing on 1 July and ending on 30 June of the following year.

1.5 Quorum for General Meetings

A quorum for the Annual General Meeting or any General Meeting shall consist of twenty (20) persons, present and entitled to vote.

1.6 Quorum for Executive Committee Meetings

At an Executive Committee meeting 50% plus one (or the lower whole number) of Executive Committee members constitute a quorum for the conduct of the business of an Executive Committee meeting.

1.7 Terms Used

In these rules, unless the contrary intention appears —

Act means the *WA Associations Incorporation Act 2015*; its amendments and any other legislation that may come into force to replace or supplement this Act and shall form part of these Rules;

AGM means the Annual General Meeting;

Association means the incorporated association to which these rules apply, also known as the Albany and Districts Cricket Association;

books, of the Association, includes the following —

- (a) a register;
- (b) financial records, financial statements or financial reports, however compiled, recorded or stored;
- (c) a document;

(d) any other record of information;

by-laws mean the rules, policies and procedures adopted by Association in accordance with rule 8.6;

Chairperson means the President, Vice President or another member of the Executive Committee appointed as Chairperson under these rules;

Club means an incorporated or unincorporated Club whose members participate in cricket competition coordinated and delivered by the Association;

Executive Committee means the Executive Committee of the Association;

Executive Committee meeting means a meeting of the Executive Committee;

Executive Committee member means a member of the Executive Committee;

Cricket Great Southern (CGS) means the regional cricket Association;

financial records include:

- (a) invoices, receipts, orders for the payment of money, bills of exchange, cheques, promissory notes and vouchers; and
- (b) documents of prime entry; and
- (c) working papers and other documents needed to explain —
 - (i) the methods by which financial statements are prepared; and
 - (ii) adjustments to be made in preparing financial statements;

financial statements mean the financial statements in relation to the Association required under Part 5 Division 3 of the Act;

financial year of the Association commences on 1 July each year and concludes on 30 June of the following year;

General meeting of the Association means a general meeting of the Association, whether an Annual or Special General meeting that members are entitled to receive notice of and to attend;

Lower Great Southern region means the Local Government Areas of the City of Albany, the Shire of Denmark and the Shire of Plantagenet and surrounding districts;

Playing season means the time from the first official match of each season, until the completion of the final match of the season, as determined by the Executive Committee;

register of members means the register of members referred to in Section 53 of the Act;

rules mean the Section of this Constitution;

special general meeting means a meeting convened in accordance with rule 5.10, at which only business that has been described in the notice may be transacted;

special resolution means a resolution passed by three-fourths of the presiding and voting members at a General meeting in accordance with Section 51 of the Act;

sub-committee means a sub-committee appointed by the Executive Committee under rule 5.7;

Western Australian Cricket Association (WACA) means the recognised state-based organisation overseeing the sport of cricket in WA;

Western Australian Country Cricket Board (WACCB) means the representative body and guardian of regional cricket in WA.

PART 2 — ASSOCIATION TO BE NOT FOR PROFIT BODY

2.1 Not-For-Profit Body

- (1) The property and income of the Association must be applied solely towards the promotion of the objects or purposes of the Association and no part of that property or income may be paid or otherwise distributed, directly or indirectly, to any member, except in good faith in the promotion of those objects or purposes.
- (2) A payment may be made to a member out of the funds of the Association only if it is authorised under subrule (3).
- (3) A payment to a member out of the funds of the Association is authorised if it is —

- (a) the payment in good faith to the member as reasonable remuneration for any services provided to the Association, or for goods supplied to the Association in the ordinary course of business; or
- (b) the reimbursement of reasonable expenses properly incurred by the member on behalf of the Association.

2.2 Affiliation and Membership with other Similar Organisations

- (1) The Executive Committee may determine that the Association will affiliate with or become a Member of, or accept affiliation with or membership of, any organisation (including any regional, national or international Association) having similar or like interests to the Association.
- (2) The Association is a member of WACCB, WACA and Cricket Australia and will, to the best of its ability, uphold and enforce the by-laws, policies and procedures published from time to time by WACCB, WACA and Cricket Australia.
- (3) The Executive Committee may appoint a representative or delegate to represent the Association, as requested by an affiliated organisation.

PART 3 — Membership

3.1 Number of Members

- (1) Under the Act, the minimum number of members of the Association is six (6).
- (2) The maximum number of members of the Association is at the discretion of the Executive Committee.

3.2 Categories of Membership

- (1) The Association may consist of the following classes of Membership:
 - (a) **Ordinary** Members; and
 - (b) **Associate** Members.
- (2) **Ordinary** members shall consist of the following categories:
 - (a) **Adult Player** – any registered, financial playing member, aged 18 or over, shall have full voting rights and is entitled to hold any Committee position;
 - (b) **Family Member** – any parent or guardian of a registered, financial junior player, is entitled to one vote per Family membership and is entitled to hold any Committee position;
 - (c) **Social Member** – any non-playing supporter, aged 18 or over, who is a financial member shall have full voting rights and is entitled to hold any Committee position;
 - (d) **Body Corporate** – any legal entity, such as an Association, company, agency or institute shall have full voting rights but are not eligible to hold any Committee position;
 - (e) **Life Member** – is a person who has rendered long and outstanding service to the Association. Life Members shall be entitled to full voting rights and are not required to pay any fees.
- (3) **Associate** Members shall consist of the following categories:
 - (a) **Junior Member** – any registered, financial playing member aged under 18, is eligible to attend General meetings, are ineligible to vote but may sit on committees with non-voting rights. They may be represented by a Family member under rule 3.2(2)(b). Junior Members will automatically become Adult Player members on turning the age of 18;
 - (b) **Patron** – is a person who is nominated at an Annual General Meeting in recognition of service for a season to the Association. A Patron is eligible to attend General meetings, are ineligible to vote and shall not be required to pay any fees; and
 - (c) any other class of membership provided under subrule (5).
- (4) No member can belong to more than one class of membership.

- (5) Subject to the Act, and without derogating from the rights of the existing members, the Association may by resolution at the AGM, create additional classes of membership and determine the eligibility criteria, rights and obligations of those members.

