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## 1. NAME

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The name of the incorporated association is Team AVCon, referred to herein as "the association".

## 2. DEFINITIONS

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"anime" refers to a form of video animation originating in Japan. It is often characterized by stylised colourful images depicting vibrant characters in a variety of different settings and storylines, aimed at a variety of different audiences

"convenor" means the president of the association

"elect" means the appointed full members who's role is the management of the association

"event" means a function in which attendees at a major event can participate in or view

"financial year" means the year ending 31<sup>st</sup> of August

"in writing" means includes paper copy and electronic medium (including but not limited to email, forum post, and instant messaging)

"manga" refers to a form of illustrated artworks originating in Japan (including but not limited to, graphic novels, compilations, art books)

"major event" means the realisation of one or more event(s) in which the public will be able to attend

"month" shall mean a calendar month.

"regulations" means regulations under the Act

"relevant documents" has the same meaning as in the Act

"Returning Officer" means an elected full member whose only role is to preside a general meeting in the event the convenor or vice convenor are unable to preside.

The Returning Officer cannot be a member of the elect

"Rules" means these rules including the schedules (if any) and annexures (if any)

"secretary" means:

- (a) if a person holds office under these Rules as secretary of the Association - to that person; and
- (b) in any other case, to the public officer of the Association.

"special resolution" means a special resolution defined in the Act

"sub-committee" means the appointed full members who organise an aspect of a Major Event

"suspension" means a period of time in which a member all voting rights removed, is not able to attend meetings and has no access to minutes of meetings which he/she would normally have access to

"the Act" means the Associations Incorporation Act 1985

"the Committee" means the appointed full members who arbitrate the development of Major Events

"Treasurer" means the Treasurer of the Association

"Vice-convenor" means the vice-convenor of the association

### 3. OBJECTS OR PURPOSE OF THE ASSOCIATION

(a) The purposes for which the incorporated association is established for are:

(i) to organise and run:

- (1) anime and video game-related conventions,
- (2) anime and video game-related events, and
- (3) other events and/or conventions.

(ii) to promote community interests in Japanese culture and society,

(iii) to encourage the appreciation of anime and other related art forms, which include (but are not limited to) manga, video games, amateur works of written or artistic pursuit.

### 4. POWER OF THE ASSOCIATION

The association shall have all the powers conferred by Section 25 of the Act.

### 5. MEMBERSHIP

#### 5.1 TYPES

##### 5.1.1 – Full Member

(a) Full membership is open to any natural person who meets the following criteria:

- (i) has the sponsorship of an existing elect, committee, or sub-committee member
- (ii) the elect is satisfied that the member satisfies the requirements for full membership,
- (iii) must have obtained the age of eighteen (18) years or older,
- (iv) agrees to be bound by the rules of the association and uphold the objectives of the association.
- (v) is financial current as with payment of their annual subscription.

(b) A Full Member is eligible to be elected to the elect & Committee and has the right to vote at general meetings.

#### 5.2 APPLICATION FOR MEMBERSHIP

(a) A person who meets the requirements for full membership can apply on the form supplied in appendix 1 (a) and is approved for membership by the elect is eligible to be a full member of the association on payment of the annual subscription payable under these rules,

(b) 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) must not be admitted to membership unless-

- (i) he or she applies for membership in accordance with sub-rule (c),
- (ii) the admission as a member is approved by the elect, and
- (iii) he or she meets the requirements for membership.

