



Victorian Municipal
Building Surveyors Group^{INC.}

**RULES OF THE VICTORIAN MUNICIPAL BUILDING
SURVEYORS GROUP INCORPORATED**

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RULES OF THE VICTORIAN MUNICIPAL BUILDING SURVEYORS GROUP INCORPORATED

1. NAME

The name of the Incorporated Association is "The Victorian Municipal Building Surveyors Group".

(in these Rules called "the Association").

2. INTERPRETATION

2.1 In these Rules, unless the contrary intention appears:

"**Associate Member**" means a person who has been admitted to the association as an associate member;

"**Committee**" means the Committee of Management of the Association;

"**Corporate Member**" means an organisation being an arm of government, authority, business, company, firm, or similar that has been admitted as a corporate member;

"**Financial Year**" means the year ending on 30 June;

"**General Meeting**" means a general meeting of members convened in accordance with Rule 8;

"**Honorary Member**" means:

- (a) the Commissioner of the Building Commission
- (b) the Chief Fire Officer of the Metropolitan Fire and Emergency Services Board
- (c) the Chief Fire Officer of the County Fire Authority
- (d) the President of the Municipal Association of Victoria
- (e) the President of the Victorian Local Governance Association;

"**Member**" means a member of the Association;

"**Municipal Building Surveyor**" means a person appointed to that position by a Council or public authority;

"**Ordinary Member of the Committee**" means a member of the Committee who is not an officer of the Association by virtue of these Rules;

"**The Act**" means the Associations Incorporation Act 1981;

"**The Regulations**" means Regulations under the Act;

- 2.2 In these Rules, a reference to the Secretary of an Association is a reference:
- 2.2.1 where a person holds office under these Rules as Secretary of the Association, to that person; and
 - 2.2.2 in any other case, to the Public Officer of the Association.
- 2.3 Words or expressions contained in these Rules shall be interpreted in accordance with the *Interpretation of Legislation Act* 1984 and the Act as in force from time to time.

3. APPLICATION FOR MEMBERSHIP

- 3.1 A natural person currently holding the position of Municipal Building Surveyor who is nominated and approved for membership as provided in these Rules is eligible to be a member of the Association on payment of the entrance fee and annual subscription payable under these Rules.
- 3.2 A natural person who is nominated and approved for associate membership as provided in these Rules and who is able to demonstrate to the satisfaction of the Committee a professional interest in the purposes of the Association, is eligible to be an associate member of the Association on payment of the entrance fee and annual subscription payable under these Rules.
- 3.3 An organisation that is nominated and approved for corporate membership as provided in these Rules and is able to demonstrate to the satisfaction of the Committee a professional interest in the purposes of the Association, is eligible to be a corporate member of the Association on payment of the entrance fee and annual subscription payable under these Rules.
- 3.4 A natural person who is nominated and approved for honorary membership as provided in these Rules is eligible to be an honorary member of the Association.
- 3.5 A person who is not a member of the Association at the time of the incorporation of the Association (or who was a member at that time but has ceased to be a member) shall not be admitted to membership:
- 3.5.1 unless nominated as provided in Rule 3.6 and
 - 3.5.2 the admission as a member is approved by the Committee.
- 3.6 A nomination of a person for membership of the Association
- 3.6.1 shall be made in writing in the form as approved by the Committee from time to time and
 - 3.6.2 shall be lodged with the Secretary of the Association.
- 3.7 As soon as is practicable after the receipt of a nomination, the Secretary shall refer the nomination to the Committee.

- 3.8 Upon a nomination being referred to the Committee, the Committee shall determine whether to approve or to reject the nomination.
- 3.9 Upon a nomination being approved by the Committee, the Secretary shall, with as little delay as possible, notify the nominee in writing of the approval for membership of the Association and request payment within the period of 28 days after receipt of the notification of the sum payable under these Rules as the entrance fee and the first year's annual subscription.
- 3.10 The Secretary shall, upon payment of the amounts referred to in Rule 3.9 within the period referred to in that Rule enter the nominee's name in the register of members and, upon the name being so entered, the nominee becomes a member of the Association, an associate member of the Association or a corporate member of the Association as the case may be.
- 3.11 A right, privilege, or obligation of a person by reason of membership of the Association:
- 3.11.1 is not capable of being transferred or transmitted to another person; and
- 3.11.2 terminates upon the cessation of membership whether by death or resignation or otherwise.
- 3.12 An Associate Member, Corporate Member has the same rights, privileges and obligations as a member other than the right to vote at meetings of the Association.
- 3.13 An Honorary Member has the same rights and privileges as a member other than the right to vote at meetings of the Association.

