

# **NSW Canyoning Association Inc**

## **Constitution**

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# Part 1 - Preliminary

## 1. **Name**

The name of the Association is the NSW Canyoning Association Inc and the Association was incorporated in 2018 under the Associations Incorporation Act 2009.

## 2. **Objects**

To provide an organisation whose Members co-operate to pursue and promote safe and responsible canyoning and related activities in NSW including, but not limited to:

- a) acting as a voice for the NSW canyoning community, and
- b) contributing to the development of recommended guidelines for safe and responsible canyoning, and
- c) advocating protection of and responsible access to canyons, and
- d) facilitating interaction and sharing of ideas between canyoners.

## 3. **Powers & Control**

The Association has the power to acquire by donation, purchase, lease or otherwise, lands, buildings, equipment, machinery, plant and every kind of real and personal property so far as may be deemed necessary or expedient for the business or purpose of the Association and to lease, encumber, sell or otherwise dispose of any such things acquired by the Association.

## 4. **Definitions**

In this constitution:

**Act** means the *Associations Incorporation Act 2009*.

**Association** means the NSW Canyoning Association Inc.

**Member** means a financial member of the Association.

**Regulation** means the *Associations Incorporation Regulation 2016*.

**Secretary** means:

- a) the person holding office under this constitution as secretary of the Association, or
- b) if no such person holds that office - the public officer of the Association.

**Special General Meeting** means a general meeting of the Association other than an annual general meeting.

(1) In this constitution:

- a) a reference to a function includes a reference to a power, authority and duty, and
- b) a reference to the exercise of a function includes, if the function is a duty, a reference to the performance of the duty.

(2) The provisions of the *Interpretation Act 1987* apply to and in respect of this constitution in the same manner as those provisions would so apply if this constitution were an instrument made under the Act.

## **Part 2 - Membership**

### **5. *Membership generally***

- (1) A person is eligible to be a Member if:
  - a) the person is a natural person, and
  - b) the person is eighteen years or older, and
  - c) the person has applied for membership of the Association in accordance with clause 6.
- (2) A person is taken to be a Member if:
  - a) the person satisfies the requirements of subclause (1), and
  - b) the person has paid and continued to pay all fees and subscriptions required for admission to membership and for maintaining their membership, and
    - i) the person's application has been approved in accordance with clause 6, or
    - ii) the person was one of the individuals on whose behalf an application for registration of the Association under section 6 (1) (a) of the Act was made.

### **6. *Application for membership***

- (1) Application of a person for membership of the Association:
  - a) must be in writing (including by email or other electronic means, if the committee determines), and
  - b) must satisfy the requirements for membership of the Association including, but not limited to, demonstrating a genuine interest in canyoning and a commitment to supporting and contributing to the objects of the Association, and
  - c) must be lodged (including by electronic means, if the committee so determines) with the Secretary.
- (2) As soon as practicable after receiving an application for membership, the Secretary must refer the application to the committee which is to determine whether to approve or to reject the application.
- (3) As soon as practicable after the committee makes that determination, the Secretary must:
  - a) notify the applicant, in writing (including by email or other electronic means, if the committee so determines), that the committee has approved or rejected the application (whichever is applicable), and
  - b) if the committee approved the application, request the applicant to pay (within the period of 28 days after receipt by the applicant of the notification) the sum payable under this constitution by a Member as the joining fee and the annual subscription.
- (4) The Secretary must, on payment by the applicant of the amounts referred to in subclause (3) (b) within the period referred to in that provision, enter or cause to be entered the applicant's name in the register of Members and, on the name being so entered, the applicant becomes a Member.

## **7. Cessation of membership**

A person ceases to be a Member if the person:

- a) dies, or
- b) resigns membership, or
- c) is expelled from the Association, or
- d) fails to pay the annual membership fee under clause 11 within 3 months after the fee is due.

## **8. Membership entitlements not transferable**

A right, privilege or obligation which a person has by reason of being a Member:

- a) is not capable of being transferred or transmitted to another person, and
- b) terminates on cessation of the person's membership.