- (c) An application of a person for membership of the association must:
- (i) be made in writing in the form set out in Appendix 1; and
  - (ii) be lodged with the secretary of the association.
- (d) As soon as practicable after the receipt of an application, the secretary must refer the application to the elect.
- (e) The elect must determine whether to approve or reject the application within 14 days of receipt of the application.
- (f) If the elect approves an application for membership, the secretary must, as soon as practicable-
- (i) notify the applicant of the approval for membership, and
  - (ii) request payment immediately the sum payable under these rules the first year's annual subscription.
- (g) The secretary must, within fourteen (14) days after receipt of the amounts referred to in sub-rule (f), enter the applicant's name in the register of members.
- (i) The secretary must forward this amount to the treasurer within forty-eight (48) hours.
- (h) An applicant for membership becomes a member and is entitled to exercise the rights of membership when his or her name is entered in the register of members.
- (i) If the elect rejects an application, the elect must, as soon as practicable, notify the applicant in writing that the application has been rejected and the reasons why the application has been rejected.
- (j) A right, privilege, or obligation of a person by reason of membership of the association-
- (i) is not capable of being transferred or transmitted to another person; except where the authorised proxy vote form has been completed and lodged with the secretary twenty-four (24) hours before the meeting, and
  - (ii) terminates upon the cessation of membership whether by death or resignation or otherwise.
- (k) The entrance fee is the relevant amount determined at the annual general meeting.
- (l) The annual subscription is the relevant amount as determined at the annual general meeting and is payable on or within two (2) weeks after the annual general meeting.
- (m) All annual subscriptions expire at the end of the financial year (August 31<sup>st</sup>) of the year following payment.

(n) for the first six months after an application has been accepted, any member may dispute the acceptance of the application. If this occurs a vote on the application will be appended to the beginning of the next meeting. If no less than two-thirds of the members present vote in favour, the acceptance will be rescinded.

### 5.3 RESIGNATIONS

(a) A member of the association may resign from the association by giving two week's notice in writing to the secretary of his or her intention to resign.

(b) After the expiry of the period referred to in sub-rule (a)  
(i) the member ceases to be a member, and  
(ii) the secretary must record in the register of members the date on which the member ceased to be a member,  
(iii) the secretary must record in the register of members the reason for which the member ceased to be a member.

(c) Any member so resigning shall be liable for any outstanding amounts owing to the association, which may be recovered as a debt due to the association.

### 5.4 EXPULSION OF A MEMBER

(a) Subject to these rules, if the elect is of the opinion, after the matter has been brought to their attention, that a member has refused or neglected to comply with these rules, or has been guilty of conduct unbecoming a member or prejudicial to the interests of the association, the elect may by resolution:

- (i) suspend that member from membership of the association for a specified period, or
- (ii) expel that member from the association.

(b) A resolution of the elect under rule 5.4(a) does not take effect unless:

- (i) at a meeting held in accordance with rule 5.4(c), the elect confirms the resolution, and
- (ii) if the member exercises a right of appeal to the Association under this rule, the Association confirms the resolution in accordance with this rule.

(c) A meeting of the elect to confirm or revoke a resolution passed under rule 5.4(a) must be held not earlier than fourteen (14) days, and not later than twenty-eight (28) days, after notice has been given to the member in accordance with rule 5.4(d).

(d) For the purposes of giving notice in accordance with rule 5.4(3), the secretary must, as soon as practicable, cause to be given to the member a written notice-

- (i) setting out the resolution of the elect and the grounds on which it is based, and
- (ii) stating that the member may address the elect at a meeting to be held not earlier than seven (7) days and not later than twenty-eight (28) days after the notice has been given to that member, and

- (iii) stating the date, place and time of that meeting, and
- (iv) informing the member that he or she may do one or both of the following:
  - (1) attend that meeting,
  - (2) give to the elect before the date of that meeting a written statement seeking the revocation of the resolution.
- (vi) informing the member that, if at that meeting, the elect confirms the resolution, he or she may, not later than forty-eight (48) hours after that meeting, give the secretary a notice to the effect that he or she wishes to appeal to the association in general meeting against the resolution.

(e) At a meeting of the elect to confirm or revoke a resolution passed under rule 5.4(a), the elect must:

- (i) give the member an opportunity to be heard, and
- (ii) give due consideration to any written statement submitted by the member, and
- (iii) determine by resolution whether to confirm or to revoke the resolution.

(f) If at the meeting of the elect, the elect confirms the resolution, the member may, not later than forty-eight (48) hours after that meeting, give the secretary a notice to the effect that he or she wishes to appeal to the association in general meeting against the resolution.

