



PONY CLUB

VICTORIA

Inc AS134135S | ABN: 64 320 020 091

STATEMENT OF PURPOSE

and

RULES OF INCORPORATION

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AIMS & OBJECTIVES

- (a) To encourage young people to ride and to learn to enjoy all approved types of sport connected with horses and riding
- (b) To provide instruction in horsemanship and riding and to instil in the members the proper care of their animals.
- (c) To promote the highest ideals of sportsmanship, citizenship and loyalty, thereby cultivating strength of character and self-discipline.



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STATEMENT OF PURPOSE

2. The objects for which the Association is formed are:

- (a) To coordinate Clubs affiliated with the Association and to act in affiliation with the Australian Pony Club Council (APCC), the Equestrian Federation of Australia (EFA), and the Youth Council of Victoria.
- (b) To encourage young people to ride and to learn to enjoy all approved kinds of sport connected with horses and riding.
- (c) To provide instruction in horsemanship and to instill in members the proper care of their animals, and through this medium to promote the highest ideals of sportsmanship, citizenship, and loyalty, and to cultivate strength of character and self discipline in the members of the Clubs.
- (d) To establish Zones for close contact and liaison between the Clubs.
- (e) To operate and control the policy of the Clubs.



RULES OF INCORPORATION

3. Name

- (a) The name of the incorporated association is the Pony Club Association of Victoria Incorporated (in these rules called “the Association”)

4. Interpretation

- (a) In these rules unless the contrary intention appears:
- i. “Act” means the Associations Incorporation Act 1981.
 - ii. “Coaching Director” means the person appointed by the Council of the Association responsible for the policy and direction of instruction throughout the Association after approval by the Council.
 - iii. “Club” shall mean an individual Pony Club that is a member of the Association.
 - iv. “Council” means the Council or other governing body as constituted from time to time of the Association.
 - v. “Executive Position” means a President, Vice President, Secretary, Treasurer or District Commissioner of a member Club.
 - vi. “Financial Year” means the year ending on the 30th day of June.
 - vii. “Member” means the individual Pony Club affiliated with the Association.
 - viii. “Office Bearers” means the President and two Vice Presidents of the Association.
 - ix. “Regulations” means the regulations of the Association as determined by the Council from time to time.
- (b) In the interpretation of these Rules except to the extent that such interpretation shall be excluded by or be inconsistent with the context when used herein:
- i. words importing the singular or plural number shall be deemed to include the plural or singular number respectively.
 - ii. words importing the masculine gender shall include the female or neuter gender and vice versa as the case may require.
 - iii. the headings of clauses are declared to have been inserted for
 - iv. convenience and guidance only and shall in no way be relevant for the purpose of construing these Rules.
 - v. references to any statutory enactment shall be construed as references to



that enactment as amended, modified or re-enacted from time to time and shall include any enactment in substitution of or replacement for that statutory enactment.

- vi. any reference herein to a provision of an enactment shall include the relevant provision of the enactment as amended, modified or re-enacted or of any enactment in substitution thereof.

5. Membership

- (a) Any Pony Club may apply for probationary membership of the Association in accordance with the requirements of the Regulations in force at the time of making the application.
- (b) After a club has fulfilled the requirements laid down in these Rules and Regulations, the application for probationary membership shall be referred to the next meeting of the Council.
- (c) Upon an application being referred to the Council, the Council shall determine whether to approve or reject the application for probationary membership.
- (d) Upon the application for probationary membership being approved by the Council, the Council shall notify the Club that it has been approved and request payment of the appropriate fees.
- (e) Upon the expiration of a satisfactory period of probationary membership and the Club complying with or agreeing to comply with any further requirements as laid down in these Rules and the Regulations thereto including the payment of the amounts referred to in sub-clause (4) the name of the Club shall be entered in the Register of Members and the Club shall become a member of the Association, subject to the final approval of the Council of the Association.

6. Entrance Fee

- (a) The entrance fee, if any, payable by applicants for membership of the Association, shall be determined by the council from time to time.

