



Registrar-General's Office

Form 8

Australian Capital Territory

Allara House
Allara Street
Canberra ACT 2601
GPO Box 788
Canberra ACT 2601
Tel: (06) 207 0473
Fax: (06) 207 0895

1995/1062

Notice of Alteration of Objects Purposes or Rules of an Association

Associations Incorporation Act 1991

PERSON OR ASSOCIATION LODGING THIS DOCUMENT (Name and Address)

Radford Collegians Association Incorporated
Radford College
College Street
BRUCE ACT 2617
Telephone No: (06) 2342200 - Mrs Judy Daly

Fees:

Within 1 month of resolution = \$5.00
After 1 month since resolution = \$27.00

Cheques to be made
payable to Registrar-General

Direction: This declaration must be completed by at least two members of the committee of the association.

Association name:

Radford Collegians Association
incorporated

Registered number:

A 2185

Date: 17
Time: 13:06:14
15/0004/00000
Chq: \$64.00

We hereby advise that the members of the above named association resolved by special resolution on the Twenty Second day of September 19 95

to alter the objects/purposes/rules as follows:

See attached

If insufficient space, please attach a separate signed statement.

Declared on the Eleventh day of December 19 95

Committee Members names in BLOCK LETTERS

Signatures

STEPHEN HOLMES (Treasurer)

[Signature]

DAVID McPHERSON (PRESIDENT)

[Signature]

The Radford Collegians' Association Incorporated

SPECIAL GENERAL MEETING

A Special General Meeting of the Radford Collegians' Association Incorporated was held in the TB Millar Hall at Radford College on Friday 22 September 1995 at 5.15pm.

AGENDA

1. AMENDMENT OF THE RULES OF THE RADFORD COLLEGIANS' ASSOCIATION INC

It was proposed that the Rules of the Radford Collegians' Association Inc. be amended in the following manner, regarding the Subscription rate of the RCA (the rest of the section remains the same):

"Section 29. (1) Until otherwise fixed pursuant to sub-rule (2) of this rule, the subscription payable by ordinary members is for a life subscription to the Collegians' Newsletter and a life subscription to the October edition of the Radford Report, a fee of \$75."

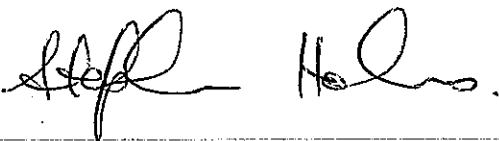
The suggested amendment removes the choice between two types of subscription previously offered (\$25 for life membership and subscription to the Collegians' Newsletter, or \$125 for life membership and subscription to the Collegians' Newsletter and the two editions of the Radford Report for Life)

The amendment was suggested for a number of reasons, including the cost of sending out for life two editions per year of the Radford Report, the fact that the October edition of the Radford Report is most relevant to past students, as it includes a large section on the RCA and its activities, and the fact that administratively speaking, there is anticipated a lengthy mailout as there were two categories of members under the original scheme.

The amendment was carried : 15 Proxies and 9 votes = 21 votes - a unanimous decision.

The Constitution will be amended accordingly.

This is a true + correct copy.



Treasurer

This is the annexure marked "A" of 21 pages to the Form 1
"Resolution and Application to Incorporate an Association"
signed by me and dated 14 December 1992

X
..... Marian J. Hill,

Marian Joyce Hill
Public Officer

"A"

THE ASSOCIATIONS INCORPORATION ACT 1991

**RULES OF THE
RADFORD COLLEGIANS'
ASSOCIATION INCORPORATED**

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RULES

OBJECTS AND PURPOSES OF THE ASSOCIATION

1. The name of the Association is "The Radford Collegians' Association Incorporated" ("Association").

2. (1) The basic objects of the Association are:
 - (a) to promote friendships and continue associations between former students of Radford College;
 - (b) to create opportunities for reunion by functions and otherwise;
 - (c) to foster a spirit of friendship and co-operation between former and present students of Radford College;
 - (d) to support Radford College in sporting and other activities;
 - (e) to contribute to the raising of funds for the use and benefit of Radford College.

