



RULES OF INTERNET ASSOCIATION OF AUSTRALIA INC.

PART 1 — PRELIMINARY

1. Terms used

In these rules, unless the contrary intention appears —

Act means the *Associations Incorporation Act 2015*;

associate member means a member with the rights referred to in rule 8(6);

Association means the Internet Association of Australia Inc.;

books, of the Association, includes the following —

- (a) a register;
- (b) financial records, financial statements or financial reports, however compiled, recorded or stored;
- (c) a document;
- (d) any other record of information;

by laws means by-laws made by the Association under rule 58;

chairperson means the committee member holding office as the chairperson of the Association;

Commissioner means the person for the time being designated as the Commissioner under section 153 of the Act;

committee means the management committee of the Association;

committee meeting means a meeting of the committee;

committee member means a member of the committee;

corporate member means a member that is a body corporate, sole trader or partnership;

financial records includes —

- (a) invoices, receipts, orders for the payment of money, bills of exchange, cheques, promissory notes and vouchers; and
- (b) documents of prime entry; and
- (c) working papers and other documents needed to explain —
 - (i) the methods by which financial statements are prepared; and
 - (ii) adjustments to be made in preparing financial statements;

financial report, of a tier 2 association or a tier 3 association, has the meaning given in section 63 of the Act;

financial statements means the financial statements in relation to the Association required under Part 5 Division 3 of the Act;

financial year, of the Association, has the meaning given in rule 2(2);



general meeting, of the Association, means a meeting of the Association that all members are entitled to receive notice of and to attend;

member means a person, partnership or body corporate who is an ordinary member or an associate member of the Association;

office holder means a person who holds a position listed in rule 21(3);

ordinary committee member means a committee member who is not elected to the position of an office holder of the Association under rule 27 or rule 32(2);

ordinary member means a professional member, corporate member or other member with the rights referred to in rule 8(5);

professional member means a member who is a person (and not a partnership, body corporate or other legal entity) who has expressed interest in the Internet Industry;

register of members means the register of members referred to in section 53 of the Act;

rules means these rules of the Association, as in force for the time being;

secretary means the committee member holding office as the secretary of the Association;

special general meeting means a general meeting of the Association other than the annual general meeting;

special resolution means a resolution passed by the members at a general meeting in accordance with section 51 of the Act;

subcommittee means a subcommittee appointed by the committee under rule 42(1)(a);

tier 1 association means an incorporated association to which section 64(1) of the Act applies;

tier 2 association means an incorporated association to which section 64(2) of the Act applies;

tier 3 association means an incorporated association to which section 64(3) of the Act applies;

treasurer means the committee member holding office as the treasurer of the Association.

2. Objects and financial year of the Internet Association of Australia Inc.

(1) The objects and purposes of the Association are:

- a. To promote and support the internet industry, as determined by the committee;
- b. To support common interests of carriers, carriage service providers and internet service provider members, as determined by the committee;
- c. To operate peering exchange services and related infrastructure, networks and services for members, as determined by the committee;
- d. To act on behalf of members on any other matters as may be resolved by a general meeting.

(2) Each financial year of the Association commences on 1 July each calendar year and concludes 12 months later on 30 June the following calendar year.



PART 2 — ASSOCIATION TO BE NOT FOR PROFIT BODY

3. Not-for-profit body

- (1) The property and income of the Association must be applied solely towards the promotion of the objects or purposes of the Association and no part of that property or income may be paid or otherwise distributed, directly or indirectly, to any member, except in good faith in the promotion of those objects or purposes.
- (2) A payment may be made to a member out of the funds of the Association only if it is authorised under subrule (3).
- (3) A payment to a member out of the funds of the Association is authorised if it is —
 - (a) the payment in good faith to the member as reasonable remuneration for any services provided to the Association, or for goods supplied to the Association, in the ordinary course of business; or
 - (b) the payment of interest, on money borrowed by the Association from the member, at a rate not greater than the cash rate published from time to time by the Reserve Bank of Australia; or
 - (c) the payment of reasonable rent to the member for premises leased by the member to the Association; or
 - (d) the reimbursement of reasonable expenses properly incurred by the member on behalf of the Association.

PART 3 — MEMBERS

Division 1 — Membership

4. Eligibility for membership

- (1) Any person, partnership or body corporate who supports the objects or purposes of the Association and who meets applicable membership eligibility criteria set out in these rules and any applicable by-laws is eligible to apply to become a member.
- (2) An individual who has not reached the age of 15 years is not eligible to apply for a class of membership that confers voting rights.