7. Annual Fees

- (a) The council shall from time to time determine the Annual Fees (including insurance contributions) payable by Clubs, and such Annual Fees shall be due and payable not later than the fifteenth day of June in that year.
- (b) The Annual Fees from each Club shall be accompanied by an Annual Return in such form as determined by Council from time to time.
- (c) If any Club shall fail to either pay its Annual Fees or provide an Annual Return by the fifteenth day of June in any year it shall immediately cease to be a Member of the Association.



8. Register of Members

- (a) A register of Members shall be kept and maintained at the Association office in which shall be entered the name, address and the date of entry of the name of each Club and the register shall be available for inspection by representatives of members during office hours at the office of the Association.

9. Resignation of Members

- (a) A Club may resign from the Association at any time by giving notice in writing to the Council at the Association office of its intention to do so, but any Club so retiring shall remain liable for any Annual Fees then payable.
- (b) Upon receipt of a notice given under sub-clause (1), an entry shall be made in the register of members recording the date on which the Club from whom notice was received, ceased to be a member of the Association.

10. Power to Discipline Members

- (a) Subject to these Rules the Council may determine to-
 - i. expel a Club from the Association;
 - ii. suspend a Club from membership of the Association for a period not exceeding twelve (12) months;
 - iii. direct a Club to take action against its own individual members or adult supporters;
 - iv. fine a Club, subject to the provisions of the Regulations to the Act.
- (b) if the Council is of the opinion that-
 - i. the Club has refused or neglected to comply with these Rules or the Regulations made by the Council from time to time; or
 - ii. members of the Club have been guilty of conduct prejudicial to the interests of the Association.
 - iii. A determination of Council under sub-clause (1) does not take effect unless the Council at a meeting held not earlier than one calendar month and not later than three calendar months after the service on the Club of a notice under sub-clause (3) confirms the penalty in accordance with the provisions of sub-clause (4) after having considered any representations made by the Club in relation to the matter.
- (c) Where the Council passes a resolution under sub-clause (1), as soon as practicable there will be served on the Club a notice in writing-



- i. setting out the resolution of the Council and the grounds on which it is based;
 - ii. stating that a representative of the Club may address the Council at a meeting to be held not earlier than one calendar month and not later than three calendar months after the service of the notice;
 - iii. stating the date, time and place of that meeting;
 - iv. informing the Club that it may do one or both of the following:
 - v. have a representative attend that meeting;
 - vi. give the Council before the date of that meeting a written statement seeking revocation of the resolution.
- (d) At a meeting of the Council held in accordance with sub-clause (2), the Council –
- i. shall give the representative of the Club an opportunity to be heard;
 - ii. shall give due consideration to any written statement submitted by the Club; and
 - iii. shall by resolution determine whether to confirm or to revoke the resolution.
- (e) Where the Council confirms a resolution to discipline a member Club at a meeting held in accordance with sub-clause (4) as soon as practicable there will be served on the member Club a notice in writing advising that:
- i. The Council has confirmed its earlier decision to discipline the Club; and
 - ii. The member Club may within one calendar month of the date of the notice lodge with the Council at the Association office a notice to the effect that the member Club wishes to appeal to the Association in special general meeting against the resolution.
- (f) The confirmation of a resolution by Council under sub-clause (4) does not take effect:
- i. for a period of one calendar month from the date on which the notice was served on the member Club in accordance with sub-clause (5); or
 - ii. where a notice of appeal to a special general meeting of the Association is lodged with the Council at the Association office, until after the hearing of the appeal.
- (g) Where the Council receives a notice under sub-clause (5) the members of the Council of the Association shall be notified and the Council shall convene a special general meeting of the Association within forty two (42) days after the date on which the Council received the notice.



(h) At the special general meeting of the Association convened under sub-clause (5):

- i. no business other than the question of the appeal shall be transacted
- ii. the Council may place before the meeting details of the grounds for the resolution and the reasons for the passing of the resolution
- iii. a representative of the Club shall be given an opportunity to be heard
- iv. the members shall vote by secret ballot on the question whether the resolution should be confirmed or revoked.