3. (1) In addition to the basic objects of the Association the objects and purposes of the Association include:
 - (a) the purchase, taking on lease or in exchange, and the hiring or otherwise acquiring of any real or personal property that may be deemed necessary or convenient for any of the objects or purposes of the Association;
 - (b) the buying, selling, supplying of and dealing in goods of all kinds;
 - (c) the construction, maintenance and alteration of building or works necessary or convenient for any of the objects or purposes of the Association;
 - (d) the accepting of any gift, whether subject to a special trust or not, for any one or more of the objects or purposes of the Association;
 - (e) the taking of such steps from time to time as the Committee or the members in general meeting may deem expedient for the purpose of procuring contributions to the funds of the Association, whether by way of donations, subscriptions or otherwise;

- (f) the printing and publishing of such newspapers, periodicals, books, leaflets or other documents as the Committee or the members in general meeting may think desirable for the promotion of the objects and purposes of the Association;
- (g) the borrowing and raising of money in such manner and on such terms as the Committee may think fit or as may be approved or directed by resolution passed at a general meeting; and securing the repayment of the money so raised or borrowed or the payment of a debt or liability of the Association by giving mortgages, charges or securities upon or over all or any of the real or personal property of the Association;
- (h) subject to the provisions of the Trustee Act 1957, the investment of any moneys of the Association not immediately required for any of its objects or purposes in such manner as the Committee may from time to time determine;
- (i) the making of gifts, subscriptions or donations to any of the funds, authorities or institutions to which paragraph (a) of subsection (1) of section 78 of the Income Tax Assessment Act 1936 of the Commonwealth relates;
- (j) the establishment and support, or aiding in the establishment and support, of associations, institutions, funds, trusts, schemes and conveniences calculated to benefit servants or past servants of the Association and their dependants, and the granting of pensions, allowances or other benefits to servants or past servants of the Association and their dependants, and the making of payments towards insurance in relation to any of those purposes;
- (k) the establishment and support, or aiding in the establishment or support, of any other association formed for any of the basic objects of the Association;
- (l) the doing of all such other lawful things as are incidental or conducive to the attainment of the basic objects of the Association or of any of the objects and purposes specified in the foregoing provisions of this sub-rule.

**RULES OF THE
ASSOCIATION**

4. (1) In these rules, unless the contrary intention appears:
- "General meeting" means a general meeting of members convened in accordance with rule 13.
- "Member" refers to both ordinary members and honorary members.
- "Ordinary Committeeperson" means a member of the Committee to whom paragraph (b) of sub-rule (1) of rule 23 relates.
- (2) In these rules, expressions referring to writing shall, unless the contrary intention appears, be construed as including references to printing, lithography, photography and other modes of representing or reproducing words in a visible form.
- (3) Words or expressions contained in these rules shall be interpreted in accordance with the provisions of the Interpretation Act 1937 and that Act as in force on the date on which those rules are adopted by the Association.

**MEMBERSHIP OF
THE ASSOCIATION**

5. (1) Any former Radford College student who applies and is approved for membership as provided in these rules is eligible to be an ordinary member of the Association on payment of the subscription prescribed in, or fixed under, these rules.
- (2) Any member of the teaching staff or former member of the teaching staff of Radford College, and any member or former member of the Board of Directors of Radford College, or any other interested person, who applies and is approved for membership as provided in these rules, is eligible to be an honorary member of the Association without the requirement of payment of a subscription.
- (3) A person who is not a member of the Association at the time of the incorporation of the Association may not be admitted to membership:
- (a) unless he applies for membership in accordance with sub-rule (4) of this rule; and
- (b) unless his admission as a member is approved by the Committee.
- (4) An application for membership of the Association:
- (a) must be made in writing, signed by the person making the application; and
- (b) must be lodged with the public officer of the Association.