5. Applying for membership

- (1) A person, partnership or body corporate who wants to become a member must apply in writing (or via an online process approved by the committee) to the Association by completing and submitting an application form and Membership Agreement both in a form approved by the committee.
- (2) Unless otherwise approved by the committee, the application form must be completed, and the Membership Agreement must be signed or otherwise agreed by the applicant, through an online process approved by the committee, before an application for membership will be deemed to have been completed by the applicant.
- (3) The applicant must specify in the application the class of membership to which the application relates and provide any other particulars specified in the application form.
- (4) The application will only be deemed submitted to the Association when it is received by the secretary by post, or it is received by the committee through an online or electronic method approved by the committee.



6. Dealing with membership applications

- (1) The committee must consider each application for membership of the Association and decide whether to accept or reject the application.
- (2) Subject to subrule (3), the committee must consider applications in the order in which they are received by the Association.
- (3) The committee may delay its consideration of an application if the committee considers that any matter relating to the application needs to be clarified by the applicant or that the applicant needs to provide further information in support of the application.
- (4) The committee must not accept an application unless the applicant —
 - (a) is eligible in accordance with rule 4; and
 - (b) has applied under rule 5.
- (5) The committee may reject an application even if the applicant —
 - (a) is eligible in accordance with rule 4; and
 - (b) has applied under rule 5.
- (6) The committee must notify the applicant of the committee's decision to accept or reject the application as soon as practicable after making the decision.
- (7) If the committee rejects the application, the committee is not required to give the applicant its reasons for doing so.

7. Becoming a member

- An applicant for membership of the Association becomes a member when —
- (a) the committee accepts the application; and
 - (b) the applicant pays any membership fees payable to the Association under rule 12.

8. Classes of membership

- (1) The Association consists of ordinary members and any associate members.
- (2) The Association may have any class of ordinary or associate membership approved by resolution at a general meeting or approved by a motion passed at a committee meeting.
- (3) An individual who has not reached the age of 15 years is only eligible to be an associate member.
- (4) A person (or partnership or body corporate) can only belong to one class of ordinary or associate membership.
- (5) An ordinary member has voting rights and any other rights conferred on members by these rules, any by-laws or as otherwise approved by resolution at a general meeting or motion passed at a committee meeting.
- (6) An associate member has the rights of ordinary members referred to in subrule (5) other than voting rights.
- (7) The number of members of any class is not limited unless a limit is approved by resolution at a general meeting.



9. When membership ceases

- (1) A person (or where applicable, a partnership or body corporate) ceases to be a member when any of the following takes place —
 - (a) for a member who is an individual, the individual dies;
 - (b) for a member who is a partnership, upon dissolution of the partnership;
 - (c) for a member who is a body corporate, the body corporate is wound up;
 - (d) the member resigns from the Association under rule 10;
 - (e) the member is expelled from the Association under rule 15.
- (2) The secretary must keep a record, for at least one year after a person ceases to be a member, of —
 - (a) the date on which the person (or where applicable, a partnership or body corporate) ceased to be a member; and
 - (b) the reason why the person (or where applicable, a partnership or body corporate) ceased to be a member.

10. Resignation

- (1) A member may resign from membership of the Association by giving written notice of the resignation to the secretary.
- (2) The resignation takes effect —
 - (a) when the secretary receives the notice; or
 - (b) if a later time is stated in the notice, at that later time.
- (3) A person (or where applicable, a partnership or body corporate) who has resigned from membership of the Association remains liable, without limitation, for any fees that are owed to the Association (the **owed amount**) at the time of resignation by that person (or where applicable, a partnership or body corporate).
- (4) The owed amount may be recovered by the Association in a court of competent jurisdiction as a debt due to the Association.

11. Rights not transferable

The rights of a member are not transferable and end when membership ceases.

Division 2 — Membership fees

12. Membership fees

- (1) The committee must determine the entrance fee (if any) and the annual membership fee (if any) to be paid for membership of the Association.
- (2) The fees determined under subrule (1) may be different for different classes of membership.
- (3) A member must pay the annual membership fee to the treasurer, or another person authorised by the committee to accept payments, by the date (the **due date**) determined by the committee.
- (4) If a member has not paid the annual membership fee within the period of 3 months after the due date, on or following the expiry of that period the committee may decide to suspend or terminate the member's membership pursuant to rule 15.
- (5) If a person who has ceased to be a member under subrule (4) offers to pay the annual membership fee after the period referred to in that subrule has expired —



- (a) the committee may, at its discretion, accept that payment; and
- (b) if the payment is accepted, the person's membership is reinstated from the date the payment is accepted.