(g) If the secretary receives a notice under rule 5.4(f), he or she must notify the elect and the elect must convene a general meeting of the association to be held within twenty-one (21) days after the date on which the secretary received the notice.

(h) At a general meeting of the association convened under rule 5.4(g):

- (i) no business other than the question of the appeal may be conducted, and
- (ii) the elect may place before the meeting details of the grounds for the resolution and the reasons for the passing of the resolution, and
- (iii) the member must be given an opportunity to be heard, and
- (iv) the members present must vote by secret ballot on the question whether the resolution should be confirmed or revoked.

(i) A resolution is confirmed if, at the general meeting, not less than two-thirds of the members present vote in favour of the resolution. In any other case, the resolution is revoked.

(j) Proxy votes will be accepted towards the two-thirds votes of members present at the general meeting, as outlined in rule 5.4(i), as long as the proxy form has been

lodged with the secretary at least twenty-four (24) hours before the general meeting is to be held.

#### 5.5 REGISTER OF MEMBERS

(a) The secretary must keep and maintain a register of members containing:

- (i) the name and contact details of each member,
- (ii) the date on which each member's name was entered in the register,
- (iii) the date on which a person ceased being a member,
- (iv) the date which dues were last received from the member.

(b) The personal details of a member will not be disclosed to any other member of the association or persons outside the association without the express authorisation of the individual member, except:

- (i) when the information is compelled by law,
- (ii) to the elect or Committee for official use.

## 6 THE ELECT

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#### 6.1 POWERS AND DUTIES

(a) The affairs of the association shall be managed and controlled by the elect which in addition to any powers and authorities conferred by these rules may exercise all such powers and do all such things as are within the objects of the association, and are not by the Act or by these rules required to be done by the association in general meeting.

(b) The elect has the management and control of the funds and other property of the association.

#### 6.2 APPOINTMENT

(a) The elect shall be comprised of a convenor, vice-convenor, secretary and treasurer.

(b) An elect member shall be a natural person and shall hold his/her position until the subsequent annual general meeting.

(c) The first elect of the association shall be comprised of such persons as hold office prior to incorporation. The first elect shall hold office until the first annual general meeting after incorporation.

(d) Only full members shall be eligible to stand for election by delivering nomination for an elect position no later than 14 days before the meeting to the secretary of the association. Nomination may be given to the secretary in any written format.

(e) Notice of all persons seeking election to the elect shall be given to all members of the association via email and are to be listed on the AVCon online forums no later than 7 days before the AGM.

(f) Persons seeking election to the elect shall campaign to provide reasons for election and an address to the

membership via the forums. Candidates shall address the membership at the AGM prior to the vote being cast.

(g) The vote for the elect shall be cast, counted and announced at the AGM in the following order: convenor, vice-convenor, secretary, treasurer. The final count for a position in the elect shall be announced prior to voting commencing for the next position.

(h) Successful candidates shall be decided as follows: Members will list all candidates in order of preference. If one candidate holds the majority of first preference rankings, they shall be declared successful, else the candidate with the fewest number of first preference rankings is eliminated and that candidate's ballots are redistributed at full value to the remaining candidates according to the next ranking on each ballot. This process is repeated until one candidate obtains a majority of votes among candidates not yet eliminated.

(i) Members may rank 'No Candidate' as a candidate option. If this option is successful then the position remains empty and until the next AGM the unsuccessful candidates for this position may not be appointed to fill this position through the procedures for filling a vacancy on a casual or permanent basis as specified in 6.2(j) and 6.2(k)

(j) The elect may appoint a natural person to fill a permanent vacancy, until a special general meeting to be called within two weeks of the appointment.

(k) The elect may appoint a person to fill a casual vacancy; this period must not extend beyond two (2) months before the elected official returns.

(i) If the period of time extends beyond two (2) months, the vacancy would be deemed "Permanent" and the appointed person would remain in the position until a special general meeting can be called.