3.3 Life Members

- (1) To be eligible for membership as a Life member, an individual must have provided outstanding service to the Association in promoting the objects;
- (2) Any Ordinary member may nominate a person who is eligible in accordance with subrule (1) on a form approved by the Executive Committee;
- (3) The Executive Committee may invite Life members to advise on the suitability of any nomination;
- (4) The nomination criteria for Life membership shall be set out in accordance with the Association's By-Laws;
- (5) A nomination must be submitted in writing to the Secretary/Administrator, at least 28 days prior to the AGM;
- (6) Life membership will only be considered at an AGM and must be approved by a special resolution, of at least three-quarters of presiding and eligible voting members.

3.4 Deeming Provisions

- (1) All members who were members or Life members of the Association, prior to the time of approval of this Constitution under the Act, shall continue to be acknowledged as members and Life Members, and will be entitled to such benefits as was conferred on them by the Association.

3.5 Applying for Membership

- (1) Every application for membership must:
 - (a) be on a written form, approved by the Executive Committee for that purpose (which includes applying through any online application maintained by the Clubs);
 - (b) be submitted to the Registrar or in any other way approved by the Executive Committee;
 - (c) be accompanied by the appropriate fee prior to the membership season, unless approved by the Executive Committee and as set out in the by-laws.
- (2) The Executive Committee shall consider each application for membership to the Association and decide whether to accept or reject the application, without giving reason.
- (3) The Executive Committee must notify the applicant of the decision to accept or reject the application as soon as practical after making the decision.

3.6 Becoming A Member

- (1) An applicant for membership of the Association becomes a member when;
 - (a) the Executive Committee accepts the application; and
 - (b) the applicant pays any membership fees payable to the Association under rule 3.12; and
 - (c) 7 days after subrule (a) and (b), the member is eligible to vote in any General or Special General meeting (if the membership class makes them eligible for voting).
- (2) A copy of the Association's constitution and any by-laws will be made available to each member by either;
 - (a) a hard copy being given to the member, or
 - (b) directed to where the member can view the documents at any time.

3.7 When Membership Ceases

- (1) A member ceases to be a member when any of the following takes place —
 - (a) the individual dies or the body corporate winds up;
 - (b) the member resigns from the Association under rule 3.8;
 - (c) the member is expelled from the Association under rule 6.1; or
 - (d) the member is un-financial, under rule 3.12(4).

3.8 Resignation

- (1) A member may resign from the Association by giving written notice to the Secretary/Administrator of such intention to withdraw or resign.

- (2) The resignation takes effect —
 - (a) when the Secretary/Administrator receives the notice; or
 - (b) if a later time is stated in the notice, at that later time.
- (3) The Secretary/Administrator must keep a record, for at least one year, of —
 - (a) the date on which the member ceased to be a member; and
 - (b) the reason why the membership was ceased.

3.9 Withdrawal and Dissolution of a Club

- (1) A Club who resigns or disbands will not be considered disbanded unless notice of such disbandment has been lodged with the Association prior to the start of the playing season.
- (2) A Club will remain liable for all fees, subscriptions, and/or levies incurred up to the time of lodging the application to withdraw; at the discretion of the Executive Committee.
- (3) In the event of a Club withdrawing during the season, its members shall be at liberty to play with any other Club, with the written consent of the Executive.
- (4) Where a Club ceases, dissolves or withdraws, the individual members of that Club may cease or remain members to the extent and for such time, at the discretion of the Executive Committee.

3.10 Membership Obligations and Rights

- (1) Each member undertakes to the best of their ability to:
 - (a) Comply with this constitution and any by-laws of the Association in force from time to time;
 - (b) Be bound by all resolutions passed by delegates at a General meeting, whether they are present or not at the meeting;
 - (c) Promote the objects and interests of the Association.
- (2) Members have all the rights provided to members under this constitution, including but not limited to:
 - (a) Be entitled to all privileges of the specified membership;
 - (b) Receive notices from the Association;
 - (c) Attend General Meetings of the Association;
 - (d) Vote at all General Meetings (if their membership class makes them eligible for voting); and
 - (e) Be provided with a copy of the constitution or directed to where this can be viewed.

3.11 Rights Not Transferable

- (1) The rights of a member are not transferable and end when membership ceases.

3.12 Membership Fees and Subscription

- (1) The annual membership subscription, fees and any levies payable by members (or any category of members) to the Association shall be as determined by the Executive Committee from time to time.
- (2) Each member must pay the membership subscription, fees and any levies payable to the Treasurer, or another person authorised to receive payments, as and when decided by the Executive Committee.
- (3) The Executive Committee may:
 - (a) set different membership fees for different members; and
 - (b) in its absolute discretion may waive all or part of a membership fee payable by a member.
- (4) If a member has not paid all fees due by the last day in February each year, the member ceases to be a member and shall not be eligible for any members rights and will be ineligible to score points in respect of any games played.
- (5) If a person who has ceased to be a member under subrule (4) offers to pay the subscription fee after the period referred to subrule (3) has expired —
 - (a) the Executive Committee may, at its discretion, accept that payment; and
 - (b) if the payment is accepted, the person's membership is reinstated from the date the payment is accepted; and
 - (c) no reimbursement of fees or re-instatement of game points will be allowed.

3.13 Register of Members and Executive Committee

- (1) The Secretary/Administrator is responsible to maintain the register of members and record in that register any change in the membership of the Association within 28 days of the change occurring.
- (2) The register must include each member's name and –
 - (a) A contact, postal, residential or email address of each member, and
 - (b) The class of membership held by the member, and
 - (c) The date on which the member became a member.
- (3) A record of Executive Committee members and other persons authorised to act on behalf of the Association is required to be maintained by the Secretary/Administrator.
- (4) The register of members and Executive Committee must be kept at the Secretary/ Administrator's place of residence or at another place determined by the Executive Committee.

3.14 Inspection of Register and Documents

- (1) Any member can inspect the register free of charge, at a time and place mutually convenient to the Association and member.
- (2) A member must contact the Secretary/Administrator and President to request the inspection.
- (3) The member may make a copy of or take an extract from the register but shall have no right to remove the register for that purpose.
- (4) The Executive Committee may require the member to provide a statutory declaration setting out the purpose for which the copy or extract is required and declaring the purpose is connected to the affairs of the Association.
- (5) A member must not use or disclose any information in the register for any purpose other than a purpose that:
 - (a) is directly connected to the affairs of the Association; or
 - (b) relates to the administration of the Act.
- (6) Subject to the Act and to this constitution, the Executive Committee must determine on what terms the books, records and other documents of the Association will be open to the inspection of members, other than Executive Committee members.
- (7) A member, other than an Executive Committee member does not have the right to inspect any document of the Association, except as provided under subrule (1) and as provided by the Act, or otherwise as authorised by the Executive Committee.