Division 3 — Register of members

13. Register of members

- (1) The secretary, or another person authorised by the committee, is responsible for the requirements imposed on the Association under section 53 of the Act to maintain the register of members and record in that register any change in the membership of the Association.
- (2) In addition to the matters referred to in section 53(2) of the Act, the register of members must include the class of membership (if applicable) to which each member belongs and the date on which each member became a member.
- (3) The register of members must be kept at the secretary's place of residence, or at another place determined by the committee.
- (4) A member who wishes to inspect the register of members must contact the secretary to make the necessary arrangements.
- (5) If —
 - (a) a member inspecting the register of members wishes to make a copy of, or take an extract from, the register under section 54(2) of the Act; or
 - (b) a member makes a written request under section 56(1) of the Act to be provided with a copy of the register of members,

the committee may require the member to provide a statutory declaration setting out the purpose for which the copy or extract is required and declaring that the purpose is connected with the affairs of the Association, before the committee permits the member to make any such copy or take or be provided with any extract or copy.

PART 4 — DISCIPLINARY ACTION AND DISPUTES

Division 1 — Term used

14. Term used: member

In this Part —

member, in relation to a member who is expelled from the Association, includes former member.

Division 2 — Disciplinary action

15. Suspension or expulsion

- (1) The committee may decide to suspend a member's membership or to expel a member from the Association if —
 - (a) the member contravenes any of these rules; or



- (b) the member acts detrimentally to the interests of the Association; or
 - (c) in relation to the annual membership fee payable by the member, it is not paid within 3 months of the due date; or
 - (d) any other monies due and owing to the Association by the member (whether under any agreement, by law, by order of a court or otherwise) remain unpaid after the date those monies are due for payment.
- (2) The secretary must give the member written notice of the proposed suspension or expulsion at least 28 days before the committee meeting at which the proposal is to be considered by the committee.
- (3) The notice given to the member must state —
- (a) when and where the committee meeting is to be held; and
 - (b) the grounds on which the proposed suspension or expulsion is based; and
 - (c) that the member, or the member's representative, may attend the meeting and will be given a reasonable opportunity to make written or oral (or both written and oral) submissions to the committee about the proposed suspension or expulsion.
- (4) At the committee meeting, the committee must —
- (a) give the member, or the member's representative, a reasonable opportunity to make written or oral (or both written and oral) submissions to the committee about the proposed suspension or expulsion; and
 - (b) give due consideration to any submissions so made; and
 - (c) decide —
 - (i) whether or not to suspend the member's membership and, if the decision is to suspend the membership, the period of suspension; or
 - (ii) whether or not to expel the member from the Association.
- (5) A decision of the committee to suspend the member's membership or to expel the member from the Association takes immediate effect.
- (6) The committee must give the member written notice of the committee's decision, and the reasons for the decision, within 7 days after the committee meeting at which the decision is made.

16. Consequences of suspension

- (1) During the period a member's membership is suspended, the member —
- (a) loses any rights (including voting rights) arising as a result of membership; and
 - (b) is not entitled to a refund, rebate, relief or credit for membership fees paid, or payable, to the Association.
- (2) When a member's membership is suspended, the secretary must record in the register of members —
- (a) that the member's membership is suspended; and
 - (b) the date on which the suspension takes effect; and
 - (c) the period of the suspension.
- (3) When the period of the suspension ends, the secretary must record in the register of members that the member's membership is no longer suspended and the date on which the suspension ended.

Division 3 — Resolving disputes

17. Terms used

In this Division —



grievance procedure means the procedures set out in this Division;

18. Application of Division

The procedure set out in this Division (the grievance procedure) only applies to disputes —

- (a) between members; or
- (b) between one or more members and the Association.

19. Parties to attempt to resolve dispute

- (1) The parties to a dispute must attempt to resolve the dispute between themselves within 14 days after the dispute has come to the attention of each party.
- (2) If the parties are unable to resolve the dispute in accordance with paragraph (a), either party may commence proceedings in respect of the dispute.
- (3) Nothing in these rules prevents any party to a dispute from commencing proceedings for urgent injunctive relief at any time.

PART 5 — COMMITTEE

Division 1 — Powers of Committee

20. Committee

- (1) The committee members are the persons who, as the management committee of the Association, have the power to manage the affairs of the Association.
- (2) Subject to the Act, these rules, the by-laws (if any) and any resolution passed at a general meeting, the committee has power to do all things necessary or convenient to be done for the proper management of the affairs of the Association.