- (5) As soon as is practicable after the receipt of an application, the public officer shall refer the application to the Committee.
- (6) Upon an application being approved by the Committee, the public officer shall, with as little delay as possible, notify the applicant, in writing, that he has been approved for membership of the Association and, upon receipt of the sum payable by or on behalf of the applicant as his first year's subscription, shall enter the applicant's name in a register of members to be kept by the public officer, whereupon the applicant becomes a member of the Association.
- (7) A member of the Association may, at any time, resign from the Association by delivering or sending by post to the public officer a written notice of resignation.
- (8) Upon receipt of a notice under sub-rule (7) of this rule, the public officer shall remove the name of the member by whom the notice was given from the register of members, whereupon that member ceases to be a member of the Association.
- (9) No refund of subscription will be given upon resignation from membership of the Association.
- (10) A right, privilege or obligation of a person by virtue of his membership of the Association:
 - (a) is not capable of being transferred or transmitted to another person; and
 - (b) terminates upon the cessation of his membership, whether by death, resignation or otherwise.
- (11) Members are not liable to contribute towards payment of the debts and liabilities of the Association or the costs, charges and expenses of the winding up of the Association.

**INCOME AND
PROPERTY OF
ASSOCIATION**

6. (1) The income and property of the association however derived, shall be applied solely towards the promotion of the objects and purposes of the Association and no portion thereof shall be paid or transferred, directly or indirectly, by dividend, bonus or otherwise, to any member of the Association.

- (2) The Association shall not:
 - (a) appoint a person who is a member of the Committee to any office of the Association to the holder of which there is payable any remuneration by way of salary, fees or allowances; or
 - (b) pay to any such person any remuneration or other benefit in money or money's worth (other than the repayment of out-of-pocket expenses).
- (3) Nothing in the foregoing provisions of this rule prevents the payment in good faith to a servant or member of the Association of:
 - (a) remuneration in return for services actually rendered to the Association by the servant or member or for goods supplied to the Association by the servant or member in the ordinary course of business;
 - (b) interest at current bank overdraft rate on money lent; or
 - (c) a reasonable and proper sum by way of rent for premises let to the Association by the servant or member.

**ACCOUNTS OF
RECEIPTS,
EXPENDITURE,
ETC.**

7. (1) True accounts shall be kept:
 - (a) of all sums of money received and expended by the Association and the matter in respect of which the receipt or expenditure takes place; and
 - (b) of the property, credits and liabilities of the Association.
- (2) The Treasurer of the Association shall faithfully keep all books, records and other documents relating to the Association in such form and manner as the Committee may direct.
- (3) The books, records and other documents referred to in sub-rules (1) and (2) of this rule shall be kept at the Association's office or at such other place as the Committee may decide and subject to any reasonable restrictions as to time and manner of inspecting them that may be imposed by the Association for the time being, those accounts shall be open to the inspection of the members of the Association.

**BANKING AND
FINANCE**

8. (1) The funds of the Association shall be derived from the subscriptions of members, donations and, subject to any resolution passed by the Association in general meeting and subject to section 114 of the Associations Incorporation Act 1991, such other sources as the Committee determines.
- (2) Subject to any resolution passed by the Association in general meeting, the funds of the Association shall be used in pursuance of the objects of the Association in such a manner as the Committee determines.
- (3) The Treasurer of the Association shall, on finance of the Association, receive all moneys paid to the Association and forthwith after the receipt thereof issue official receipts therefor.
- (4) The Committee shall cause to be opened with such bank as the Committee selects a banking account in the name of the Association into which all moneys received shall be paid by the Treasurer as soon as possible after receipt thereof.
- (5) The Committee may receive from the Association's bank or bankers for the time being the cheques drawn by the Association on any of its accounts with the bank or bankers and may release and indemnify the bank or bankers from and against all claims, actions, suits or demands that may be brought against the bank or bankers arising directly or indirectly out of those cheques or the surrender thereof to the Association.
- (6) Except with the authority of the Committee, no payment of a sum exceeding \$2 shall be made from the funds of the Association otherwise than by cheque drawn on the Association's bank account, but the Committee may provide the Treasurer with a sum to meet urgent expenditure, subject to the observance of such conditions in relation to the use and expenditure thereof as the Committee may impose.
- (7) No cheques shall be drawn on the Association's bank account except for the payment of expenditure that has been authorised by the Committee.
- (8) All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments shall be signed by the Treasurer or, in his absence, by such other member or members of the Committee as the Committee may nominate for that purpose, and shall be countersigned by the public officer.