(i) If at the special general meeting:

- i. two thirds of the members present and voting, vote in person or by proxy in favour of the confirmation of the resolution, the resolution is confirmed; and
- ii. in any other case the resolution is revoked.

11. Annual General Meeting

(a) The Association shall in each calendar year convene an annual general meeting of its members.

(b) The annual general meeting shall be held on such day no later than October 31st and at such place and time as the Council determines.

(c) The annual meeting shall be specified as such in the notice convening it.

(d) the ordinary business of the annual general meeting shall be –

- i. to confirm the minutes of the preceding annual general meeting and of any general meeting held since that meeting;
- ii. to receive from the Council reports on the operation of the Association during the preceding financial year;
- iii. to confirm the election of a President and one Vice President on even years, or one Vice President on odd years.
- iv. to confirm the election of a Zone Representative every year to the Council from each Zone to replace those retiring
- v. to receive and consider the financial statements of the Association for the preceding financial year in accordance with the provisions of Section 30 (3) of the Act.

(e) The annual general meeting may transact special business of which notice is given in accordance with these Rules.

(f) The annual general meeting shall be in addition to any other general meetings that may be held in the same year.



12. Special General Meetings

- (a) All general meetings other than the annual general meeting shall be called special general meetings.
- (b) The President of the Association or the Council may at any time convene a special general meeting of the Association.
- (c) The Council shall, at the request in writing of ten (10) Clubs convene a special general meeting of the Association.
- (d) The requisition for a special general meeting shall state the objects of the meeting, it shall be signed on behalf of each Club making the requisition by the Secretary of the Club and be sent to the Council at the Association office. The requisition may consist of several documents in like form, each signed on behalf of one or more member Clubs making the requisition.
- (e) If the Council does not cause a special general meeting to be held within three calendar months after the date on which the requisition is received by the Council, the member Clubs making the requisition or any of them may convene a special general meeting to be held not later than six calendar months after the date the requisition was received by the Council at the Association office.
- (f) A special general meeting convened by Clubs in pursuance of these Rules shall be convened in the same manner as nearly as possible as a meeting convened by the Council. All reasonable expenses incurred in convening the meeting shall be refunded by the Association to those incurring the expenses.

13. Notice of Meetings

- (a) At least twenty one (21) days before the date fixed for the holding of a general meeting of the Association there will be sent to each member Club at its address appearing in the register of members, a notice by mail stating the place, date and time of the meeting and the nature of the business to be transacted at the meeting.
- (b) No business other than that set out in the notice convening the meeting shall be transacted at the meeting.
- (c) A member Club desiring to bring any business before a meeting may give notice of that business in writing to the Council at the Association office and that business shall be included in the notice calling the next general meeting after the receipt of the notice.

14. Quorum for General Meetings

- (a) 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.



- (b) Representatives of twenty (20) Clubs either in person or by proxy (entitled under these Rules to vote at a general meeting) shall constitute a quorum for the transaction of the business of a general meeting.
- (c) If within half an hour of 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 shall stand adjourned to a day twenty eight (28) days hence and at the same time and same place unless another place is specified by the Chairman at the time of the adjournment, or is given by written notice to the members before the day to which the meeting is adjourned. If at the adjourned meeting the quorum is not present within half an hour after the time appointed for the commencement of the meeting, the member Clubs present shall be a quorum.

15. Chairman of general meetings

- (a) The president or in his absence one of the Vice-Presidents shall preside as Chairman at each general meeting of the Association.
- (b) If the President and each of the Vice-Presidents are absent from a general meeting, the members present shall elect one of their number to preside as Chairman at the meeting.

16. Adjournment of meetings

- (a) 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.
- (b) Where a meeting is adjourned for more than twenty eight (28) days a like notice of the adjourned meeting shall be given as in the case of the general meeting.
- (c) Except as provided on sub-clauses (1) and (2), it is not necessary to give notice of an adjournment or of the business to be transacted at an adjourned meeting.