### 6.3 PROCEEDINGS OF ELECT

(a) The elect shall meet together for the dispatch of business at least monthly. With the formation of the Committee, this meeting may be incorporated with the regular Committee meetings.

(b) Questions arising at any meeting of the elect shall be decided by a majority of votes.

(c) A quorum for a meeting of the elect shall be more than one half of the members of the elect.

(d) A member of the elect having a direct or indirect pecuniary interest in a contract or proposed contract, with the association must disclose the nature and extent of that interest to the elect as required by the Act, and shall not vote with respect to that contract or proposed contract.

The member of the elect must disclose the nature and extent of his or her interest in the contract at the next annual general meeting of the association.

#### 6.4 DISQUALIFICATION OF ELECT MEMBERS

- (a) The office of an elect member shall become vacant if an elect member is:
- (i) disqualified from being an elect member by the Act,
  - (ii) expelled as a member under these rules,
  - (iii) permanently incapacitated by ill health,
  - (iv) absent without apology from more than four meetings in a financial year,

### 7 THE COMMITTEE

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#### 7.1 POWERS AND DUTIES

- (a) The events run by the association shall be managed and controlled by the committee which in addition to any powers and authorities conferred by these rules may exercise all such powers and do all such things as are within the objects of the association, and are not by the Act or by these rules required to be done by the association in general meeting.

#### 7.2 APPOINTMENT

- (a) The committee shall be comprised of the elect and up to a further fifteen (15) full members of the association.
- (b) A committee member shall be a full member of the organisation.
- (c) The elect will decide on the committee positions needed for the following year within two (2) weeks after the annual general meeting and will allow full members of the association to apply for any positions in the following two weeks.
- (d) The elect will decide from the list of nominations the members to fulfil the committee positions established in rule 7.2(c).
- (e) The elect may deem a person capable to take on two (2) or more positions within the committee.

#### 7.3 PROCEEDINGS OF THE COMMITTEE

- (a) The committee shall meet together for the dispatch of business at least weekly with at least three (3) days notice of any changes that may affect regular meetings.
- (b) The committee may choose to postpone the next meeting and to give an alternative date for the meeting. This resolution must be resolved by unanimous decision from members present or by proxy.
- (c) Questions arising at any meeting of the committee shall be decided by a majority of votes.
- (d) A quorum for a meeting of the committee shall be more than one half of the members of the committee.

(e) A member of the committee having a direct or indirect pecuniary interest in a contract or proposed contract, with the association must disclose the nature and extent of that interest to the committee as required by the Act, and shall not vote with respect to that contract or proposed contract. The member of the committee must disclose the nature and extent of his or her pecuniary interest in the contract at the next annual general meeting of the association.

7.4 DISQUALIFICATION OF COMMITTEE MEMBERS

- (a) The position of a committee member shall become vacant if a committee member is:
- (i) disqualified from being an committee member by the Act,
  - (ii) expelled as a member under these rules,
  - (iii) permanently incapacitated by ill health,
  - (iv) absent without apology from more than four meetings in a financial year,
  - (v) no longer the duly appointed representative of a corporate member,
  - (vi) expulsion from the committee by two-third majority vote by the committee,
  - (vii) has resigned as a member of the association

7.5 RESIGNATION OF COMMITTEE MEMBERS

- (a) A member of the committee may resign from the committee giving one (1) month's notice in writing to the secretary or public officer of his or her intention to resign.
- (b) After the expiry of the period referred to in rule 7.5(a):
- (i) the member ceases to be a Committee Member, and
  - (ii) the elect must seek to appoint a full member to fill the casual vacancy left by the resigned committee member.
- (c) Any member so resigning shall be contactable for one week after resigning to be able to provide consultation for the new replacement committee member.