## **9. Resignation of membership**

- (1) A Member may resign from membership of the Association by giving to the Secretary written notice of the Member's resignation and, on receipt of that notice, the Member ceases to be a Member.
- (2) If a Member ceases to be a Member under subclause (1), and in every other case where a Member ceases to hold membership, the Secretary must make an appropriate entry in the register of Members recording the date on which the Member ceased to be a Member.

## **10. Register of Members**

- (1) The Secretary must establish and maintain a register of Members, in electronic form, specifying the name and postal, residential or email address of each person who is a Member together with the date on which the person became a Member.
- (2) The register of Members must be kept in New South Wales at the Association's official address.
- (3) Subject to subclause (5), the register of Members must be open for inspection, free of charge, by any Member at any reasonable hour.
- (4) Subject to subclause (5), a Member may obtain an electronic copy of all or any part of the register on payment of a fee of not more than \$10.
- (5) No information contained on the register about a Member (other than the Member's name and email address) will be available for inspection or copying.
- (6) A Member must not use information about a person obtained from the register to contact or send material to the person, other than for:
  - a) the purposes of sending the person a newsletter, a notice in respect of a meeting or other event relating to the Association or other material relating to the Association, or
  - b) any other purpose necessary to comply with a requirement of the Act or the Regulation.
- (7) The register of Members:
  - (a) must be convertible into hard copy, and

- (b) the requirements in subclauses (2) and (3) apply as if a reference to the register of Members is a reference to a current hard copy of the register of Members.

## **11. Fees and subscriptions**

- (1) A Member must, for admission to membership, pay to the Association the admission fee determined by the committee.
- (2) In addition to any amount payable by the Member under subclause (1), a Member must pay to the Association the annual membership fee determined by the committee:
  - a) except as provided by paragraph (b), before 1 July in each calendar year, or
  - b) if the Member becomes a Member on or after 1 July in any calendar year - on becoming a Member and before 1 July in each succeeding calendar year.

## **12. Members' liabilities**

The liability of a Member to contribute towards the payment of the debts and liabilities of the Association or the costs, charges and expenses of the winding up of the Association is limited to the amount, if any, unpaid by the Member in respect of membership of the Association as required by clause 11.

## **13. Resolution of disputes**

- (1) A dispute between a Member and another Member (in their capacity as Members of the Association), or a dispute between a Member or Members and the Association, are to be referred to a community justice centre for mediation under the *Community Justice Centres Act 1983*.
- (2) If a dispute is not resolved by mediation within 3 months of the referral to a community justice centre, the dispute is to be referred to arbitration.
- (3) The *Commercial Arbitration Act 2010* applies to any such dispute referred to arbitration.

## **14. Disciplining of Members**

- (1) A complaint may be made to the committee by any person that a Member:
  - a) has refused or neglected to comply with a provision or provisions of this constitution, or
  - b) has wilfully acted in a manner prejudicial to the interests of the Association.
- (2) The committee may refuse to deal with a complaint if it considers the complaint to be trivial or vexatious in nature.
- (3) If the committee decides to deal with the complaint, the committee:
  - a) must cause notice of the complaint to be served on the Member concerned, and
  - b) must give the Member at least 14 days from the time the notice is served within which to make submissions to the committee in connection with the complaint, and
  - c) must take into consideration any submissions made by the Member in connection with the complaint.
- (4) The committee may, by resolution, expel the Member from the Association or suspend the Member from membership of the Association if, after considering the complaint and any submissions made in connection with the complaint, it is satisfied

that the facts alleged in the complaint have been proved and the expulsion or suspension is warranted in the circumstances.

- (5) If the committee expels or suspends a Member, the Secretary must, within 7 days after the action is taken, cause written notice to be given to the Member of the action taken, of the reasons given by the committee for having taken that action and of the Member's right of appeal under clause 15.
- (6) The expulsion or suspension does not take effect:
  - a) until the expiration of the period within which the Member is entitled to appeal against the resolution concerned, or
  - b) if within that period the Member exercises the right of appeal, unless and until the Association confirms the resolution under clause 15, whichever is the later.