4. ENTRANCE FEE AND ANNUAL SUBSCRIPTION

- 4.1 The entrance fees including 10% GST are:
- 4.1.1 Members entrance fee is \$110
- 4.1.2 Associate Members entrance fee is \$55.
- 4.1.3 Corporate Members entrance fee is \$220.
- 4.2 The annual subscription including 10% GST for:
- 4.2.1 Members is \$330 and is payable in advance on or before 1 July in each year.
- 4.2.2 Associate Members is \$110 and is payable in advance on or before 1 July in each year.
- 4.2.3 Corporate Members is \$440 and is payable in advance on or before 1 July in each year.

5. REGISTER OF MEMBERS

- 5.1 The Secretary shall keep and maintain a register of members, associate members, corporate members in which shall be entered the full name address and date of entry of the name of each member, associate member corporate members and the register shall be available for inspection and copying by members upon request.

6. RESIGNATION AND EXPULSION OF MEMBER

- 6.1 A member of the Association, an associate member of the Association and a corporate member of the Association who has paid all moneys due and payable by the member, associate member or corporate member to the Association may resign from the Association by first giving one months notice in writing to the Secretary of his or her intention to resign and upon the expiration of that period of notice, the member ceases to be a member.
- 6.2 Upon the expiration of a notice given under Rule 6.1, the Secretary shall make in the register of members, associate members and corporate member an entry recording the date on which the member, associate member or corporate member by whom the notice was given, ceased to be a member, associate member or corporate member.
- 6.3 Subject to these Rules, the Committee may by resolution:
- 6.3.1 expel a member, associate member or corporate member from the Association;
 - 6.3.2 suspend a member, associate member or corporate member from membership of the Association for a specified period; or
 - 6.3.3 fine a member, associate member or corporate member an amount not exceeding \$20.00
- if the Committee is of the opinion that the member, associate member or corporate member:
- 6.3.4 has refused or neglected to comply with these Rules; or
 - 6.3.5 has been guilty of conduct unbecoming a member or prejudicial to the interests of the Association.
- 6.4 A resolution of the Committee under Rule 6.3:
- 6.4.1 does not take effect unless the Committee, at a meeting held not earlier than 14 and not later than 28 days after the service on the member of a notice under Rule 6.5 confirms the resolution in accordance with this Rule; and
 - 6.4.2 where the member, associate member or corporate member exercises a right of appeal to the Association under this Rule, does not take effect unless the Association confirms the resolution in accordance with this Rule.

- 6.5 If the Committee passes a resolution under Rule 6.3 the Secretary shall, as soon as practicable, cause to be served on the member, associate member or corporate member a notice in writing:
- 6.5.1 setting out the resolution of the Committee and the grounds on which it is based;
 - 6.5.2 stating that the member, associate member or representative of a corporate member may address the Committee at a meeting to be held not earlier than 14 and not less than 28 days after service of the notice;
 - 6.5.3 stating the date, place and time of that meeting;
 - 6.5.4 informing the member, associate member or corporate member that he, she or it may do one or more of the following:
 - 6.5.4.1 Attend that meeting;
 - 6.5.4.2 Give to the Committee before the date of that meeting a written statement seeking the revocation of the resolution; and
 - 6.5.4.3 Not later than 48 hours after the meeting lodge with the Secretary a notice to the effect that he or she wishes to appeal to the Association in general meeting against the Resolution.
- 6.6 At a meeting of the Committee held in accordance with Rule 6.4, the Committee:
- 6.6.1 shall give to the member, associate or representative of the corporate member an opportunity to be heard;
 - 6.6.2 shall give due consideration to any written statement submitted by the member, associate member or corporate member; and
 - 6.6.3 shall by resolution determine whether to confirm or to revoke the resolution.
- 6.7 If the Secretary receives a notice under Rule 6.5.4.3 he or she shall notify the Committee and the Committee shall convene a general meeting of the Association to be held within twenty-one days after the date on which the Secretary received the notice.
- 6.8 At a general meeting of the Association convened under Rule 6.7:
- 6.8.1 no business other than the question of the appeal shall be transacted;
 - 6.8.2 the Committee may place before the meeting details of the grounds for the resolution and the reasons for the passing of the resolution;