8. GENERAL MEETINGS

8.1 ANNUAL GENERAL MEETINGS

- (a) The incorporated association in each calendar year shall conduct a meeting of its members. Invited shall be the members of the elect; members of the committee and full members of the association. Attendance by the elect and committee of the previous year shall be deemed compulsory, except under extreme circumstances deemed acceptable by the elect.
- (b) The date of the annual general meeting shall be decided upon by the members of the elect; however shall be no later than one (1) month after the end of the association's financial year.
- (c) The secretary shall provide no less than twenty-one (21) days notice of the annual general meeting to all members of the incorporated association. The notice shall

be sent to each member, as listed within the Team AVCon Incorporated Association register, through electronic means. ('e-mail', forum post, etc)

(d) The annual general meeting will be run by the elect. The convenor of the previous year shall be appointed as chairperson. Should the chairperson (convenor) not be present due to permitted circumstances, then the meeting shall be held by the vice-chairperson (vice convenor).

(e) The committee of the previous year shall return all Team AVCon Inc. related material to the elect of the previous year, by no later than seven (7) days before the date of the annual general meeting unless otherwise stipulated by prior arrangement.

(f) The committee of the previous year are obliged to submit a report of their proceedings over the previous financial year, to be presented at the annual general meeting to the elect of the previous year for approval, by no later than seven (7) days before the date of the annual general meeting.

(g) The order of the business at the meeting shall be:

- (i) the confirmation of the minutes of the previous annual general meeting and of any special general meeting held since that meeting,
- (ii) the presentation of reports by all members of the committee, including a financial report by the treasurer,
- (iii) the election of full members to the elect as per rule 6.2,
- (iv) the election of the returning officer,
- (v) the secretary must announce the total number of current registered full members.
- (vi) any other business requiring consideration by the association in general meeting.

## 8.2 SPECIAL GENERAL MEETINGS

(a) The elect may call a special general meeting of the association at any time.

(b) The request for a special general meeting must:

- (i) state the objects of the meeting, and
- (ii) be signed by the members requesting the meeting, and
- (iii) be sent to the secretary for consideration by the elect.

(b) The elect, upon deciding to hold a special general meeting, must give no less than fourteen(14) days prior notice of the meeting to the members of the association.

(d) A special general meeting must have at least two thirds of full members of the association present to commence. In the event of ill numbers of attendance, the special general meeting will be rescheduled for a

later date.

(e) All members of the elect must be present, except in extreme circumstances deemed acceptable by the elect.

(f) If the elect decline a special general meeting request, written notice of reasons must be supplied to the members who requested the special general meeting. If the request is resubmitted signed by one third(1/3) rounded down of the number of members as declared in section 8.1(g)(v) the elect must accept this request and schedule a special general meeting for within twenty-eight(28) days of receipt of the resubmitted request.

### 8.3 QUARTERLY GENERAL MEETINGS

(a) The elect must call a quarterly general meeting of the association five (5) weeks after the annual general meeting, six (6) weeks before the major event, and the other two quarterly general meeting must not be held no greater than fifteen (15) weeks apart from each other.

(b) The elect, upon deciding to hold a quarterly general meeting, must give no less than fourteen (14) days prior notice of the meeting to the members of the association.

(c) Full members can raise agenda items for a quarterly general meeting, by giving the elect, seven (7) days notice prior to the date of the quarterly general meeting, of the matter they wish to discuss. Other matters may be raised on the day if time permits.

(d) All members of the elect must be present, except in extreme circumstances deemed acceptable by the elect.

### 8.4 NOTICE OF GENERAL MEETINGS

(a) The secretary of the association must, at least fourteen (14) days before the date fixed for holding a general meeting of the association, send to each member of the association a notice of the meeting to be held.

(b) Notice may be sent in any written form,

### 8.5 PROCEEDINGS AT GENERAL MEETINGS

(a) Two thirds of full members of the association must be present personally or via proxy to constitute a quorum for the transaction of business at any general meeting.

(b) If within forty-five (45) minutes after the time appointed for the meeting a quorum of members is not present and there are agenda items requiring a vote, the meeting shall lapse and is to be rescheduled for a date no earlier than the following week.

(c) The chairperson (convenor) shall preside as chairperson at a general meeting of the association except in the following circumstances:

(i) Where the subject matter of the meeting may be deemed a conflict of interest,

(ii) deemed appropriate by the elect.