17. Voting at General Meetings

- (a) A question arising at a general meeting of the Association shall be determined by a show of hands and unless before or on declaration of the show of hands a poll is demanded, a declaration by the Chairman that a resolution has on a show of hands, been carried or carried unanimously or carried by a particular majority or lost and an entry to that effect in the Minute Book of the Association is evidence of the fact, without proof of the number or proportion of the votes recorded in favour of or against that resolution.



- i. Upon any question arising at a general meeting of the Association a member Club has one vote only.
 - ii. Votes may be given by a representative of the Club or by proxy.
 - iii. In a case of an equality of voting on a question, the Chairman of the meeting is entitled to exercise a second or casting vote.
- (b) If at a meeting a poll on any question is demanded by not less than ten (10) member clubs with representatives present or by proxy, it shall be taken at that meeting in such manner as the Chairman may direct and the resolution of the poll shall be deemed to be a resolution of the meeting on that question.
- (c) A poll that is demanded on the election of a Chairman or on a question of an adjournment shall be taken forthwith. 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.

18. Proxies

- (a) Each member Club shall be entitled to appoint some other person as its proxy by notice given to the Council at the Association office no later than forty eight (48) hours before the time of the meeting in respect of which the proxy is appointed.
- (b) The notice appointing the proxy shall be in such form as is approved by the Council from time to time.

19. Management of the Association

- (a) The affairs of the Association shall be managed by a Council constituted as provided for in these Rules.
- (b) The Council-
 - i. shall control and manage the business and affairs of the Association;
 - ii. may make, vary or repeal Regulations for the administration of the Association provided that the Regulations are not inconsistent with these Rules, on all matters whether the same be expressed among its powers or not and it may prescribe all forms which it may consider necessary or expedient for the purpose of carrying out its duties;
 - iii. shall have the power to make such appointments as it considers necessary to facilitate the operations of the Association and to fix their remuneration and other terms of engagement;
 - iv. may subject to these Rules, the Regulations to the Act and the Act, 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 the members of



the Association; and

- v. subject to these Rules, the Regulations to the Act and the Act, has the 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 including and without limiting the generality of the foregoing, to make, amend and repeal rules governing the conduct of competitions between members of individual Clubs at both state and inter Club level.
- vi. Non-for-profit clause
The assets and income of the organisation shall be applied solely in furtherance of its above mentioned objects and no portion shall be distributed directly or indirectly to the members of the organisation except as a bona fide compensation for services rendered or expenses incurred on behalf of the organisation.

20. Zones

- (a) The Council shall have the power to:
 - i. Allocate member Clubs to Zones.
 - ii. Transfer member Clubs between Zones.
 - iii. Form new Zones with the consent of member Clubs involved.
 - iv. Determine the form of the statement of purposes and rules to be adopted by Zones.

21. The Council

- (a) The Council of the Association shall consist of the Office Bearers, the Treasurer, an elected representative from each Zone and the Coaching Director, but salaried employees of the Association shall not have voting rights.

22. Office Bearers

- (a) Each Office Bearer of the Association shall hold office until the conclusion of the annual general meeting two years after the date of his election. Office Bearers retiring due to the efflux ion of time shall be eligible for re-election.
- (b) A nomination form shall be sent to each member Club seeking nominations for Office Bearers, at least three calendar months prior to the date of the annual general meeting.
- (c) Nominees for Office Bearer positions must have held an Executive Position in a Club at some time but they need not hold such a position at the time of their nomination.
- (d) Nominees for Office Bearer positions shall not be financially interested in the letting out of horses, or derive their main source of income from instruction



in equitation or dealing in horses.