PART 4 —EXECUTIVE COMMITTEE

4.1 Executive Committee Powers

- (1) The Executive Committee has the power to manage the affairs of the Association.
- (2) Subject to the Act, these rules, the by-laws and any resolution passed at a General meeting, the Executive Committee has power to do all things necessary or convenient to be done for the proper management of the affairs of the Association.
- (3) The Executive Committee must take all reasonable steps to ensure that the Association complies with the Act, these rules and any by-laws.
- (4) All Executive Committee members must be members of the Association.
- (5) The Executive Committee shall:
 - (a) act on all issues in accordance with the objects;
 - (b) operate for the collective and mutual benefit of all members of the Association;
 - (c) adjudicate on all matters brought before it which in any way affect the Association or the game of cricket;
 - (d) fix all fees and subscriptions payable by members and decide such levies, rates of fines and charges and enforce payment as per relevant policies, procedures and guidelines; and

(e) review the Association's performance in achieving its aims and objectives.

4.2 Executive Committee Members

- (1) The business and affairs of the Association will be managed by the Executive Committee consisting of:
 - (a) The four office holders of the Association: and
 - (b) At least two (2) and up to four (4) General Board Members; and
 - (c) The Secretary/Administrator (who is ex-officio and not voting)
- (2) The following are the four (4) office holders of the Association:
 - (a) President;
 - (b) Vice President Junior;
 - (c) Vice President Senior; and
 - (d) Treasurer.
- (3) The maximum number of Executive Committee members shall not exceed nine (9).
- (4) No person shall be entitled to hold more than one position on the Executive Committee.

4.3 Eligibility for Executive Committee

- (1) There must be no more than three (3) persons who are members of the same Club on the Executive Committee at any one time.
- (2) All Executive Committee members have one vote; except in the case of a tied vote where the President or Chairperson shall have a second or casting vote.
- (3) A person may be an Executive Committee member if they are—
 - (a) aged 18 or over; and
 - (b) are an Ordinary Member; and
 - (c) duly elected or nominated, as set out in rules 4.11 and 4.12, and
 - (d) are not disqualified from being an office holder of the Executive Committee under Sections 39 and 40 of the Act.
- (4) Employees of the Association are not eligible to hold any Executive Committee position with voting rights. They may be appointed with non-voting rights and as set out in the bylaws.

4.4 Responsibilities of Executive Committee Members

- (1) An Executive Committee member must exercise their powers and discharge their duties:
 - (a) with a degree of care and diligence that a reasonable person would exercise in the circumstances;
 - (b) in good faith in the best interests of the Association and for a proper purpose.
- (2) An Executive Committee member or former Executive Committee member must not improperly use information obtained because they are an Executive Committee member to:
 - (a) gain an advantage for themselves or another person; or
 - (b) cause detriment to the Association.
- (3) An Executive Committee member having any material personal interest in a matter being considered at an Executive Committee meeting must:
 - (a) as soon as they become aware of that interest, disclose the nature and extent of their interest to the Executive Committee; and
 - (b) agree with the Executive Committee on the most appropriate manner to handle the disclosure of interest as set out in the by-laws; and
 - (c) must not be present when the matter is being considered at the meeting or vote on the matter; and
 - (d) ensure the nature and extent of the interest and how the interest relates to the activity of the Association is disclosed at the next General Meeting.
- (4) The Secretary/Administrator must record every disclosure made by an Executive Committee member under subrule (3) in the minutes of the Executive Committee Meeting at which the disclosure is made.
- (5) No Executive Committee member shall make any public statement or comment or cause to be published any words or article concerning the conduct of the Association unless the person is authorised by the Executive Committee to do so and such authority is recorded in the minutes of the Executive Committee Meeting.

- (6) Under the Act, no person shall be entitled to hold a position on the Executive Committee if the person has been convicted of, or imprisoned in the previous five years for:
 - (a) an indictable offence in relation to the promotion, formation or management of a body corporate;
 - (b) an offence involving fraud or dishonesty punishable by imprisonment for a period of not less than three months; or
 - (c) an offence under Part 4 Division 3 (the duties of officers provisions) or Section 127 (the duty with respect to incurring of debt) of the Act; unless the person has obtained the consent of the Commissioner.
- (7) No person shall be entitled to hold a position on the Executive Committee if the person is, according to the Interpretation Act Section 13D, a bankrupt or a person whose affairs are under insolvency laws unless the person has obtained the consent of the Commissioner.
- (8) The Association will not allow a person to hold a position on the Executive Committee if the person has been convicted or imprisoned for an indictable offence involving inappropriate dealings and interaction with children.

4.5 Duties of President

- (1) The President has the following duties -
 - (a) represent the Association;
 - (b) lead and support current and future planning;
 - (c) consult with the Secretary/Administrator regarding the business to be conducted at each Executive Committee meeting and any General meeting;
 - (d) convene and preside at Executive Committee meetings and preside at General meetings provided for in these rules;
 - (e) ensure that the minutes of a General meeting or Executive Committee meeting are reviewed and signed as correct;
 - (f) report activities to the members at the AGM;
 - (g) carry out any other duty under these rules or as requested by the Executive Committee.
- (2) The President may delegate representative responsibility to another Executive Committee member under written guidelines and following a policy set from time to time by the Executive Committee.
- (3) In the absence of the President from any meeting, the Executive Committee shall determine one of the Vice President's to Chair, as determined at the meeting.

4.6 Duties of Secretary/Administrator

- (1) The Secretary/Administrator has the following duties (unless another person is authorised by the Executive Committee to do so): —
 - (a) deal with the Association's correspondence;
 - (b) consult with the President regarding the business to be conducted at each Executive Committee meeting and any General meeting;
 - (c) preparing the notices required for meetings and for the business to be conducted at meetings;
 - (d) maintain the register of members, and recording in the register any changes in the membership;
 - (e) maintain an up-to-date copy of these rules and any by-laws;
 - (f) maintain a record of Executive Committee members and other persons authorised to act on behalf of the Association;
 - (g) ensure the safe custody of the books of the Association, other than the financial records, financial statements and financial reports;
 - (h) maintain full and accurate minutes of Executive Committee meetings and general meetings;
 - (i) carrying out any other duty given to the Secretary/Administrator under these rules or by the Executive Committee.
- (2) The Secretary/Administrator shall be an ex-officio and non-voting member.