AUDITOR

9. (1) At each annual general meeting of the Association, the members present shall appoint a person who is not a member or the public officer of the Association as the auditor of the Association.
- (2) A person so appointed shall hold office until the annual general meeting next after that at which he is appointed and is eligible for re-appointment.
- (3) The first auditor of the Association may be appointed by the Committee before the first annual general meeting, and, if so appointed, shall hold office until the first annual general meeting, unless previously removed by a resolution of the members at a general meeting, in which case the members at that meeting may appoint an auditor to act until the first annual general meeting.
- (4) If an appointment is not made at an annual general meeting the Committee shall appoint an auditor of the Association for the then current financial year of the Association.
- (5) If a casual vacancy occurs in the office of auditor during the course of a financial year of the Association, the Committee may appoint a person as the auditor and the person so appointed shall hold office until the next succeeding annual general meeting.

**AUDIT OF
ACCOUNTS**

10. (1) Once at least in each financial year of the Association the accounts of the Association shall be examined by the auditor.
- (2) The auditor shall certify as to the correctness of the accounts of the Association and shall report thereon to the members present at the annual general meeting.
- (3) In his report, and in certifying to the accounts, the auditor shall state:
 - (a) whether he has obtained the information required by him;
 - (b) whether, in his opinion, the accounts are properly drawn up so as to exhibit a true and correct view of the financial position of the Association according to the information at his disposal and the explanations given to him and as shown by the books of the Association; and
 - (c) whether the rules relating to the administration of the funds of the Association have been observed.

- (4) The public officer of the Association shall cause to be delivered to the auditor a list of all the accounts, books and records of the Association.
- (5) The auditor:
 - (a) has a right of access to the accounts, books, records, vouchers and documents of the Association;
 - (b) may require from the servants of the Association such information and explanations as may be necessary for the performance of his duties as auditor;
 - (c) may employ persons to assist him in investigating the accounts of the Association; and
 - (d) may, in relation to the accounts of the Association, examine any member of the Committee or any servant of the Association.

ANNUAL GENERAL MEETING

11. (1) The Association must, in each year, hold an annual general meeting.
- (2) The annual general meeting is to be held on such day as the Committee may determine, but must be held before the end of February each year.
- (3) The annual general meeting is in addition to any other general meetings that may be held in the same year.
- (4) The annual general meeting must be specified as such in the notice convening it.
- (5) The ordinary business of the annual general meeting is:
 - (a) to confirm the minutes of the last preceding annual general meeting and of any general meeting held since that meeting;
 - (b) to receive from the Committee, auditor and servants of the Association reports upon the transactions of the Association during the last preceding financial year;
 - (c) to elect the officers of the Association and the ordinary committeemen;
 - (d) to appoint the auditor and determine his remuneration; and
 - (e) to determine the remuneration of servants of the Association.

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

(7) All general meetings other than the annual general meeting are to be called special general meetings.

**SPECIAL GENERAL
MEETING**

12. (1) The Committee may, whenever it thinks fit convene a special general meeting of the Association.

(2) The Committee shall, on the requisition in writing of not less than 10 members, convene a special general meeting of the Association.

(3) A requisition for a special general meeting shall state the objects of the meeting and shall be signed by the requisitionists and deposited at the office of the Association and may consist of several documents in the like form, each signed by one or more of the requisitionists.

(4) If the Committee does not cause a special general meeting to be held within 21 days from the date on which a requisition therefor is deposited at the office of the Association, the requisitionists, or any of them, may convene the meeting; but any meeting so convened shall not be held after three months from the date of the deposit of the requisition.

(5) A special general meeting convened by requisitionists 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 them.