- 6.8.3 the member, associate member or a corporate member shall be given an opportunity to be heard; and
- 6.8.4 the members present shall vote by secret ballot on the question whether the resolution should be confirmed or revoked.
- 6.9 If at the general meeting:
 - 6.9.1 two-thirds of the members vote in person or by proxy in favour of the confirmation of the resolution, the resolution is confirmed; and
 - 6.9.2 in any other case, the resolution is revoked.

7. DISPUTES AND MEDIATION

- 7.1 The grievance procedure set out in this Rule applies to disputes under these Rules between:
 - 7.1.1 a Member, Associate Member or Corporate Member and another Member, Associate Member or Corporate Member; or
 - 7.1.2 a Member, Associate Member or Corporate Member and the Association.
- 7.2 The parties to the dispute must meet and discuss the matter in dispute and, if possible, resolve the dispute within 14 days after the dispute comes to the attention of all parties.
- 7.3 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 10 days, hold a meeting in the presence of a mediator.
- 7.4 The mediator must be:
 - 7.4.1 a person chosen by agreement between the parties; or
 - 7.4.2 in the absence of agreement:
 - 7.4.2.1 in the case of a dispute between a Member, Associate Member or Corporate Member and another Member, Associate Member or Corporate Member, a person appointed by the Committee; or
 - 7.4.2.2 in the case of a dispute between a Member, Associate Member or Corporate Member and the Association, a person who is a mediator appointed or employed by the Dispute Settlement Centre of Victoria (Department of Justice).

- 7.5 A Member or Associate Member can be a mediator, however the mediator cannot be a Member or Associate Member who is a party to the dispute.
- 7.6 The parties to the dispute must, in good faith, attempt to settle the dispute by mediation.
- 7.7 The mediator, in conducting the mediation, must:
 - 7.7.1 give the parties to the mediation process every opportunity to be heard;
 - 7.7.2 allow due consideration by all parties of any written statement submitted by any party; and
 - 7.7.3 ensure that natural justice is accorded to the parties to the dispute throughout the mediation process.
- 7.8 The mediator must not determine the dispute.
- 7.9 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.

8. ANNUAL GENERAL MEETING

- 8.1 The Association shall in each calendar year convene an annual general meeting of its members, associate members and corporate members.
- 8.2 The annual general meeting shall be held on such day as the Committee determines.
- 8.3 The annual general meeting shall be specified as such in the notice convening it.
- 8.4 The ordinary business of the annual general meeting shall be:
 - 8.4.1 to confirm the minutes of the last preceding annual general meeting and of any general meeting held since that meeting;
 - 8.4.2 to receive from the Committee reports upon the transactions of the Association during the last preceding financial year;
 - 8.4.3 to elect officers of the Association and the ordinary members of the Committee; and
 - 8.4.4 to receive and consider the statement submitted by the Association in accordance with section 30 (3) of the Act.
- 8.5 The annual general meeting may transact special business of which notice is given in accordance with these Rules.

- 8.6 The annual general meeting shall be in addition to any other general meetings that may be held in the same year.