### **15. *Right of appeal of disciplined Member***

- (1) A Member may appeal to the Association in general meeting against a resolution of the committee under clause 14, within 7 days after notice of the resolution is served on the Member, by lodging with the Secretary a notice to that effect.
- (2) The notice may, but need not, be accompanied by a statement of the grounds on which the Member intends to rely for the purposes of the appeal.
- (3) On receipt of a notice from a Member under subclause (1), the Secretary must notify the committee which is to convene a general meeting of the Association to be held within 28 days after the date on which the Secretary received the notice.
- (4) At a general meeting of the Association convened under subclause (3):
  - a) no business other than the question of the appeal is to be transacted, and
  - b) the committee and the Member must be given the opportunity to state their respective cases orally or in writing, or both, and
  - c) the Members present are to vote by secret ballot on the question of whether the resolution should be confirmed or revoked.
- (5) The appeal is to be determined by a simple majority of votes cast by Members.



## **Part 3 - The committee**

### **16. Powers of the committee**

Subject to the Act, the Regulation and this constitution and to any resolution passed by the Association in general meeting, the committee:

- a) is to control and manage the affairs of the Association, and
- b) may exercise all such functions as may be exercised by the Association, other than those functions that are required by this constitution to be exercised by a general meeting of Members, and
- c) has power to perform all such acts and do all such things as appear to the committee to be necessary or desirable for the proper management of the affairs of the Association.

### **17. Composition and membership of committee**

- (1) The committee is to consist of the office-bearers of the Association, each of whom is to be elected at the annual general meeting of the Association under clause 18.
- (2) The office-bearers of the Association are as follows:
  - a) the president, and
  - b) the treasurer, and
  - c) the Secretary, and
  - d) the events co-ordinator.
- (3) A committee member may hold up to 2 offices, provided the number of people holding committee positions is not less than 3.
- (4) There is no maximum number of consecutive terms for which a committee member may hold office.
- (5) Each member of the committee is, subject to this constitution, to hold office until immediately before the election of committee members at the annual general meeting next following the date of the member's election, and is eligible for re-election.

### **18. Election of committee members**

- (1) Nominations of candidates for election as office-bearers of the Association shall be made orally at the annual general meeting or in writing received by the Secretary prior to the meeting commencement and have the support of two (2) Members entitled to vote and have the verbal or written consent of the candidate.
- (2) If insufficient nominations are received any vacant positions remaining on the committee are taken to be casual vacancies and shall be filled by the committee in accordance with clause 21.
- (3) If the number of nominations received is less than or equal to the number of vacancies to be filled, the persons nominated are taken to be elected.
- (4) If the number of nominations received exceeds the number of vacancies to be filled, a ballot is to be held.
- (5) The ballot for the election of office-bearers of the committee is to be conducted at the annual general meeting in such usual and proper manner as the committee may direct.

- (6) A person nominated as a candidate for election as an office-bearer must be a Member.

## **19. Secretary**

- (1) The Secretary must, as soon as practicable after being appointed as Secretary, lodge notice with the Association of his or her address.
- (2) It is the duty of the Secretary to keep minutes (whether in written or electronic form) of:
  - a) all appointments of office-bearers of the Association, and
  - b) the names of members of the committee present at a committee meeting or a general meeting, and
  - c) all proceedings at committee meetings and general meetings.
- (3) Minutes of proceedings at a meeting must be ratified by those attending the meeting at the next succeeding meeting.

## **20. Treasurer**

It is the duty of the treasurer of the Association to ensure:

- a) that all money due to the Association is collected and received and that all payments authorised by the Association are made, and
- b) that correct books and accounts are kept showing the financial affairs of the Association, including full details of all receipts and expenditure connected with the activities of the Association.