Division 2 — Composition of Committee and duties of members

21. Committee members

- (1) The committee members consist of—
 - (a) subject to subrule (3), three people who are representatives of professional members elected by a ballot of professional members at an election administered by the committee; and
 - (b) subject to subrule (3), five people who are representatives of corporate members elected by a ballot of corporate members at an election administered by the committee.
- (2) The committee consists of ordinary committee members and office holders. The office holders will be elected pursuant to rule 27 from the ordinary committee members elected to the committee described in subrule (1).
- (3) The following are the office holders of the Association —
 - (a) the chairperson;
 - (b) the secretary;
 - (c) the treasurer.
- (4) A person may only be a committee member if the person is —
 - (a) an individual who has reached 18 years of age; and



- (b) the individual is a director, or employee of an ordinary member, or a representative of an ordinary member, nominated in writing to the secretary by the ordinary member.
- (5) A person must not hold 2 or more of the offices mentioned in subrule (3) at the same time.
- (6) A committee member may only be a person and may not be a body corporate, partnership or other type of legal entity.

22. Chairperson

- (1) It is the duty of the chairperson to consult with the secretary regarding the business to be conducted at each committee meeting and general meeting.
- (2) The chairperson has the powers and duties relating to convening and presiding at committee meetings and presiding at general meetings provided for in these rules.

23. Secretary

The Secretary has the following duties —

- (a) dealing with the Association's correspondence;
- (b) consulting with the chairperson regarding the business to be conducted at each committee meeting and general meeting;
- (c) preparing the notices required for meetings and for the business to be conducted at meetings;
- (d) unless another member is authorised by the committee to do so, maintaining on behalf of the Association the register of members, and recording in the register any changes in the membership, as required under section 53(1) of the Act;
- (e) maintaining on behalf of the Association an up-to-date copy of these rules, as required under section 35(1) of the Act;
- (f) unless another member is authorised by the committee to do so, maintaining on behalf of the Association a record of committee members and other persons authorised to act on behalf of the Association, as required under section 58(2) of the Act;
- (g) ensuring the safe custody of the books of the Association, other than the financial records, financial statements and financial reports, as applicable to the Association;
- (h) maintaining full and accurate minutes of committee meetings and general meetings;
- (i) carrying out any other duty given to the secretary under these rules or by the committee.

24. Treasurer

The treasurer has the following duties —

- (a) ensuring that any amounts payable to the Association are collected and issuing receipts for those amounts in the Association's name;
- (b) ensuring that any amounts paid to the Association are credited to the appropriate account of the Association, as directed by the committee;
- (c) ensuring that any payments to be made by the Association that have been authorised by the committee or at a general meeting are made on time;
- (d) ensuring that the Association complies with the relevant requirements of Part 5 of the Act;
- (e) ensuring the safe custody of the Association's financial records, financial statements and financial reports, as applicable to the Association;
- (f) if the Association is a tier 1 association, coordinating the preparation of the Association's financial statements before their submission to the Association's annual general meeting;
- (g) if the Association is a tier 2 association or tier 3 association, coordinating the preparation of the Association's financial report before its submission to the Association's annual general meeting;



- (h) providing any assistance required by an auditor or reviewer conducting an audit or review of the Association's financial statements or financial report under Part 5 Division 5 of the Act;
- (i) carrying out any other duty given to the treasurer under these rules or by the committee.

Division 3 — Election of committee members and tenure of office

25. How members become Committee members

A member becomes a committee member if the member —

- (a) is elected to the committee at an annual general meeting; or
- (b) is appointed to the committee by the committee to fill a casual vacancy under rule 32.

26. Nomination of committee members

- (1) At least 42 days before an annual general meeting, the secretary must send written notice to all the members —
 - (a) calling for nominations for election to the committee; and
 - (b) stating the date by which nominations must be received by the secretary to comply with subrule (2).
- (2) A member who wishes to nominate a person to be considered for election to the committee at the annual general meeting must nominate for election by sending written notice of the nomination to the secretary at least 7 days before the annual general meeting.
- (3) The written notice must include a statement by another member in support of the nomination.
- (4) A member whose nomination does not comply with this rule is not eligible for election to the committee unless the nominee is nominated under rule 27(2) or 28(2)(b).
- (5) For the avoidance of doubt, subrule (5) does not prevent the filling of a casual vacancy under rule 32.