9. SPECIAL GENERAL MEETING

- 9.1 All general meetings other than the annual general meeting shall be called special general meetings.
- 9.2 The Committee may, whenever it thinks fit, convene a special general meeting of the Association and, where, but for this Rule 9.2, more than fifteen months would elapse between annual general meetings, shall convene a special general meeting before the expiration of that period.
- 9.3 The Committee shall, on the requisition in writing of members representing not less than 5 per cent of the total number of members, convene a special general meeting of the Association.
- 9.4 The requisition for a special general meeting shall state the objects of the meeting and shall be signed by the members making the requisition and be sent to the address of the Secretary and may consist of several documents in a like form, each signed by one or more of the members making the requisition.
- 9.5 If the Committee does not cause a special general meeting to be held within the month after the date on which the requisition is sent to the address of the Secretary, the members making the requisition, or any of them, may convene a special general meeting to be held not later than three months after that date.
- 9.6 A special general meeting convened by members, associate members and corporate members in pursuance of these Rules shall be convened in the same manner as nearly as possible as that in which those meetings are convened by the Committee and, all reasonable expenses incurred in convening the meeting shall be refunded by the Association to the persons incurring the expenses.

10. NOTICE OF MEETING

- 10.1 The Secretary of the Association shall, at least 14 days before the date fixed for holding a general meeting of the Association, cause to be sent to each member, associate member and corporate member of the Association at the address appearing in the register of members, a notice by pre-paid post or by electronic transmission stating the place, date and time of the meeting and the nature of the business to be transacted at the meeting.
- 10.2 No business other than that set out in the notice convening the meeting shall be transacted at the meeting.
- 10.3 A member, associate member or corporate member desiring to bring any business before a meeting may give notice of that business in writing to the

Secretary, who shall include that business in the notice calling the next general meeting after the receipt of the notice.

11. PROCEEDINGS AT MEETINGS

- 11.1 All business that is transacted at a special general meeting and all business that is transacted at the annual general meeting with the exception of that specially referred to in these Rules as being the ordinary business of the annual general meeting shall be deemed to be special business.
- 11.2 No item of business shall be transacted at a general meeting unless a quorum of members entitled under these Rules to vote is present during the time when the meeting is considering that item.
- 11.3 Five members personally present (being members entitled under these Rules to vote at a general meeting) constitute a quorum for the transaction of the business of a general meeting.
- 11.4 If within half an hour after the appointed time for the commencement of a general meeting, a quorum is not present, the meeting if convened upon the requisition of members shall be dissolved and in any other case shall stand adjourned to the same day in the next week at the same time and (unless another place is specified by the Chairperson at the time of the adjournment or by written notice to members given before the day to which the meeting is adjourned) at the same place and if at the adjourned meeting the quorum is not present within half an hour after the time appointed for the commencement of the meeting, the members present (being not less than 3) shall be a quorum.
- 11.5 The President, or in the President's absence, the Vice-President, shall preside as Chairperson at each general meeting of the Association.
- 11.6 If the President and the Vice-President are absent from a general meeting, the members present shall elect one of their number to preside as Chairperson at the meeting.
- 11.7 The Chairperson 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.
- 11.8 Where a meeting is adjourned for fourteen days or more, a like notice of the adjourned meeting shall be given as in the case of the general meeting.
- 11.9 Except as provided in Rules 11.7 and 11.8, it is not necessary to give notice of an adjournment or of the business to be transacted at an adjourned meeting.
- 11.10 A question arising at a general meeting of the Association shall be determined on a show of hands and unless, before or on the declaration of

the show of hands a poll is demanded, 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, 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.

- 11.11 Upon any question arising at a general meeting of the Association, a member has one vote only and only a member may vote.
- 11.12 All votes shall be given personally or by proxy.
- 11.13 In the case of an equality of voting on a question, the Chairperson of the meeting is entitled to exercise a second or casting vote.
- 11.14 If at a meeting a poll on any question is demanded by not less than three members, it shall be taken at that meeting in such manner as the Chairperson- may direct and the resolution of the poll shall be deemed to be a resolution of the meeting on that question.
- 11.15 A poll that is demanded on the election of a Chairperson or on a question of an adjournment shall be taken immediately and a poll that is demanded on any question shall be taken at such time before the close of the meeting as the Chairperson may direct.
- 11.16 A member is not entitled to vote at any general meeting unless all moneys due and payable by the member to the Association have been paid.
- 11.17 Each member entitled to vote is entitled to appoint another member or associate member as a proxy by notice given to the Secretary no later than 24 hours before the time of the meeting in respect of which the proxy is appointed.
- 11.18 The notice appointing the proxy shall be in the form as approved by the Committee from time to time.
- 11.19 Persons who are not members, associate members, honorary members or representatives of a corporate member may attend up to three (3) meetings per calendar year. Such persons wishing to attend more than three (3) meetings may only do so at the express invitation of a committee member