## **21. Casual vacancies**

- (1) In the event of a casual vacancy occurring in the membership of the committee, the committee may appoint a Member to fill the vacancy and the Member so appointed is to hold office, subject to this constitution, until the conclusion of the annual general meeting next following the date of the appointment.
- (2) Within 1 month of a casual vacancy being filled under subclause (1), the committee must provide Members with details of the appointment.
- (3) A casual vacancy in the membership of the committee occurs if no nomination to fill a vacancy is received at the annual general meeting or if a member of the committee:
  - a) dies, or
  - b) ceases to be a Member, or
  - c) becomes an insolvent under administration within the meaning of the *Corporations Act 2001 of the Commonwealth*, or
  - d) resigns office by notice in writing given to the Secretary, or
  - e) is removed from office under clause 22, or
  - f) becomes a mentally incapacitated person, or
  - g) is absent without the consent of the committee from 3 consecutive meetings of the committee, or
  - h) is convicted of an offence involving fraud or dishonesty for which the maximum penalty on conviction is imprisonment for not less than 3 months, or

- i) is prohibited from being a director of a company under Part 2D.6 (Disqualification from Managing Corporations) of the *Corporations Act 2001 of the Commonwealth*.

## **22. Removal of committee members**

- (1) The Association in general meeting may by resolution remove any member of the committee from the office of the member before the expiration of the member's term of office and may by resolution appoint another Member to hold office until the expiration of the term of office of the member so removed.
- (2) If a member of the committee to whom a proposed resolution referred to in subclause (1) relates makes representations in writing to the Secretary or president (not exceeding a reasonable length) and requests that the representations be notified to the Members, the Secretary or the president may send a copy of the representations to each Member or, if the representations are not so sent, the member is entitled to require that the representations be read out at the meeting at which the resolution is considered.

## **23. Committee meetings and quorum**

- (1) The committee must meet at least 2 times in each period of 12 months at such place and time as the committee may determine.
- (2) Additional meetings of the committee may be convened by the president or by any member of the committee.
- (3) Oral or written notice of a meeting of the committee must be given by the Secretary to each member of the committee at least 48 hours (or such other period as may be unanimously agreed on by the members of the committee) before the time appointed for the holding of the meeting.
- (4) Notice of a meeting given under subclause (3) must specify the general nature of the business to be transacted at the meeting and no business other than that business is to be transacted at the meeting, except business which the committee members present at the meeting unanimously agree to treat as urgent business.
- (5) Any 3 members of the committee constitute a quorum for the transaction of the business of a meeting of the committee.
- (6) No business is to be transacted by the committee 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 is to stand adjourned to the same place and at the same hour of the same day in the following week.
- (7) If at the adjourned meeting a quorum is not present within half an hour of the time appointed for the meeting, the meeting is to be dissolved.
- (8) At a meeting of the committee:
  - a) the president is to preside, or
  - b) if the president is absent or unwilling to act, such one of the remaining members of the committee as may be chosen by the members present at the meeting is to preside.

## **24. Appointment of Members as committee members to constitute quorum**

- (1) If at any time the number of committee members is less than the number required to constitute a quorum for a committee meeting, the existing committee members may

appoint a sufficient number of Members as committee members to enable the quorum to be constituted.

- (2) A member of the committee so appointed is to hold office, subject to this constitution, until the annual general meeting next following the date of the appointment.
- (3) This clause does not apply to the filling of a casual vacancy to which clause 21 applies.

## **25. Use of technology at committee meetings**

- (1) A committee meeting may be held at 2 or more venues using any technology approved by the committee that gives each of the committee's members a reasonable opportunity to participate.
- (2) A committee member who participates in a committee meeting using that technology is taken to be present at the meeting and, if the member votes at the meeting, is taken to have voted in person.