(d) Should the chairperson be unable to attend, the vice-chairperson (vice-convenor) shall preside over the meeting except in the following circumstances:

(i) Where the subject matter of the meeting may be deemed a conflict of interest,

(ii) deemed appropriate by the elect.

(e) If neither chairperson or vice-chairperson are present, or if the chairperson or vice-chairperson are unable to preside by rule 9.5(c)(i) or 9.5(c)(ii) or rule 5.9(d)(i) or rule 5.9(d)(ii) the elected returning officer shall preside over the meeting.

#### 8.6 VOTING AT GENERAL MEETINGS

(a) Upon any issue requiring a vote at a general meeting of the association, a member has one vote only.

(b) All votes must be given personally or by proxy.

(c) 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.

(d) A member is not entitled to vote at any general meeting unless all moneys due and payable by him or her to the association have been paid.

(e) Members who have sent apologies for a meeting and have not provided a proxy will be regarded as having abstained from all voting during that meeting.

#### 8.7 POLL AT GENERAL MEETINGS

(a) If at a meeting a poll on any question related to an agenda item is demanded by five (5) or more members, it must be taken at that meeting in such manner as the chairperson may direct and the result of the poll shall be deemed to be a resolution of the issue.

#### 8.8 SPECIAL AND ORDINARY RESOLUTIONS

(a) If a resolution within any general meeting of the association is deemed to expose any member and/or the association to legal prosecution both actual and/or potential, the elect may override this decision via unanimous decision only.

#### 8.9 PROXIES

(a) Each full member is entitled to appoint another natural person (who holds current membership of the association) as a proxy by notice given to the secretary no later than twenty-four (24) hours before the time of the meeting in respect of which the proxy is appointed.

(b) The notice may be submitted to the secretary by any written form.

### 9. MINUTES

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#### 9.1 GENERAL MEETINGS

(a) Proper minutes of all proceedings of general meetings of the association shall be made available to the

membership via the online forums within one (1) week of the relevant meeting.

(b) The minutes kept pursuant to this rule must be confirmed by two of the members of the association or the members of the elect (as relevant) via the online forums.

(c) Where minutes are posted and confirmed they shall, until the contrary is proved, be evidence that the meeting was convened and duly held, that all proceedings held at the meeting shall be deemed to have been duly held, and that all appointments made at a meeting shall be deemed to be valid.

## 9.2 NON-GENERAL MEETINGS

(a) Proper minutes of all proceedings for non-general meetings shall be posted on the online forums during a period of three (3) days after the meeting.

(b) Minutes must be made available to the members who are on the sub-committee or committee for which the meeting was called. The committee shall also have access to any minutes of all sub-committees.

## 9.3 MINUTE SUMMERIES

(a) The secretary shall collate, summarise and de-sensitise the committee and sub-committee meetings which have occurred.

(b) Items of minutes are deemed sensitive if they contain personal information, information critical to strategic goals or will harm the association's reputation.

(c) Recorded monetary figures will be replaced with non-specific values. Sensitive items may be included by majority vote by the elect except where compelled by law.

(d) This summary will be made available to all members during the first week of each month.

## 10. DISPUTE RESOLUTION

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(a) The dispute resolution procedure set out in this rule applies to disputes under these Rules between –

- (i) a member and another member
- (ii) a member and the association

(b) The parties to the dispute must meet and discuss the matter in dispute, and, if possible resolve the dispute within fourteen (14) days after the dispute comes to the attention of all of the parties.

(c) If the parties are unable to resolve the dispute at the meeting the parties may choose to meet and discuss the dispute before an independent third person agreed to by the parties.

(d) In this rule "member" includes any person who was a member not more than six (6) months before the dispute occurred.

(e) If a resolution cannot be reached after discussing the dispute with the independent third person then the matter will be added to the agenda of the next elect meeting and a decision will be made by the elect.

(f) A resolution of the elect under rule 10(e) does not take effect unless:

- (i) at a meeting held in accordance with rule 10(g), the elect confirms the resolution, and
- (ii) if the member exercises a right of appeal to the association under this rule, the association confirms the resolution in accordance with this rule.