**NOTICES OF
GENERAL
MEETINGS**

13. The public officer of the Association must, at least 14 days before the date fixed for holding a general meeting of the Association, cause to be inserted in the Collegians' Newsletter an advertisement specifying the place, day and time for the holding of the meeting and the nature of the business to be transacted thereat.

**BUSINESS AND
QUORUM AT
GENERAL
MEETINGS**

14. (1) All business that is transacted at special general meetings and all business that is transacted at the annual general meeting, with the exception specially referred to in these rules as being the ordinary business of the annual general meeting, shall be deemed to be special business.
- (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.
- (3) Fifteen members personally present (being members entitled under these rules to vote thereat) constitute a quorum for the transaction of the business of a general meeting.
- (4) If within one 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 it shall stand adjourned to the same day in the next week, at the same time (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 a quorum is not present within one hour after the time appointed for the commencement of the meeting, the meeting shall be dissolved.

**PRESIDENT TO
PRESIDE AT
GENERAL
MEETINGS**

15. (1) The President, or in his absence the Vice-President, is to preside as chairperson at every general meeting of the Association.
- (2) 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 thereat.

**ADJOURNMENT
OF GENERAL
MEETINGS**

16. (1) 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.

- (2) Where a meeting is adjourned for 14 days or more, the like notice of the adjourned meeting shall be given as in the case of the original meeting.
- (3) Except as provided in the foregoing provisions of this rule, it is not necessary to give any notice of an adjourned meeting.

**DETERMINATION
OF QUESTIONS
ARISING AT
GENERAL
MEETINGS**

17. 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 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.

VOTES

18. (1) Upon any question arising at a general meeting of the Association, a member has one vote only.
- (2) All votes shall be given personally.
- (3) 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.

**TAKING OF
POLL**

19. If at a meeting a poll on any question is demanded it shall be taken at that meeting in such manner as the chairperson may direct, and the result of the poll shall be deemed to be the resolution of the meeting on that question.

**WHEN POLL TO
BE TAKEN**

20. A poll that is demanded on the election of a chairperson, or on a question of adjournment, shall be taken forthwith, and a poll that is demanded on any other question shall be taken at such time before the close of the meeting as the chairperson may direct.

**AFFAIRS OF
ASSOCIATION
TO BE MANAGED
BY A COMMITTEE**

21. (1) The affairs of the Association shall be managed by a committee of management constituted as provided in rule 23.
- (2) The Committee:
 - (a) shall control and manage the business and affairs of the Association;
 - (b) may, subject to these rules, 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 members of the Association;

- (c) subject to the Act and these rules, 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; and
- (d) shall appoint a member to be the public officer who shall be a resident of the Australian Capital Territory. The public officer shall act until he resigns or his successor is appointed by the Committee.

**OFFICERS OF
ASSOCIATION**

- 22. (1) The officers of the Association shall be:
 - (a) a President;
 - (b) a Vice-President;
 - (c) a Secretary; and
 - (d) a Treasurer.
- (2) The provisions of sub-rules (2), (3) and (4) of rule 24, 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 sub-rule (1) of this rule.
- (3) Each officer of the Association shall hold office until the annual general meeting next after the date of his election but is eligible for re-election.
- (4) In the event of a casual vacancy in any office mentioned in sub-rule (1) of this rule, 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 his appointment.

**CONSTITUTION
OF THE
COMMITTEE**

- 23. (1) The Committee is to have a minimum of 5 and a maximum of 10 members, and is to consist of:
 - (a) the officers of the Association; and
 - (b) other members, all of whom shall be elected at the annual general meeting of the Association in each year.
- (2) Each ordinary committeeperson, subject to these rules, holds office until the annual general meeting next after the date of his election, but is eligible for re-election.

- (3) In the event of a casual vacancy occurring in the office of ordinary committeeperson, 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 his appointment.
- (4) An ordinary member of the Association may hold any position on the Committee.
- (5) An honorary member of the Association may hold a position on the Committee but may not hold the office of President, Vice-President, Secretary or Treasurer.