## **26. Delegation by committee to sub-committee**

- (1) The committee may, by instrument in writing, delegate to one or more sub-committees (consisting of such Member or Members as the committee thinks fit) the exercise of such of the functions of the committee as are specified in the instrument, other than:
  - a) this power of delegation, and
  - b) a function which is a duty imposed on the committee by the Act or by any other law.
- (2) A function the exercise of which has been delegated to a sub-committee under this clause may, while the delegation remains unrevoked, be exercised from time to time by the sub-committee in accordance with the terms of the delegation.
- (3) A delegation under this clause may be made subject to such conditions or limitations as to the exercise of any function, or as to time or circumstances, as may be specified in the instrument of delegation.
- (4) Despite any delegation under this clause, the committee may continue to exercise any function delegated.
- (5) Any act or thing done or suffered by a sub-committee acting in the exercise of a delegation under this clause has the same force and effect as it would have if it had been done or suffered by the committee.
- (6) The committee may, by instrument in writing, revoke wholly or in part any delegation under this clause.
- (7) A sub-committee may meet and adjourn as it thinks proper.

## **27. Voting and decisions**

- (1) Questions arising at a meeting of the committee or of any sub-committee appointed by the committee are to be determined by a majority of the votes of members of the committee or sub-committee present at the meeting.
- (2) Each member present at a meeting of the committee or of any sub-committee appointed by the committee (including the person presiding at the meeting) is entitled to one vote but, in the event of an equality of votes on any question, the person presiding may exercise a second or casting vote.

- (3) Subject to clause 23 (5), the committee may act despite any vacancy on the committee.
- (4) Any act or thing done or suffered, or purporting to have been done or suffered, by the committee or by a sub-committee appointed by the committee, is valid and effectual despite any defect that may afterwards be discovered in the appointment or qualification of any member of the committee or sub-committee.

## **Part 4 - General meetings**

### **28. Annual general meetings - holding of**

- (1) The Association must hold its first annual general meeting within 18 months after its registration under the Act.
- (2) The Association must hold its subsequent annual general meetings:
  - a) within 6 months after the close of the Association's financial year, or
  - b) within such later time as may be allowed or prescribed under section 37(2)(b) of the Act.

### **29. Annual general meetings - calling of and business at**

- (1) The annual general meeting of the Association is, subject to the Act and to clause 28, to be convened on such date and at such place and time as the committee thinks fit.
- (2) In addition to any other business which may be transacted at an annual general meeting, the business of an annual general meeting is to include the following:
  - a) to confirm the minutes of the last preceding annual general meeting and of any Special General Meeting held since that meeting, and
  - b) to receive from the committee reports on the activities of the Association during the last preceding financial year, and
  - c) to elect office-bearers of the Association, and
  - d) to receive and consider any financial statement or report required to be submitted to Members under the Act.
- (3) An annual general meeting must be specified as that type of meeting in the notice convening it.

### **30. Special General Meetings - calling of**

- (1) The committee may, whenever it thinks fit, convene a Special General Meeting of the Association.
- (2) The committee must, on the requisition of the lesser of 5 or 5% of the total number of Members, convene a Special General Meeting of the Association.
- (3) A requisition of Members for a Special General Meeting:
  - a) must be in writing, and
  - b) must state the purpose or purposes of the meeting, and
  - c) must be signed by the Members making the requisition, and
  - d) must be lodged with the Secretary, and
  - e) may consist of several documents in a similar form, each signed by one or more of the Members making the requisition, provided the number of signatures on the several documents must satisfy the requirements of subclause (2), and
  - f) the committee may refuse to convene a Special General Meeting requested under subclause (2) if it considers the stated purpose or purposes to be trivial or vexatious in nature.
  - g) Members may not, under subclause (2), requisition a Special General Meeting to be held within a period of less than two (2) months of a prior meeting except

where the committee decides that holding a meeting within a lesser period is in the best interests of the Association.

- (4) Except if subclause 3(g) applies or if the committee refuses pursuant to subclause 3(f), if the committee fails to convene a Special General Meeting to be held within 1 month after that date on which a requisition of Members for the meeting is lodged with the Secretary, any one or more of the Members who made the requisition may convene a Special General Meeting to be held not later than 3 months after that date.
- (5) A Special General Meeting convened by a Member or Members as referred to in subclause (4) must be convened as nearly as is practicable in the same manner as general meetings are convened by the committee.
- (6) For the purposes of subclause (3):
  - (a) a requisition may be in electronic form, and
  - (b) a signature may be transmitted, and a requisition may be lodged, by electronic means.