(g) A meeting of the elect to confirm or revoke a resolution passed under rule 10(e) must be held not earlier than fourteen(14) days, and not later than twenty(28) days, after notice has been given to the member in accordance with rule 10(h).

(h) For the purposes of giving notice in accordance with rule 10(g), the secretary must, as soon as practicable, cause to be given to the member a written notice:

- (i) setting out the resolution of the elect and the grounds on which it is based, and
- (ii) stating that the member, or his or her representative, may address the elect at a meeting to be held not earlier than seven (7) days and not later than twenty-eight (28) days after the notice has been given to that member, and
- (iii) stating the date, place and time of that meeting, and
- (iv) informing the member that he or she may do one or both of the following:
  - (1) attend that meeting,
  - (2) give to the elect before the date of that meeting a written statement seeking the revocation of the resolution.
- (vi) informing the member that, if at that meeting, the elect confirms the resolution, he or she may, not later than forty-eight (48) hours after that meeting, give the secretary a notice to the effect that he or she wishes to appeal to the association in general meeting against the resolution.

(i) At a meeting of the elect to confirm or revoke a resolution passed under rule 10(e), the elect must:

- (i) give all parties member, or his or her representatives, an opportunity to be heard, and
- (ii) give due consideration to any written statement submitted by the member, and
- (iii) determine by resolution whether to confirm or to revoke the resolution.

(j) If at the meeting of the elect, the elect confirms the resolution, the member may, not later than forty-eight (48) hours after that meeting, give the secretary a notice to the

effect that he or she wishes to appeal to the association in general meeting against the resolution.

(k) If the secretary receives a notice under rule 10(j), he or she must notify the elect and the elect must convene a general meeting of the association to be held within twenty-one (21) days after the date on which the secretary received the notice.

(l) At a general meeting of the association convened under rule 10(h):

(i) no business other than the question of the appeal may be conducted, and

(ii) the elect may place before the meeting details of the grounds for the resolution and the reasons for the passing of the resolution, and

(iii) the member, or his or her representative, must be given an opportunity to be heard, and

(iv) the members present must vote by secret ballot on the question whether the resolution should be confirmed or revoked.

(m) A resolution is confirmed if, at the general meeting, not less than two-thirds of the members present vote in person, in favour of the resolution. In any other case, the resolution is revoked.

(n) Proxy votes will be accepted towards the two-thirds votes of members present at the general meeting, as outlined in rule 10(m), as long as the proxy form has been lodged with the secretary at least twenty-four (24) hours before the general meeting is to be held.

## 11. FINANCIAL REPORTING

### 11.1 FINANCIAL YEAR

The first financial year of the association shall be the period ending on the next 31<sup>st</sup> of August, and thereafter a period of twelve (12) months commencing 1st of September and ending on the 31st of August.

### 11.2 ACCOUNTS TO BE KEPT

The association shall keep and retain such accounting records as are necessary to correctly record and explain the financial transactions and financial position of the association in accordance with the Act.

### 11.3 ACCOUNTS AND REPORTS TO BE LAID BEFORE MEMBERS

(a) The treasurer will cause proper accounting and other records to be kept and will make them available for inspection of the elect of the association no later than seventy-two (72) hours after the initial request.

(b) The elect will from time to time determine at what time and place and under what conditions the accounting and other records of the association will be open to the inspect of members other than those being members of the elect.

(c) The accounts, together with the auditor's report on the accounts if this has been chosen to be undertaken, the elect's statement and the elect's report, shall be made available to the members of the association upon request.

#### 11.4 APPOINTMENT OF AUDITOR

(a) An auditor will be appointed by the elect upon demand by the membership.

(b) An auditor, and audit report, is not required for the finalisation of a previous year's financial report, not is this report required for an AGM to be held.

#### 12. PROHIBITION AGAINST SECURING PROFITS FOR MEMBERS

(a) 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 bona fide compensation for services rendered or expenses incurred on behalf of the organisation.