**ELECTION OF
MEMBERS OF
COMMITTEE**

24. (1) Nominations of candidates for election as officers of the Association or as ordinary committeemen:
 - (a) must 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
 - (b) must be delivered to the public officer of the Association no later than 3 working days before the date fixed for the holding of the annual general meeting.
- (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.
- (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.
- (4) If the number of nominations exceeds the number of vacancies to be filled, a ballot shall be held.
- (5) The ballot for the election of officers and ordinary committeemen shall be conducted at the annual general meeting in such usual and proper manner as the Committee may direct.

**VACATION OF
OFFICE**

25. (1) For the purposes of these rules, the office of an officer of the Association or of any ordinary committee person becomes vacant if the officer or committee person:
- (a) dies;
 - (b) becomes bankrupt or applies to take or takes advantage of any law relating to bankrupt or insolvent debtors or compounds with his creditors;
 - (c) becomes of unsound mind;
 - (d) resigns his office by writing under his hand addressed to the Committee;
 - (e) ceases to be resident in the Territory or ceases to reside within reasonable travelling distance of the Territory;
 - (f) fails, without leave granted by the Committee, to attend three consecutive meetings of the Committee;
 - (g) ceases to be a member of the Association.

**MEETINGS OF
COMMITTEE
AND OF THE
SUB-COMMITTEE**

26. (1) The Committee is to meet at least 4 times each calendar year at such place and at such times as the Committee may determine.
- (2) Special meetings of the Committee may be convened by the President, or any four of its members.
 - (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.
 - (4) Any 4 members of the Committee, two of whom must be officers of the Association, constitute a quorum for the transaction of the business of a meeting of the Committee.
 - (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 at the same hour of the same day in the following week unless the meeting was a special meeting, in which case it lapses.

- (6) At meetings of the Committee:
 - (a) the President, or in his absence the Vice-President; or
 - (b) 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.
- (7) Questions arising at meetings 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.
- (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 of any question, the person presiding may exercise a second or casting vote.
- (9) Written notice of each committee meeting shall be served on each member of the Committee by delivering to him at a reasonable time before the meeting or by sending it by post in a prepaid letter addressed to him at his usual or last-known place of abode in time to reach him in due course of post before the date of the meeting.

**DISCLOSURE OF
INTEREST IN
CONTRACTS ETC.**

27. (1) A member of the Committee who is interested in any contract or arrangement made or proposed to be made with the Association shall disclose his interest at the first meeting of the Committee at which the contract or arrangement is first taken into consideration, if his interest then exists, or, in any other case, at the first meeting of the Committee after the acquisition of his interest.
- (2) If a member of the Committee becomes interested in a contract or arrangement after it is made or entered into he shall disclose his interest at the first meeting of the Committee after he becomes so interested.
- (3) No member of the Committee shall vote as a member of the Committee in respect of any contract or arrangement in which he is interested and if he does so vote his vote shall not be counted.

**SUB-COMMITTEES
AND EXECUTIVE
COMMITTEE**

28. (1) The Committee may at any time appoint a Sub-Committee from the Committee as it may think fit and shall prescribe the powers and functions thereof.
- (2) The Committee may co-opt as members of a Sub-Committee such persons as it thinks fit, whether or not those persons are members of the Association, but a person so co-opted is not entitled to vote.
- (3) Three appointed members of a Sub-Committee constitute a quorum at a meeting of the Sub-Committee.
- (4) The members of a Sub-Committee are to elect a Convenor of the Sub-Committee by question under sub-rule (7) of rule 26.
- (5) The Convenor of a Sub-Committee is responsible for calling meetings of the Sub-Committee.
- (6) Written notice of each Sub-Committee meeting shall be served on each member of the Sub-Committee by delivering it to him at a reasonable time before the meeting or by sending it by post in a pre-paid letter addressed to him at his usual or last-known place of abode in time to reach him in due course of post before the date of the meeting.
- (7) The President, the Vice-President, the Secretary and the Treasurer constitute an Executive Committee, which may issue instructions to the public officer and the servants of the Association in matters of urgency connected with the management of the affairs of the Association during the intervals between meetings of the Committee, and where any such instructions are issued shall report thereon to the next meeting of the Committee.