- (e) Nominations for Office Bearer positions shall be made in writing signed by the Secretary of the nominating Club and countersigned by either the District Commissioner or the President of the nominating Club and be accompanied by the written consent of the candidate (which may be endorsed on the form of nomination).
- (f) Nominations for Office Bearer positions must be received by the Council at the Association office at least forty two (42) days prior to the date of the annual general meeting.
- (g) If the number of nominations received for a particular position is equal to the number of vacancies to be filled, the persons nominated shall be deemed to be elected.
- (h) If the number of nominations for a particular position exceeds the number of vacancies to be filled a ballot shall be held and an official ballot paper listing the candidates for election shall be sent to all member Clubs at least twenty one (21) days prior to the date of the annual general meeting.
- (i) Each Club shall have one vote for each position, which is the subject of the ballot and this must be recorded on the official ballot paper.
- (j) Official ballot papers must be placed in an unmarked envelope and enclosed in another envelope marked Ballot paper which must be signed by the Secretary of the member Club and countersigned by either the District Commissioner or President of the member Club.
- (k) Ballot papers can be either delivered to the Association annual general meeting or can be posted to the office of the Association.
- (l) Postal votes close at the office of the Association forty-eight (48) hours before the commencement of the annual general meeting.
- (m) A nomination of a candidate for election under this clause is valid despite the fact that the candidate has been nominated for another office for election at the same election.
- (n) For the purposes of any election conducted in accordance with the provisions of this rule at least one third of all member Clubs must vote before a candidate can be declared to be elected to any Office Bearer position.
- (o) The Treasurer is appointed for a two year term by the State Council at the first State Council meeting after the Annual general Meeting on odd years. Treasurers retiring due to the efflux ion of time shall be eligible for re-appointment

23. Zone Representatives

- (a) Each Zone Representative shall hold office until the conclusion of the annual general meeting next after the date of his election. Zone Representatives



- retiring due to the efflux ion of time shall be eligible for re-election.
- (b) A nomination form shall be sent to each member Club seeking nominations for Zone Representatives, at least three months prior to the date of the annual general meeting.
 - (c) Nominees for Zone Representative positions must have held an Executive Position in a Club at some time but they need not hold such a position at the time of their nomination and must be nominated by a Club which is a member of the Zone which the nominee is seeking to represent.
 - (d) Nominees for Zone Representative positions shall not be financially interested in the letting out of horses, or derive their main source of income from instruction in equitation or dealing in horses.
 - (e) Nominations for Zone Representative positions shall be made in writing signed by the Secretary of the nominating Club and countersigned by either the District Commissioner or the President of the nominating Club and must be accompanied by the written consent of the candidate (which may be endorsed on the form of nomination).
 - (f) Nominations for Zone Representative positions must be received at the office of the Association at least forty two (42) days prior to the date of the annual general meeting.
 - (g) If only one nomination is received for the position of Zone Representative for a Zone, the candidate nominated shall be deemed to be elected.
 - (h) If more than one nomination for the position of Zone Representative in a particular Zone is received, a ballot shall be held and an official ballot paper listing the candidates for election shall be sent to all member Clubs in the Zone concerned, at least twenty one (21) days prior to the date of the annual general meeting.
 - (i) Each Club in the particular Zone shall have one vote, which must be recorded on the official ballot paper for the position of Zone Representative.
 - (j) Official ballot papers must be placed in an unmarked envelope and enclosed in another envelope marked Ballot paper which must be signed by the Secretary of the member Club and countersigned by either the district Commissioner or the President of the member Club.
 - (k) Ballot papers can be either delivered to the Association annual general meeting or can be posted to the office of the Association.
 - (l) Postal votes close at the office of the Association forty-eight (48) hours before the commencement of the annual general meeting.
 - (m) A nomination of a candidate for election under this clause is valid despite the fact that the candidate has been nominated for another office for election at the same election.



- (n) For the purposes of any election conducted in accordance with the provisions of this rule at least one third of the member Clubs allocated to the Zone concerned with the election must vote before a candidate can be declared to be elected as a Zone Representative.

24. Removal of Members of Council

- (a) For the purposes of these Rules the office of an Office Bearer or a Zone Representative becomes vacant if the Office Bearer or Zone Representative-
- i. is declared bankrupt or becomes an insolvent under administration.
 - ii. resigns his office in writing to the Council at the office of the Association.
 - iii. fails to attend three consecutive meetings of the Council without previously having obtained leave of absence.
- (b) The Council may remove any Office Bearer or Zone Representative before the expiration of his term of office. Notice of the proposed resolution to remove the Office bearer or Zone Representative must be given at a meeting of the Council prior to the meeting at which such a resolution is actually proposed.
- (c) Where a member to whom a proposed resolution referred to in sub-clause (1) makes representations (not exceeding a reasonable length), a copy of the representations shall be sent to each of the members of the Council prior to the meeting at which the matter is to be considered.