4.7 Duties of Treasurer

The Treasurer has the following duties (unless another person is authorised by the Executive Committee to do so): —

- (a) manage the Association's financial affairs;
- (b) ensure that any amounts payable to the Association are collected and issue receipts for those amounts in the Association's name;

- (c) pay all monies into such account or accounts of the Association as the Executive Committee from time to time direct;
- (d) ensure that any payments to be made by the Association that have been authorised by the Executive Committee or at a General meeting are made on time;
- (e) regularly report to the Executive Committee on the financial status and performance of the Association;
- (f) ensure that the Association complies with the relevant requirements of Part 5 of the Act;
- (g) ensure the safe custody of the Association's financial records, financial statements and financial reports;
- (h) coordinate the preparation of the Financial Statements of the Association prior to their submission to the Annual General meeting in accordance to the Association's tier level;
- (i) provide any assistance required by an auditor or reviewer conducting and audit or review of the Associations financial statements or financial reports;
- (j) carry out any other duty given to the Treasurer under these rules or by the Executive Committee.

4.8 Duties of Vice Presidents (Junior and Senior)

The two Vice President's (Junior and Senior) have the following duties -

- (a) ensure the respective Junior and Senior sub-committees are responsible and accountable;
- (b) oversee and regularly report to the Executive Committee on the respective sub-committee's operations;
- (c) to liaise with and provide support and assistance to the President;
- (d) in the absence of the President, undertake all the roles and responsibilities of the President;
- (e) in the absence of the President, determine one Vice President to chair any meetings; and
- (f) carry out any other duty given to the Vice President (Junior or Senior) under these rules or by the Executive Committee.

4.9 Duties of Board Members

The Board Members have the following duties -

- (a) support the Executive Committee to oversee the Association, as set out in rule 5.1(5);
- (b) oversee and regularly report to the Executive Committee as the Chair of any sub-committee's; and
- (c) carry out any duties under these rules or as determined by the Executive Committee.

4.10 Term of Office

- (1) A member becomes an Executive Committee member if the member —
 - (a) is elected or appointed as the delegate to the Executive Committee at an AGM; or
 - (b) is appointed to the Executive Committee to fill a casual vacancy under rule 4.15; or
 - (c) is appointed as the Secretary/Administrator as an ex-officio and non voting member.
- (2) The Office holder positions shall be elected for terms of two (2) years; and elections shall be staggered to avoid the loss of all Office holders in any one year.
- (3) At the first AGM, the President and Vice President Junior shall be elected for a one-year term.
- (4) At the first AGM (and in all future odd-years) the Treasurer and Vice President Senior shall be elected for a two-year term.
- (5) At the following AGM (and in all future even years) the President and Vice President Junior shall be elected for a two-year term.
- (6) All Office holder positions shall be eligible for re-election for up to three (3) consecutive terms, subject to being re-elected under rules 4.3 and 4.11.
- (7) Any Office holder serving three (3) consecutive terms, must have a minimum two-year break before being eligible for re-election as an Office holder.
- (8) All Board member positions shall be one (1) year terms and Board members may be re-elected for up to three (3) consecutive terms.

4.11 Nomination of Executive Committee Members

- (1) At least 21 days before an AGM, the Secretary/Administrator must send notice to all members —

- (a) calling for nominations for election to the Executive Committee; and
 - (b) stating the date by which nominations must be received by the Secretary/Administrator to comply with sub-rule (2).
- (2) A nomination must be in writing in such form as is approved by the Executive Committee from time to time and signed by the Member.
 - (3) In the nomination form the Member must certify that they are eligible to be elected to the Executive Committee in accordance with rule 4.3(3).
 - (4) A member who wishes to be elected to the Executive Committee must complete the nomination and return to the Secretary/Administrator within 7 days of the AGM.

4.12 Election of Executive Committee

- (1) At the AGM, an election must be held for any Executive Committee positions that have become vacant.
- (2) If the number of nominations received is equal to the number of vacancies to be filled, the President must declare the members elected to each position.
- (3) If the number of nominations received is less than the vacancies to be filled, the meeting may call for nominations from the members attending the AGM.
- (4) If the number of nominations received is greater than the vacancies to be filled, the meeting must vote in accordance with procedures that have been determined by the Executive Committee to decide who is to be elected to the positions.
- (5) A member who has nominated for a position may vote for themselves.
- (6) No member may be elected to more than one position of the Executive Committee.
- (7) On the member's election, the new President of the Association may take over as the Chairperson of the meeting
- (8) Any person elected to the Executive Committee who has not completed a nomination in accordance with rule 4.11 must within 14 days confirm in writing to the Executive Committee their eligibility under rule 4.3.
- (9) If the person is not eligible, their appointment to the Executive Committee is deemed not to have taken place.

4.13 Resignation and Removal From Office

- (1) An Executive Committee member may resign from the Executive Committee by written notice given to the Secretary/Administrator or President.
- (2) The resignation takes effect —
 - (a) when the notice is received by the Secretary/Administrator or President; or
 - (b) if a later time is stated in the notice, at the later time.
- (3) At a General meeting, the Association may by resolution —
 - (a) remove an Executive Committee member from office; and
 - (b) elect a member who is eligible under rule 4.3 to fill the vacant position.
- (4) An Executive Committee member who is the subject of a proposed resolution under subrule (3)(a) may make written representations (of a reasonable length) to the Executive Committee and may ask that the representation be provided to the members.
- (5) The Executive Committee may give a copy of the representations to each Member or, if they are not so given, the Executive Committee member may require them to be read out at the General meeting at which the resolution is to be considered.