#### 13. WINDING UP

(a) The association may be wound up in the manner provided for in the Act.

#### 14. APPLICATION OF SURPLUS ASSETS

(a) In the event of the organisation being dissolved/winding up, the amount that remains after such dissolution and the satisfaction of all debts and liabilities shall be transferred to another organisation with similar purposes which is not carried on for the profit or gain of its individual members.

(b) Such organisation or organisations shall be identified and determined by a resolution of members in a general meeting.

#### 15. THE RULES

(a) These rules may be altered (including an alteration to the association's name) by a special resolution with a three quarter majority vote at a general Meeting. This includes nullification of existing rules or replacement by substitute rules.

(b) The alteration shall be registered with the Office of Consumer and Business Affairs, Corporate Affairs and Compliance Branch, as required by the Act.

(c) The registered rules shall bind the association and every member to the same extent as if they have respectively signed and sealed them, and agreed to be bound by all of the provisions contained within.

(d) The elect shall have authority to interpret the meaning of these rules and any other matter relating to the affairs of the association on which these rules are silent.

# APPENDIX 1 (a) APPLICATION FOR FULL MEMBERSHIP OF ASSOCIATION

Team AVCon Incorporated  
(Incorporated under the Associations Incorporations Act, 1984)

I, .....(Name of Applicant)

Of .....

..... (Address)

Ph: (hm): ..... (wk): .....

Mobile: ..... fax: .....

E-mail: .....

Hereby apply to become a full member of the above named incorporated association. In the event of my admission as a member, I agree to be bound by the rules of the association.

.....  
Signature of application

.....  
Date

I, ..... (name of sponsoring member), an authorised full member of the above association, hereby nominate the above application for full membership in the named incorporated association.

.....  
Signature of Member

.....  
Date

# APPENDIX 1 (b) APPLICATION FOR NON-PERSONAL MEMBERSHIP OF ASSOCIATION

Team AVCon Incorporated  
(Incorporated under the Associations Incorporations Act, 1984)

I, .....(Name of Applicant)

Of ..... (Entity Name)

Of .....

..... (Entity's Address)

Ph: (hm): ..... (wk): .....

Mobile: ..... fax: .....

E-mail: .....

Hereby apply to become the representative of the above named entity as a member of the above named incorporated association. In the event of my admission as a member, I agree to be bound by the rules of the association

.....  
Signature of application

.....  
Date

## APPENDIX 2 FORM FOR APPOINTMENT OF PROXY

I, .....(Full Name)

Of .....(Address)

Being a full member of Team AVCon Inc, hereby appoint:

.....(full name of proxy)

Of ..... (Address)

being a full member of that incorporated association, as my proxy to vote for me on my behalf at the general meeting of the association (annual general meeting or special general meeting, as the case may be) to be held on the

..... day of .....20 .....and at any adjournment of that meeting.

My proxy is authorized to vote "in favour of"/"against"/"use his/her discretion" (delete as appropriate) the

resolution .....

..... (insert details)

.....  
Signature

.....  
Date

Note: a proxy vote may not be given to a person who is not a full member of the association.

### Witness details:

I, ..... (name of witness), a member of the above association, have witnessed the above member authorising this proxy.

.....  
Signature of Witness

.....  
Date

# APPENDIX 3 APPOINTMENT OF REPRESENTATIVE FOR A CORPORATE MEMBER

I, ..... (Name of Company)

Of .....(Address)

Being a full member of Team AVCon Inc, hereby appoint:

..... (full name of representative)

Of ..... (Address)

being a full member of that incorporated association, apply to have the above listed person as our representative, to vote on our behalf at all general meeting of the association.

.....  
Signature

.....  
Date

## Representative details:

I, ..... (name of representative),  
accept the reasonability of being the above corporate members representative, and agreed to be bound by the rules of the association.

Ph: (hm): ..... (wk): .....

Mobile: ..... fax: .....

E-mail: .....

.....  
Signature of representative

.....  
Date