25. Casual Vacancies

- (a) In the event of a casual vacancy in any of the Office Bearer positions, the Council may appoint a person to the vacant office.
- (b) In the event of a casual vacancy occurring in the office of a Zone Representative, members of the Zone concerned shall appoint a person to the vacant office.
- (c) Any person appointed to fill a casual vacancy must have held an executive position in a Club at some time but they need not hold such a position at the time of their nomination.
- (d) Any person appointed to fill a casual vacancy shall not be financially interested in the letting out of horses, or derive their main source of income from instruction in equitation or dealing in horses.
- (e) Persons so appointed to fill casual vacancies may continue in office up to and including the conclusion of the annual general meeting next following the date of their appointment.

26. Proceedings of the Council

- (a) The Council of the Association shall meet together at least four (4) times in each calendar year at such place and at such times as the Council shall



decide.

- (b) Written notice of each Council meeting shall be served on each member of the Council by delivering it to him a reasonable time before the meeting or alternatively sending it by prepaid post or facsimile to him at the address that he has advised the Council at the Association office for the purpose at least two (2) days before the date of the meeting. Such notice shall specify the general nature of the business to be transacted at the meeting.
- (c) Any seven (7) members of the Council having voting rights shall constitute a quorum for the transaction of business of a meeting of the Council.
- (d) 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.
- (e) At meetings of the Council –
 - i. the President or in his absence one of the Vice Presidents shall preside;
 - ii. if the President and both of the Vice Presidents are absent, such one of the remaining members of the Council as may be chosen by members of the Council shall preside.
- (f) Questions arising at any meeting of the Council shall be determined on a show of hands, or if demanded by a member, a poll taken in such manner as the person presiding at the meeting shall determine.
- (g) With the exception of any member of the Council who is also a salaried employee of the Association, each member present at a meeting of the Council, including the person presiding at the meeting, is entitled to one vote and in the event of equality of votes on any question, the person presiding may exercise a second or casting vote.
- (h) Subject to the provisions relating to a quorum, the Council may act notwithstanding any vacancy on the Council.
- (i) A Zone may appoint a proxy to attend meetings of the Council where the duly elected Zone Representative is unable to attend a meeting. The proxy so appointed shall be a member of the relevant Zone and furthermore shall comply with the eligibility requirements relating to Zone Representatives as laid down in sub-clauses 24(3) and 24(4) of these Rules.

27. Derivation of Funds

- (a) The funds of the Association shall be derived from subscriptions, entry fees, donations, grants and other such sources as the Council may determine from time to time.

28. Disputes and Mediation



- (a) The grievance procedure set out in this rule applies to disputes under these Rules between:
- i. a member Club and another member Club; or
 - ii. a member Club and the Association.
- (b) The parties to the dispute must meet and discuss the matter and, if possible, resolve the dispute within fourteen (14) days after the dispute comes to the attention of all parties.
- (c) If the parties are unable to resolve the dispute at the meeting, or if a party fails to attend that meeting, then the parties must, within ten (10) days, hold a meeting in the presence of a mediator.
- (d) The mediator must be:
- i. a person chosen by agreement between the parties: or
 - ii. in the absence of agreement-
 - in the case of a dispute between a member Club and another member Club, a person appointed by the Council of the Association; or
 - in the case of a dispute between a member Club and the Association, a person who is a mediator appointed or employed by the Dispute Settlement Centre of Victoria (Department of Justice).
- (e) A member of a member Club or a member of the Council can be a mediator.
- (f) The mediator cannot be a member of a member Club, which is a party to the dispute.
- (g) The mediator cannot be a member of the Council if the Association is a party to the dispute.
- (h) The parties to the dispute must, in good faith, attempt to settle the dispute by mediation.
- (i) The mediator, in conducting the mediation, must-
- (j) give the parties to the mediation every opportunity to be heard; and
- (k) allow due consideration by all parties of any written statement by any party; and
- (l) ensure that natural justice is accorded to the parties to the dispute throughout the mediation process.
- (m) The mediator must not determine the dispute.
- (n) If the mediation process does not result in the dispute being resolved, the



parties may seek to resolve the dispute in accordance with the Act or otherwise at law.