4.14 When Membership of Executive Committee Ceases

- (1) A person ceases to be an Executive Committee member if the person:
 - (a) resigns from the Executive Committee by giving written notice to the Secretary/Administrator or President;
 - (b) dies or otherwise ceases to be a member;

- (c) is, or becomes ineligible to act as an Executive Committee member under rule 4.4(6) or 4.4(7) or 4.4 (8);
 - (d) becomes physically or mentally incapable of performing the duties and the Executive Committee resolves that their office be vacated for that reason;
 - (e) is absent for more than three (3) consecutive meetings without leave of absence; or
 - (f) is the subject of a special resolution passed by members to terminate their appointment as an Executive Committee member.
- (2) Under Section 41 of the Act the person, as soon as practicable, must deliver to the Executive Committee all the relevant documents and records they hold pertaining to the management of the Association's affairs.

4.15 Filling Casual Vacancies

- (1) The Executive Committee may appoint a member who is eligible to fill a position on the Executive Committee that —
- (a) has become vacant; or
 - (b) was not filled by election at the most recent AGM.
- (2) The vacancy shall be filled for the remainder of the term, in which they are filling.
- (3) Subject to the requirement for a quorum, the Executive Committee may continue to act despite any vacancy in its membership.
- (4) If there are fewer Executive Committee members than required for a quorum, the Executive Committee may act only for the purpose of —
- (a) appointing Executive Committee members under this rule; or
 - (b) convening a general meeting.

4.16 Payment to Executive Committee Members

- (1) The Association must not pay fees to an Executive Committee Member for acting as an Executive Committee Member.
- (2) The Executive Committee may, by resolution of the Executive Committee:
- (a) consider and reimburse a Committee Member for out-of-pocket expenses properly incurred in connection with the Club's business; and
 - (b) such payments must be supported by appropriate documentation.

PART 5 - MEETINGS

5.1 Executive Committee Meetings

- (1) The Executive Committee must meet not less than eight (8) times in each year on the dates and at the times and places determined by the Executive Committee.
- (2) The date, time and place of the first Executive Committee meeting must be determined by the Executive Committee members as soon as practicable after the AGM.
- (3) Additional Executive Committee meetings may be convened by the President or any four (4) Executive Committee members.

5.2 Notice of Executive Committee Meetings

- (1) Notice of each Executive Committee meeting must be given to each Executive Committee member at least one week before the time of the meeting.
- (2) The notice must state the date, time and place of the meeting and must describe the general nature of the business to be conducted at the meeting.
- (3) Unless subrule (4) applies, the only business that may be conducted at the meeting is the business described in the notice.
- (4) Urgent business that has not been described in the notice may be conducted at the meeting if the Executive Committee members at the meeting unanimously agree to treat that business as urgent.

5.3 Procedure and Order of Business

- (1) The President or, in the Presidents absence, a Vice President must preside as Chairperson of the Executive Committee meeting.
- (2) If either are absent or unwilling to act as Chairperson of a meeting the Executive Committee members must choose one of them to act as Chairperson of the meeting.
- (3) The procedure to be followed at an Executive Committee meeting will be determined from time to time by the Executive Committee.
- (4) The order of business at an Executive Committee meeting may be determined by the Executive Committee members at the meeting.
- (5) A member or other person who is not an Executive Committee member may attend an Executive Committee meeting if invited to do so by the Executive Committee.
- (6) A person invited under subrule (5) to attend an Executive Committee meeting —
 - (a) has no right to any agenda, minutes or other document circulated at the meeting; and
 - (b) must not comment about any matter discussed at the meeting unless invited by the Executive Committee to do so; and
 - (c) cannot vote on any matter that is to be decided at the meeting.

5.4 Quorum for Executive Committee Meetings

- (1) No business is to be conducted at an Executive Committee meeting unless a quorum is present.
- (2) At an Executive Committee meeting 50% plus one (or the lower whole number) of Executive Committee members constitute a quorum for the conduct of the business of an Executive Committee meeting.
- (3) If a quorum is not present within 30 minutes after the notified commencement time of an Executive Committee meeting —
 - (a) in the case of a special meeting — the meeting lapses; or
 - (b) otherwise, the meeting is adjourned to the same time, day and place in the following week.
- (4) If —
 - (a) a quorum is not present within 30 minutes after the commencement time of an Executive Committee meeting held under subrule (4)(b); and
 - (b) at least 4 Executive Committee members are present at the meeting,
those members present are taken to constitute a quorum.

5.5 Voting at Executive Committee Meetings

- (1) Each Executive Committee member present at an Executive Committee meeting has one vote on any question arising at the meeting.
- (2) A motion is carried if a majority of the Executive Committee members present at the Executive Committee meeting vote in favour of the motion.
- (3) If votes are divided equally on a question, the motion is rescinded
- (4) A vote may take place by the Executive Committee members present indicating their agreement or disagreement or by a show of hands, unless the Executive Committee decides that a secret ballot is needed to determine a decision.
- (5) If a secret ballot is needed, the chairperson of the meeting must decide how the ballot is to be conducted.

5.6 Minutes of Executive Committee Meetings

- (1) The Executive Committee must ensure that minutes are taken and kept of each Executive Committee meeting.
- (2) The minutes must record the following —
 - (a) the names of the Executive Committee members present at the meeting;
 - (b) the name of any person attending the meeting;
 - (c) the business considered at the meeting;

- (d) any motion on which a vote is taken at the meeting and the result of the vote;
 - (e) the disclosure of an Executive Committee member's material personal interest in a matter being considered at an Executive Committee meeting.
- (3) The President must ensure that the minutes of an Executive Committee meeting are reviewed and passed as correct by —
 - (a) the chairperson of the meeting; or
 - (b) the chairperson of the next Executive Committee meeting.
 - (4) When the minutes of an Executive Committee meeting have been passed as correct, they are until the contrary is proved, evidence that —
 - (a) the meeting to which the minutes relate was duly convened and held; and
 - (b) the matters recorded as having taken place at the meeting took place as recorded; and
 - (c) any appointment purportedly made at the meeting was validly made.

5.7 Sub-Committees

- (1) To help the Executive Committee in the conduct of the Association's business the Executive Committee shall, in writing, do either or both of the following —
 - (a) appoint one or more sub-committees;
 - (b) create a special working group to complete specific tasks;
 - (c) create one or more subsidiary offices and appoint people to those offices; and
 - (d) may offer remuneration under written agreement to such persons, as set out in the bylaws.
- (2) In each case referred to in sub-rule (1), the Executive Committee shall provide the Club, person or group with written terms of reference specifying the purpose, outcomes, scope of work, operating guidelines, any financial support and accountability and method of reporting.
- (3) A sub-committee or working group may consist of the number of Clubs, people or groups that the Executive Committee considers appropriate.
- (4) Subject to any directions given by the Committee in its terms of reference—
 - (a) a sub-committee may meet and conduct business as it considers appropriate; and
 - (b) the holder of a subsidiary office may carry out the functions given to the holder as the holder.
- (5) The Association may appoint a person to a subsidiary office and offer appropriate remuneration under written agreement, as set out in the bylaws.