### **31. Notice**

- (1) Except if the nature of the business proposed to be dealt with at a general meeting requires a special resolution of the Association, the Secretary must, at least 14 days before the date fixed for the holding of the general meeting, give a notice to each Member specifying the place, date and time of the meeting and the nature of the business proposed to be transacted at the meeting.
- (2) If the nature of the business proposed to be dealt with at a general meeting requires a special resolution of the Association, the Secretary must, at least 21 days before the date fixed for the holding of the general meeting, cause notice to be given to each Member specifying, in addition to the matter required under subclause (1), the intention to propose the resolution as a special resolution.
- (3) No business other than that specified in the notice convening a general meeting is to be transacted at the meeting except, in the case of an annual general meeting, business which may be transacted under clause 29 (2).
- (4) A Member desiring to bring any business before a general meeting may give notice in writing of that business to the Secretary who must include that business in the next notice calling a general meeting given after receipt of the notice from the Member.

### **32. Quorum for general meetings**

- (1) No item of business is to be transacted at a general meeting unless a quorum of Members entitled under this constitution to vote is present during the time the meeting is considering that item.
- (2) 5 Members present (being Members entitled under this constitution to vote at a general meeting) constitute a quorum for the transaction of the business of a general meeting.
- (3) If within half an hour after the appointed time for the commencement of a general meeting a quorum is not present, the meeting:
  - a) if convened on the requisition of Members, is to be dissolved, and
  - b) in any other case, is to stand adjourned to the same day in the following week at the same time and (unless another place is specified at the time of the adjournment by the person presiding at the meeting or communicated by written

notice to Members given before the day to which the meeting is adjourned) at the same place.

- (4) If at the adjourned meeting a quorum is not present within half an hour after the time appointed for the commencement of the meeting, the Members present (being at least 3) are to constitute a quorum.

### **33. Presiding Member**

- (1) The president is to preside as chairperson at each general meeting of the Association.
- (2) If the president is absent or unwilling to act, the Members present must elect one of their number to preside as chairperson at the meeting.

### **34. Adjournment**

- (1) The chairperson of a general meeting at which a quorum is present may, with the consent of the majority of Members present at the meeting, adjourn the meeting from time to time and place to place, but no business is to be transacted at an adjourned meeting other than the business left unfinished at the meeting at which the adjournment took place.
- (2) If a general meeting is adjourned for 14 days or more, the Secretary must give written or oral notice of the adjourned meeting to each Member stating the place, date and time of the meeting and the nature of the business to be transacted at the meeting.
- (3) Except as provided in subclauses (1) and (2), notice of an adjournment of a general meeting or of the business to be transacted at an adjourned meeting is not required to be given.

### **35. Making of decisions**

- (1) A question arising at a general meeting of the Association is to be determined by either:
  - a) a show of hands, or
  - b) if on the motion of the chairperson or if 5 or more Members present at the meeting decide that the question should be determined by a written ballot.
- (2) If the question is to be determined by a show of hands, a declaration by the chairperson that a resolution has, on a show of hands, been carried or carried unanimously or carried by a particular majority or lost, or 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.
- (3) Subclause (2) applies to a method determined by the committee under subclause (1) (a) in the same way as it applies to a show of hands.
- (4) If the question is to be determined by a written ballot, the ballot is to be conducted in accordance with the directions of the chairperson.

### **36. Special resolutions**

A special resolution may only be passed by the Association in accordance with section 39 of the Act.



### **37. Voting**

- (1) On any question arising at a general meeting of the Association a Member has, except as provided under subclause (2), one vote only.
- (2) In the case of an equality of votes on a question at a general meeting, the chairperson of the meeting is entitled to exercise a second or casting vote.
- (3) A Member is not entitled to vote at any general meeting of the Association unless all money due and payable by the Member to the Association has been paid.

### **38. Proxy votes not permitted**

Proxy voting must not be undertaken at or in respect of a general meeting.

### **39. Postal or electronic ballots**

Postal or electronic ballots must not be used to determine any issue or proposal to be considered by Members.