29. Duties of the Treasurer

- (a) The treasurer of the Association shall be responsible for ensuring that:
- i. All monies due to the Association are collected and all payments authorised are made.
 - ii. That sufficient books and accounts are maintained to enable the financial position of the Association to be readily ascertained at any time and from time to time.
 - iii. That appropriate financial statements are prepared for submission to members at the annual general meeting of the Association.
 - iv. Undertake such other tasks as directed by the Council from time to time.
 - v. The Council of the Association shall from time to time determine in accordance with the provisions of the Act at what times and places and under what conditions the accounting and other records of the Association shall be open to the inspection by representatives of member Clubs.

30. Signing of Cheques

- (a) All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments shall be signed by persons authorised by the Council of the Association from time to time.

31. Common Seal

- (a) The Council shall provide for the safe custody of the common seal which is only to be used by the authority of the Council or a committee of members of the Council authorised by the Council in that behalf and every instrument to which the seal is affixed shall be signed by a member of the Council and shall be countersigned by a second member of the Council.

32. Auditor

- (a) At the first annual meeting after the adoption of these Rules the member Clubs shall appoint a person or persons or a firm as auditor or auditors of the Association and at any subsequent annual general meeting if there is a vacancy in the office of auditor appoint a person or persons or a firm to fill the vacancy. Any person or persons appointed as auditor of the Association shall not be a member of the Council. A person or firm appointed as auditor shall hold office until death or removal or resignation from office. The auditor can only be removed from office by a resolution of the member Clubs at a meeting of which notice has been given.
- (b) The reasonable fees and expenses of the auditor of the Association shall be



payable out of the funds of the Association.

- (c) The auditor shall from time to time conduct an audit of the books and records of the Association and shall audit the annual financial statements prior to their being presented to the member Clubs at the annual general meeting of the Association each year and a copy of his report thereon shall be circulated to members together with the financial statements.

33. Notices

- (a) Any notice required to be given under these Rules to any member Club shall be given by sending it by post to the registered address of the Club as shown in the Register of Members of the Association. Where a notice is sent by post, service of the notice shall be deemed to be effected by properly addressing, pre-paying and posting a letter containing the notice, and to be effected in the case of a notice of a meeting on the day after the date of its posting and in any other case at the time at which the letter would be delivered in the ordinary course of post.

34. Alteration of the Rules

- (a) These rules and the Statement of Purposes of the Association shall not be altered except by the passing of a special resolution at a general meeting of the Association.
- (b) A resolution of the Association is a special resolution if it is passed by a majority of not less than three fourths of such members of the Association as being entitled under these Rules so to do vote in person or by proxy at a general meeting of which not less than twenty one (21) days notice specifying the intention to propose the resolution as a special resolution is given in accordance with these Rules.

35. Indemnity

- (a) Every member of the Council, and other officer for the time being of the Association shall be indemnified out of the assets of the Association against any liability arising out of the execution of the duties of his office which is incurred by him in defending any proceedings, whether civil or criminal, in which judgement is given in his favour or in which he is acquitted or in connection with any application under the Act in which relief is granted to him by the Court in respect of any negligence, default, breach of duty or breach of trust.

36. Winding Up

- (a) The Association may be wound up upon the passing of a special resolution at a general meeting of the Association.
- (b) Upon the passing of such a resolution, all the property and assets of the Association, after payment of all properly incurred debts and liabilities of the



Association shall be disposed of to some properly constituted organisation with similar objectives to the Association at the time of the winding up such organisation to be specified in the special resolution authorising the winding up of the Association.