5.8 Delegation to Sub-Committees and Holders of Subsidiary Offices

- (1) In this rule —

non-delegable duty means a duty imposed on the Executive Committee by the Act or another written law.
- (2) The Executive Committee may, in writing, delegate to a sub-committee or the holder of a subsidiary office the exercise of any power or the performance of any duty of the Executive Committee other than —
 - (a) the power to delegate; and
 - (b) a non-delegable duty.
- (3) A power or duty, the exercise or performance of which has been delegated to a sub-committee or the holder of a subsidiary office under this rule, may be exercised or performed by the sub-committee or holder in accordance with the terms of the delegation.
- (4) The delegation may be made subject to any conditions, qualifications, limitations or exceptions that the Executive Committee specifies in the document by which the delegation is made.
- (5) The delegation does not prevent the Executive Committee from exercising or performing at any time the power or duty delegated.
- (6) Any act or thing done by a sub-committee or by the holder of a subsidiary office, under the delegation has the same force and effect as if it had been done by the Executive Committee.
- (7) The Executive Committee may, in writing, amend or revoke the delegation.

5.9 Annual General Meeting (AGM)

- (1) The Executive Committee must determine the date, time and place of the Annual General meeting, within four months of the end of the Association's financial year.
- (2) At each AGM the Association must —
 - (a) confirm the minutes of the previous Association's AGM and of any other General meeting held since then if the minutes of that meeting have not yet been confirmed;
 - (b) receive and consider the annual report on the Associations activities during the preceding financial year; and
 - (i) if a Tier 1 Association, receive the financial statements of the Association for the preceding financial year;
 - (ii) if a Tier 2 Association or a Tier 3 Association, receive the financial report for the preceding financial year;
 - (c) if required to be presented for consideration under Part 5 of the Act, a copy of the report of the review or auditor's report on the financial statements or financial report;
 - (d) elect the Executive Committee members, as required;
 - (e) vote on any Life membership nominations;
 - (f) appoint any Patron/s for the following 12 months;
 - (g) consider and appoint an auditor for the following 12 months in accordance with the Act; and
 - (h) any other business of which notice has been given in accordance with these rules may be conducted at the AGM.

5.10 General Meetings

- (1) A General meeting, in addition to the AGM, will be held at least once during the year on a date and at a time and place determined by the Executive Committee.
- (2) The Executive Committee may convene a Special General meeting.
- (3) The Executive Committee must convene a Special General meeting if at least 20% of the members require a Special General meeting to be convened.
- (4) The Members requiring a Special General meeting to be convened must —
 - (a) make the requirement by written notice given to the Secretary/Administrator; and
 - (b) state in the notice the special resolution to be considered at the meeting; and
 - (c) each sign the notice.
- (5) The Special General meeting must be convened within 21 days after notice is given under subrule (4).
- (6) If the Executive Committee does not convene a Special General meeting within that 21-day period, the members making the requirement (or any of them) may convene the Special General meeting.
- (7) A Special General meeting convened by ordinary members under subrule (6) —
 - (a) must be held within 2 months after the date the original requirement was made; and
 - (b) may only consider the business stated in the notice by which the requirement was made.
- (8) A special resolution may be moved either at a Special General meeting or at an AGM, but all members must be given not less than 21-days notice of the meeting in which a special resolution is to be proposed.
- (9) The special resolution must be passed by not less than three-quarters of the presiding and eligible voting members of the Association.

5.11 Notice of General Meetings

- (1) The Secretary/Administrator or, in the case of a Special General meeting convened under rule 5.10(3), the members convening the meeting, must give to each member —
 - (a) at least 21 days' notice of a General meeting if a special resolution is to be proposed at the meeting; or

- (b) at least 14 days' notice of a General meeting in any other case.
- (2) The notice must —
 - (a) specify the date, time and place of the meeting; and
 - (b) indicate the General nature of each item of business to be considered at the meeting; and
 - (c) if a special resolution is proposed —
 - (i) set out the wording of the proposed resolution as required by Section 51(4) of the Act; and
 - (ii) state that the resolution is intended to be proposed as a special resolution; and
 - (iii) be passed by not less than three-fourths of the presiding and voting members at the meeting.

5.12 Presiding Member and Quorum for General Meetings

- (1) The President or, in their absence a Vice President, will preside as chairperson of any General meeting.
- (2) No business is to be conducted at a General meeting unless a quorum is present.
- (3) At a General meeting, at least 20 members present and entitled to vote will constitute a quorum for the conduct of business at a General meeting.
- (4) If a quorum is not present within 30 minutes after the notified commencement time of a General meeting —
 - (a) Where the meeting is convened on the requisition of members, the meeting must be automatically dissolved; and
 - (b) In any other case:
 - (i) the meeting stands adjourned to a day, time and place as the Executive Committee decides, or at the same time and day in the following week; and
 - (ii) if no quorum is present at the resumed meeting within 30 minutes after the appointed time, any 10 members present at the resumed meeting, they will be taken to constitute a quorum.

5.13 Proxies

- (1) No proxy votes will be considered at General meeting, Special General meetings or Executive Committee meetings.

5.14 Adjournment of General Meeting

- (1) The Chairperson of a General meeting at which a quorum is present may, with the consent of the majority of the members present at the meeting, adjourn the meeting to another time at the same place or at another place.
- (2) Without limiting subrule (1), a meeting may be adjourned —
 - (a) if there is insufficient time to deal with the business at hand; or
 - (b) to give the members more time to consider an item of business.
- (3) No business may be conducted on the resumption of an adjourned meeting other than the business that remained unfinished when the meeting was adjourned.

5.15 Voting at General Meeting

- (1) On any question arising at a General meeting each eligible voting member has one vote.
- (2) If votes are divided equally on a question, the motion is rescinded.