12. COMMITTEE OF MANAGEMENT

- 12.1 The affairs of the Association shall be managed by the Committee of Management constituted as provided in Rule 12.7.
- 12.2 The Committee:
- 12.2.1 shall control and manage the business and affairs of the Association;
 - 12.2.2 may, subject to these Rules, the Regulations 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
 - 12.2.3 subject to these Rules, the regulations and the Act, has power to perform all such acts and things as appear to the Committee to be essential for the proper management of the business and affairs of the Association.
- 12.3 The officers of the Association shall be
- 12.3.1 a President;
 - 12.3.2 a Vice-President;
 - 12.3.3 a Treasurer; and
 - 12.3.4 a Secretary.
- 12.4 The provisions of Rule 13.7 so far as they are applicable and with the necessary modifications, apply to and in relation to the election of persons to any of the offices mentioned in Rule 12.3.
- 12.5 Each officer of the Association shall hold office until the annual general meeting next after the date of his or her election but is eligible for re-election.
- 12.6 In the event of a casual vacancy in any office referred to in Rule 12.3 the Committee may appoint one of its members to the vacant office and the member so appointed may continue in office up to and including the conclusion of the annual general meeting next following the date of the appointment.
- 12.7 Subject to section 23 of the Act, the Committee shall consist of
- 12.7.1 the officers of the Association; and
 - 12.7.2 up to six ordinary members each of whom shall be elected at the annual general meeting of the Association in each year.

- 12.8 Each ordinary member of the Committee shall, subject to these Rules, hold office until the annual general meeting next after the date of election but is eligible for re-election.
- 12.9 In the event of a casual vacancy occurring in the office of an ordinary member of the Committee, the Committee may appoint a member of the Association to fill the vacancy and the member so appointed shall hold office, subject to these Rules, until the conclusion of the annual general meeting next following the date of the appointment.

13. ELECTION OF OFFICERS AND VACANCY

- 13.1 Nominations of candidates (being members of the Association) for election as officers of the Association or as ordinary members of the Committee:
- 13.1.1 shall be made in writing, signed by two members of the Association and accompanied by the written consent of the candidate (which may be endorsed on the form of nomination); and
- 13.1.2 shall be delivered to the Secretary of the Association not less than seven days before the date fixed for the holding of the annual general meeting.
- 13.2 If insufficient nominations are received to fill all vacancies on the Committee, the candidates nominated shall be deemed to be elected and further nominations shall be received at the annual general meeting.
- 13.3 If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated shall be deemed to be elected.
- 13.4 If the number of nominations exceeds the number of vacancies to be filled, a ballot shall be held.
- 13.5 The ballot for the election of officers and ordinary members of the Committee shall be conducted at the annual general meeting in such usual and proper manner as the Committee may direct.
- 13.6 A nomination of a candidate for election under this Rule is not valid if that candidate has been nominated for another office for election at the same election.
- 13.7 For the purposes of these Rules, the office of an officer of the Association or of an ordinary member of the Committee becomes vacant if the officer or member:
- 13.7.1 ceases to be a member of the Association;
- 13.7.2 becomes an insolvent under administration within the meaning of the Corporations Law; or

13.7.3 resigns from office by notice in writing given to the Secretary.