### **40. Use of technology at general meetings**

A general meeting may not be held at more than one venue or by use of technology that might allow Members to participate without being present at the meeting.

## **Part 5 - Miscellaneous**

### **41. Insurance**

The Association may effect and maintain insurance.

### **42. Funds - source**

- (1) The funds of the Association are to be derived from joining fees and annual subscriptions of Members, festival and event fees, workshop fees, publication sales, donations, sponsorships, advertising revenue and, subject to any resolution passed by the Association in general meeting, such other sources as the committee determines.
- (2) All money received by the Association must be deposited as soon as practicable and without deduction to the credit of the Association's bank or other authorised deposit-taking institution account.
- (3) The Association must, as soon as practicable after receiving any money, issue an appropriate receipt.

### **43. Funds - management**

- (1) Subject to any resolution passed by the Association in general meeting, the funds of the Association are to be used in pursuance of the objects of the Association in such manner as the committee determines.
- (2) All cheques, drafts, bills of exchange, promissory notes, other negotiable instruments and electronic funds transfers must be signed or authorised by any 2 members of the committee or employees of the Association, being members or employees authorised to do so by the committee.

### **44. Association is non-profit**

Subject to the Act and the Regulation, the Association must apply its funds and assets solely in pursuance of the objects of the Association and must not conduct its affairs so as to provide a pecuniary gain for any of its Members.

### **45. Distribution of property on winding up of Association**

- (1) Subject to the Act and the Regulation, in a winding up of the Association, any surplus property of the Association is to be transferred to another organisation with similar objects and which is not carried on for the profit or gain of its individual Members.
- (2) In this clause, a reference to the surplus property of an association is a reference to that property of the Association remaining after satisfaction of the debts and liabilities of the Association and the costs, charges and expenses of the winding up of the Association.

### **46. Change of name, objects and constitution**

An application for registration of a change in the Association's name, objects or constitution in accordance with section 10 of the Act is to be made by the public officer or a committee member.

#### **47. Custody of books etc**

Except as otherwise provided by this constitution, all records, books and other documents relating to the Association must be kept in New South Wales:

- a) at the main premises of the Association, in the custody of the public officer or a Member (as the committee determines), or
- b) if the Association has no premises, at the Association's official address, in the custody of the public officer.

#### **48. Inspection of books etc**

- (1) The following documents must be open to inspection, free of charge, by a Member at any reasonable hour:
  - a) records, books and other financial documents of the Association, and
  - b) this constitution, and
  - c) minutes of all committee meetings and general meetings of the Association.
- (2) Subject to subclause (3) a Member may obtain an electronic copy of any of the documents referred to in subclause (1) on payment of a fee of not more than \$10 for each document copied.
- (3) Despite subclause (1), the committee may refuse to permit a Member to inspect or obtain a copy of records of the Association that relate to confidential, personal, employment, commercial or legal matters or where to do so may be prejudicial to the interests of the Association.

#### **49. Service of notices**

- (1) For the purpose of this constitution, a notice may be served on or given to a person:
  - a) by delivering it to the person personally, or
  - b) by sending it by pre-paid post to the address of the person, or
  - c) by sending it by facsimile transmission or some other form of electronic transmission to an address specified by the person for giving or serving the notice.
- (2) For the purpose of this constitution, a notice is taken, unless the contrary is proved, to have been given or served:
  - a) in the case of a notice given or served personally, on the date on which it is received by the addressee, and
  - b) in the case of a notice sent by pre-paid post, on the date when it would have been delivered in the ordinary course of post, and
  - c) in the case of a notice sent by facsimile transmission or some other form of electronic transmission, on the date it was sent or, if the machine from which the transmission was sent produces a report indicating that the notice was sent on a later date, on that date.

#### **50. Financial year**

The financial year of the Association is:

- a) the period of time commencing on the date of incorporation of the Association and ending on the following 30 June, and

- b) each period of 12 months after the expiration of the previous financial year of the Association, commencing on 1 July and ending on the following 30 June.