5.16 Minutes of General Meeting

- (1) The Secretary/Administrator, or a person authorised by the Executive Committee from time to time, must take and keep minutes of each General meeting.
- (2) The minutes must record the business considered at the meeting, any resolution on which a vote is taken and the result of the vote.
- (3) The President must ensure that the minutes of a General meeting are reviewed and passed as correct by —
 - (a) the Chairperson of the meeting; or
 - (b) the Chairperson of the next General meeting.

- (4) When the minutes of a General meeting have been passed as correct, they are in the absence of evidence to the contrary, taken to be proof that —
 - (a) the meeting to which the minutes relate was duly convened and held; and
 - (b) the matters recorded as having taken place at the meeting took place as recorded; and
 - (c) any election or appointment purportedly made at the meeting was validly made.
- (5) The minutes of a General meeting must be entered into a minute book or in an electronic format within 30 days after the meeting is held.

5.17 When Special Resolutions Are Required

- (1) A special resolution must be moved at a General meeting where notice of the special resolution has been given.
- (2) A special resolution is required if it is proposed at a General meeting —
 - (a) to affiliate the Association with another body; or
 - (b) amend the name of the Association; or
 - (c) amend the rules; or
 - (d) voluntarily wind up the Association; and
 - (e) cancel incorporation.
- (3) Subrule (1) does not limit the matters in relation to which a special resolution may be proposed.
- (4) Notice of a special resolution must:
 - (a) be in writing;
 - (b) include the place, date and time of the meeting;
 - (c) include the intention to propose a special resolution; and
 - (d) give notice to all members.

5.18 Determining Whether Resolution Carried

- (1) At a General meeting:
 - (a) An ordinary resolution put to the vote will be decided by a majority of votes cast on a show of hands; and
 - (b) A special resolution put to the vote will be decided in accordance with Section 51 of the Act, and if a poll is demanded, in accordance with subrule (2).
- (2) If a poll is demanded on any question by the chairperson of the meeting or by at least 3 other members present in person —
 - (a) the poll must be taken at the meeting in the manner determined by the chairperson;
 - (b) the chairperson must declare the determination of the resolution on the basis of the poll;
 - (c) the poll must be taken immediately.
- (3) If a poll is demanded and taken under subrule (2) in respect of ordinary resolutions, a declaration by the Chairperson of the result of the poll is evidence of the matter so declared.

PART 6 — DISCIPLINARY ACTION, DISPUTES AND MEDIATION

6.1 Disciplinary Action

- (1) The Executive Committee may decide to suspend or to expel a member from the Association if the Executive Committee is advised or considers that a member has allegedly -
 - (a) breached, failed, refused or neglected to comply with a provision of this Constitution, the by-laws, the Associations Codes of Conduct, the WACA Member Protection Policy and other relevant policies or any resolution or determination of the Executive Committee or;
 - (b) acted in a manner unbecoming of a member or prejudicial to the objects and interests of the Association and/or the sport of cricket; or
 - (c) brought the Association or the sport of cricket into disrepute.
- (2) The member will be subject to, and submits unreservedly to the jurisdiction, procedures, penalties and appeal mechanisms as set out in the by-laws.

6.2 Consequences of Suspension

- (1) During the period a member's membership is suspended, the member —
 - (a) loses any rights (including voting rights and competition points) arising as a result of membership; and
 - (b) is not entitled to a refund, rebate, relief or credit for membership fees paid, or payable, to the Association.
- (2) When a member is suspended, the Secretary/Administrator must record in the register —
 - (a) the date on which the suspension takes effect; and
 - (b) the period of the suspension.
- (3) When the period of the suspension ends, the Secretary/Administrator must record in the register of members that the member's membership is no longer suspended.

6.3 Internal Dispute Resolution

- (1) This rule applies to:
 - (a) disputes between members; or
 - (b) disputes between the Association and one or more member;

6.4 Parties to Attempt to Resolve Dispute

- (1) Disputes between members (in their capacity as members), and disputes between members and the Association, are to be referred to preliminary mediation as determined by the Executive Committee and as set out in the by-laws;

6.5 How Grievance Procedure is Started

- (1) If the parties are unable to resolve the dispute between themselves within the time required, any party to the dispute may start the grievance procedure by giving written notice to the Executive Committee of —
 - (a) the parties to the dispute; and
 - (b) the matters that are the subject of the dispute.
- (2) Within 14 days after the notice is given, a mediator will be appointed to determine the matter.

6.6 Appointment of a Mediator

- (1) The mediator must be a person chosen —
 - (a) if the appointment of a mediator was requested; and
 - (b) by agreement between the member and the Executive Committee; or
 - (c) by agreement between the parties to the dispute.
- (2) If there is no agreement, then the Executive Committee will appoint the mediator.
- (3) The person appointed as mediator must be
 - (a) a person who acts as a mediator for a similar not-for-profit body or
 - (b) is recommended by WACA or WACCB or another key agency; and
 - (c) must not have a personal interest in the matter that is subject of the mediation; or
 - (d) be biased in favour of or against any party of the mediation.

6.7 Mediation Process

- (1) The parties to the mediation must attempt in good faith to settle the matter that is the subject of the mediation.
- (2) Each party to the mediation must give the mediator a written statement of the issues that need to be considered at the mediation at least 7 days before the mediation takes place.
- (3) In conducting the mediation, the mediator must —
 - (a) give each party to the mediation every opportunity to be heard; and
 - (b) allow each party to the mediation to give due consideration to any written statement given by another party; and
 - (c) ensure that natural justice is given to the parties to the mediation throughout the mediation process.
- (4) The mediator cannot determine the matter that is the subject of the mediation.
- (5) The mediation must be confidential, and any information given at the mediation cannot be used in any other proceedings that take place in relation to the matter that is the subject of the mediation.
- (6) The costs of the mediation are to be paid by the party or parties to the mediation that requested the appointment of the mediator.

6.8 If Mediation Results in Decision to Suspend or Expel Being Revoked

If —

- (a) mediation takes place because a member whose membership is suspended or who is expelled from the Association gives notice; and
- (b) as the result of the mediation, the decision to suspend the member's membership or expel the member is revoked,

that revocation does not affect the validity of any decision made at an Executive Committee meeting or General meeting during the period of suspension or expulsion.