14. PROCEEDINGS OF COMMITTEE

- 14.1 The Committee shall meet at least 3 times in each year at such place and such times as the Committee may determine.
- 14.2 Special meetings of the Committee may be convened by the President or by any four of the members of the Committee.
- 14.3 Notice shall be given to members of the Committee of any special meeting specifying the general nature of the business to be transacted and no other business shall be transacted at such a meeting.
- 14.4 Any four members of the Committee constitute a quorum for the transaction of the business of a meeting of the Committee.
- 14.5 No business shall be transacted unless a quorum is present and if within half an hour of the time appointed for the meeting a quorum is not present the meeting shall stand adjourned to the same place and at the same hour of the same day in the following week unless the meeting was a special meeting in which case it lapses.
- 14.6 At meetings of the Committee:
- 14.6.1 the President or in the President's absence the Vice-President shall preside; or
- 14.6.2 if the President and the Vice-President are absent, such one of the remaining members of the Committee as may be chosen by the members present shall preside.
- 14.7 Questions arising at a meeting of the Committee or of any sub-committee appointed by the Committee shall be determined on a show of hands or, if demanded by a member, by a poll taken in such manner as the person presiding at the meeting may determine.
- 14.8 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 and, in the event of an equality of votes on any question, the person presiding may exercise a second or casting vote.
- 14.9 Written notice of each committee meeting shall be served on each member of the Committee by delivering it to the member at a reasonable time before the meeting or by sending it by pre-paid post or by electronic transmission addressed to him or her at his or her usual or last known place, abode or email address at least two business days before the date of the meeting.
- 14.10 Subject to Rule 14.4 the Committee may act notwithstanding any vacancy on the Committee.

15. SECRETARY

15.1 The Secretary of the Association shall keep minutes of the resolutions and proceedings of each general meeting and each committee meeting in books provided for that purpose together with a record of the names of persons present at committee meetings.

16. TREASURER OR SECRETARY

16.1 The Treasurer or Secretary of the Association:

16.1.1 shall collect and receive all moneys due to the Association and make all payments authorised by the Association; and

16.1.2 shall keep correct accounts and books showing the financial affairs of the Association with full details of all receipts and expenditure connected with the activities of the Association.

17. REMOVAL OF MEMBER OF COMMITTEE

17.1 The Association in general meeting may by resolution remove any member of the Committee before the expiration of the member's term of office and appoint another member in his or her stead to hold office until the expiration of the term of the first-mentioned member.

17.2 Where the member to whom a proposed resolution referred to in Rule 17.1 makes representations in writing to the Secretary or President of the Association (not exceeding a reasonable length) and request that they be provided to the members of the Association.

17.3 The Secretary or the President may send a copy of the representations to each member of the Association or, if they are not so sent, the member may require that they be read out at the meeting.

18. FUNDS

18.1 Except as provided in rule 18.2 all cheques, drafts, bills of exchange, promissory notes and other negotiable instruments shall be signed by two members of the Committee.

18.2 The Secretary shall be provided with a credit card with a limit of \$1000 for purchases authorised by the Association.

18.3 The funds of the Association shall be derived from Entrance Fees, Annual Subscription fees, donations and such other sources as the Committee determines.

19. SEAL

19.1 The Common Seal of the Association shall be kept in the custody of the Secretary.

19.2 The Common Seal shall not be affixed to any instrument except by the authority of the Committee and the affixing of the Common Seal shall be attested by the signatures either of two members of the Committee or of one member of the Committee and of the Public Officer of the Association.

20. ALTERATION OF RULES AND STATEMENT OF PURPOSES

These Rules and the Statement of Purposes of the Association shall not be altered except in accordance with the Act.

21. NOTICES

21.1 A notice may be served by or on behalf of the Association upon any member either personally or by sending it by post or by electronic transmission to the member at the address shown in the Register of Members.

21.2 Where a document is properly addressed prepaid and posted to a person as a letter, the document shall, unless the contrary is proved, be deemed to have been given to the person at the time at which the letter would have been delivered in the ordinary course of post.

22. WINDING UP OR CANCELLATION

In the event of the winding up or the cancellation of the incorporation of the Association, the assets of the Association shall be disposed of in accordance with the provisions of the Act.

23. CUSTODY OF RECORDS

23.1 Except as otherwise provided in these Rules, the Secretary shall keep in his or her custody or under his or her control all books, documents and securities of the Association.

23.2 All accounts, books, documents and securities of the Association shall be available for inspection and copying by any member of the Association upon request.