SUBSCRIPTION

29. (1) Until otherwise fixed pursuant to sub-rule (2) of this rule, the subscription payable by ordinary members is:
- (a) for a life subscription to the Collegians' Newsletter, a fee of \$25; or
- (b) for a life subscription to both the Radford Report and the Collegians' Newsletter, a fee of \$125.
- (2) The amount of the subscription may be altered from time to time by the members by resolution.
- (3) A person accepted as an honorary member is entitled to a life subscription to both the Radford Report and the Collegians' Newsletter, without payment of a fee.

**FINANCIAL
YEAR**

30. The financial year of the Association is the period beginning on 1 July in each year and ending on 30 June the following year.

NOTICES

31. A notice may be served by or on behalf of the Association upon any member either personally or by sending it through the post in a prepaid letter addressed to the member at his usual or last-known place of abode.

**EXPULSION
OF MEMBERS**

32. (1) Subject to this rule, the Committee may expel a member from the Association, if, in the opinion of the Committee the member has been guilty of conduct detrimental to the interests of the Association.
- (2) The expulsion of a member pursuant to sub-rule (1) of this rule does not take effect:
- (a) until the expiration of 14 days after the service on the member of a notice under sub-rule (3) of this rule; or
 - (b) if the member exercises his right of appeal under this rule, until the conclusion of the special general meeting convened to hear the appeal;

whichever is the later date.

- (3) Where the committee expels a member from the Association, the public officer of the Association shall, without undue delay, cause to be served on the member a notice in writing:
- (a) stating that the Committee has expelled the member;
 - (b) specifying the grounds for the expulsion;
 - (c) informing the member that if he so desires he may, within 14 days after the service of the notice on him, appeal against the expulsion as provided in this rule; and
 - (d) informing the member that there will be no refund of subscription.
- (4) A member on whom a notice under sub-rule (3) of this rule is served may appeal against the expulsion to a special general meeting by delivering or sending by post to the public officer of the Association, within 14 days after the service of that notice, a requisition in writing demanding the convening of such a meeting for the purpose of hearing his appeal.

- (5) Upon receipt of a requisition under sub-rule (4) of this rule, the public officer shall forthwith notify the committee of its receipt and the committee shall thereupon cause a special general meeting of members to be held within 21 days after the date on which the requisition is received by the public officer.
- (6) At a special general meeting convened for the purpose of this rule:
 - (a) no business other than the question of the expulsion shall be transacted;
 - (b) the Committee may place before the meeting details of the grounds of the expulsion and the Committee's reasons for the expulsion;
 - (c) the expelled member shall be given an opportunity to be heard; and
 - (d) the members present shall vote by secret ballot on the question whether the expulsion should be lifted or confirmed.
- (7) If at the special general meeting a majority of the members present vote in favour of the lifting of the expulsion, the expulsion shall be deemed to have been lifted and the expelled member is entitled to continue his membership of the Association.
- (8) If at the special general meeting a majority of the members present vote in favour of the confirmation of the expulsion, the expulsion takes effect, and the expelled member ceases to be a member of the Association.

**ALTERATION
OF THE
CONSTITUTION**

33. (1) The rules may be amended by resolution passed by a two-thirds majority of financial members voting at a Special General Meeting.
- (2) Notice of the proposed amendment shall be included in the notice calling the Special General Meeting.
- (3) An amendment to the objects and purposes of the Association shall not be effective until approved by the Registrar.
- (4) An alteration of the objects, purposes or rules is of no effect until a copy of the alteration is lodged with the Registrar of Companies in the ACT.

**SEAL OF THE
ASSOCIATION**

34. (1) The Seal of the Association shall be in the form of a stamp, inscribed with the name of the Association encircling the word "Seal".
- (2) The Seal of the Association shall not be affixed to any instrument except by the authority of the Committee and the affixing thereof 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 or such other person as the Committee may appoint for that purpose, and that attestation is sufficient for all purposes that the Seal was affixed by authority of the Committee.
- (3) The Seal shall remain in the custody of the public officer.