PART 7 — FINANCIAL MATTERS

7.1 Financial Year

- (1) The Association's financial year will be the period of 12 months commencing on 1 July and ending on 30 June of the following year.

7.2 Source of Funds

- (1) The funds of the Association may be derived from membership fees, levies, donations, sponsorship, fundraising activities, grants, interest and any other sources approved by the Executive Committee.

7.3 Control of Funds

- (1) The Association must open an account/s in the name of the Association with a financial institution from which all expenditure of the Association is made and into which all funds received by the Association are deposited.
- (2) Subject to any restrictions imposed at a General meeting, the Executive Committee may approve expenditure on behalf of the Association.
- (3) The Executive Committee may authorise the Treasurer to expend funds on behalf of the Association up to a specified limit, without requiring approval from the Executive Committee for each item on which the funds are expended, as set out in the bylaws.
- (4) The authorised signatories to the account are to be:
 - (a) the Treasurer and
 - (b) the President; and
 - (c) the Secretary/Administrator; and
 - (d) the Vice President (Junior).
- (5) Excluding subrule (3), all financial transactions of the Association must be approved by at least two of the authorised signatories in subrule (4).
- (6) All funds of the Association must be deposited into the Association's account within five (5) working days after their receipt.

7.4 Financial Statements and Financial Reports

- (1) For each financial year, the Executive Committee must ensure that the requirements imposed on the Association under Part 5 of the Act relating to the financial statements or financial report of the Association are met.
- (2) Without limiting subrule (1), those requirements include —
 - (a) if the Association is a tier 1 Association, the preparation of the financial statements; and
 - (b) if the Association is a tier 2 or tier 3 Association, the preparation of the financial report; and
 - (c) if required, the review or auditing of the financial statements or financial report, as applicable; and
 - (d) the presentation to the AGM of the financial statements or financial report, as applicable; and
 - (e) if required, the presentation to the AGM of the copy of the report of the review or auditor's report, as applicable, on the financial statements or financial report.
- (3) Under Section 66 of the Act, an Association must keep financial records that:
 - (a) correctly record and explain its transactions and financial position and performance; and
 - (b) enable true and fair financial statements to be prepared in accordance with Part 5 Division 3 of the Act.

7.5 Auditor or Reviewer

- (1) At the AGM the members shall appoint an auditor or reviewer at such remuneration as they determine.
- (2) The auditor or reviewer shall examine the books, accounts, receipts and other financial records of the Association for the year in which they are appointed, and report to the following AGM.

PART 8 — GENERAL MATTERS

8.1 Giving Notices to Members

- (1) A notice or other document that is to be given to a member under these rules is taken not to have been given to the member unless it is in writing and —
 - (a) delivered by hand to the recorded address of the member; or
 - (b) sent by prepaid post to the recorded postal address of the member; or
 - (c) sent by electronic transmission to an appropriate recorded number or recorded electronic address of the member.

8.2 Custody of Books and Securities

- (1) Subject to subrule (2), the books and any securities of the Association must be kept in the Secretary/Administrator's custody or control.
- (2) The financial records and, as applicable, the financial statements or financial reports of the Association must be kept in the Treasurer's custody or control.
- (3) Subrules (1) and (2) have effect except as otherwise decided by the Executive Committee.
- (4) The books and securities of the Association must be retained for at least seven (7) years.

8.3 Executing Documents and Common Seal

- (1) The Association may execute a document without using a common seal if the document is signed by:
 - (a) the President, and
 - (b) at least one other Executive Committee member or person authorised by the Executive Committee.
- (2) If the Association has a common seal —
 - (a) the name of the Association must appear in legible characters on the common seal; and
 - (b) a document may only be sealed with the common seal by the authority of the Executive Committee and in the presence of —
 - (i) the President and
 - (ii) at least one other Executive Committee member or person authorised by the Executive Committee.
- (3) The Secretary/Administrator must make a written record of each use of the common seal.
- (4) The common seal must be kept in the custody of the Secretary/Administrator or another member authorised by the Executive Committee.

8.4 Indemnification

- (1) The Association will indemnify any person who is an Executive Committee member, officer, or agent or who is or was servicing in another capacity at the request of the Association to the extent authorised by law and may purchase and maintain liability insurance on behalf of such persons or to protect itself against liability for such indemnification to the extent authorised by law.

8.5 Dissolution of the Association

- (1) The Association may cease its activities and have its incorporation cancelled in accordance with the Act if the members resolve by Special Resolution that the Association will:
 - (a) apply to the Commissioner for cancellation of its incorporation; or
 - (b) appoint a liquidator to wind up its affairs.

- (2) The Association must be wound up under Section 30(a) and Part 9 of the Act before cancellation can take place if it has outstanding debts or any other outstanding legal obligations or is a party to any current legal proceedings.
- (3) If upon the winding up or dissolution of the Association there remains after satisfaction of all its debts and liabilities any property whatsoever, the surplus property must be given or transferred to another incorporated association, which
 - (a) has similar objects, and
 - (b) which is not-for-profit or gain to its individual members, and
 - (c) as determined by special resolution of the members.

8.6 By-Laws

- (1) The Association will align with the policies and by-laws of the WACA, WACCB and all future amendments shall apply.
- (2) The Executive Committee may formulate, issue, adopt, interpret and amend additional by-laws for the proper advancement, management and administration of the Association, the advancement of the Objects and as it thinks necessary or desirable from time to time.
- (3) Such by-laws must be consistent with the Act, the regulations and these rules.
- (4) All by-laws made shall be binding on the members of the Association.
- (5) At the request of a member, the Secretary/Administrator must make a copy of the by-laws available for inspection by the member or direct the member to the appropriate electronic site for them to be viewed at no charge.

8.7 Alteration of Rules

- (1) No repeals of any existing rules and no new rules or alteration, amendments or suspensions of a rule shall be valid unless a special resolution is carried by a three-fourths majority of members present and with voting rights at a General or Special General Meeting.
- (2) Notices of motions to repeal, alter or suspend any rule shall be given to the Secretary/Administrator at least twenty-one (21) days preceding the Annual or Special General Meeting at which the motion shall be presented.
- (3) Within one month after the making of any amendment or addition to the rules of the Association, passed by special resolution, the Executive Committee shall send or deliver the required documents and a certified copy of the amendment or alteration to the relevant department. No effect will be given to the amendments without the approval of this department.

END