27. Election of office holders

- (1) At the first committee meeting following an annual general meeting, an election must be held for each position of office holder of the Association to be elected from the committee members by a secret ballot vote administered in accordance with rule 40 and this rule 27.
- (2) If there is no nomination for a position, the chairperson of the meeting may call for nominations from the ordinary committee members at the meeting.
- (3) If only one committee member has nominated for an office holder position, the chairperson of the meeting must declare the committee member elected to the office holder position.
- (4) If more than one committee member has nominated for an office holder position, the committee members at the meeting must vote in a secret ballot in accordance with procedures that have been determined by the committee to decide who is to be elected to the position.
- (5) Each committee member present at the meeting may vote for a committee member who has nominated for an office holder position.



- (6) A committee member who has nominated for an office holder position may vote for himself or herself.
- (7) Upon a committee member's election to the office holder position of chairperson, the new chairperson of the Association may take over as the chairperson of the meeting.

28. Election of ordinary committee members

- (1) At the annual general meeting, the Association must elect the ordinary committee members for the 12 month period commencing on the date of the annual general meeting.
- (2) If the number of members nominating for the position of ordinary committee member is not greater than the number to be elected, the chairperson of the meeting —
 - (a) must declare each of the nominees of those members to be elected to the position; and
 - (b) may call for further nominations from the ordinary members at the meeting to fill any positions remaining unfilled after the elections under paragraph (a).
- (3) If —
 - (a) the number of members nominating for the position of ordinary committee member is greater than the number to be elected; or
 - (b) the number of members nominating under subrule (2)(b) is greater than the number of positions remaining unfilled,

the ordinary members at the meeting must vote in accordance with procedures that have been determined by the committee to decide the members who are to be elected to the position of ordinary committee member.

- (4) A member who has nominated for the position of ordinary committee member may vote in accordance with that nomination.

29. Term of office

- (1) The term of office of a committee member begins when the member —
 - (a) is elected at an annual general meeting or under subrule 30(3)(b); or
 - (b) is appointed to fill a casual vacancy under rule 32.
- (2) Subject to subrule (3) and rule 31, a committee member holds office until the positions on the committee are declared vacant at an annual general meeting.
- (3) The term of office of a committee member expires 2 years after the committee member is elected or appointed in accordance with these rules.
- (4) A committee member may be re-elected.

30. Resignation and removal from office

- (1) A committee member may resign from the committee by written notice given to the secretary or, if the resigning member is the secretary, given to the chairperson.
- (2) The resignation takes effect —
 - (a) when the notice is received by the secretary or chairperson; or
 - (b) if a later time is stated in the notice, at the later time.
- (3) At a general meeting, the Association may by resolution —
 - (a) remove a committee member from office; and



- (b) elect a member who is eligible under rule 21(4) to fill the vacant position.
- (4) A committee member who is the subject of a proposed resolution under subrule (3)(a) may make written representations (of a reasonable length) to the secretary or chairperson and may ask that the representations be provided to the members.
- (5) The secretary or chairperson may give a copy of the representations to each member or, if they are not so given, the committee member may require them to be read out at the general meeting at which the resolution is to be considered.

31. When membership of committee ceases

A person ceases to be a committee member if the person —

- (a) dies or otherwise ceases to be a member; or
- (b) resigns from the committee or is removed from office under rule 30; or
- (c) becomes ineligible to accept an appointment or act as a committee member under section 39 of the Act; or
- (d) becomes permanently unable to act as a committee member because of a mental or physical disability; or
- (e) fails to attend 2 consecutive committee meetings, of which the person has been given notice, except where the non-attendance is approved by motion of the committee.

32. Filling casual vacancies

- (1) The committee may appoint a person who is eligible under rule 21(4) to fill a position on the committee that —
 - (a) has become vacant under rule 31; or
 - (b) was not filled by election at the most recent annual general meeting or under rule 30(3)(b).
- (2) If any office holder position becomes vacant, the committee must use reasonable endeavours to appoint an ordinary committee member who is eligible under rule 21(4) to fill the position under rule 27 within 14 days after the vacancy arises.
- (3) Subject to the requirement for a quorum under rule 39, the committee may continue to act despite any vacancy in its membership.
- (4) If there are fewer committee members than required for a quorum under rule 39, the committee may act only for the purpose of —
 - (a) appointing committee members under this rule; or
 - (b) convening a general meeting (including, but not limited to, for the purpose of calling an election of ordinary committee members in order to fill a vacancy).
- (5) If a committee position becomes vacant prior to the expiry date of the committee position term calculated pursuant to rule 29(3) (**original committee position expiry date**) and the committee position is subsequently filled pursuant to this rule 32 prior to the expiry of the original committee position expiry date, the position shall only be deemed filled pursuant to this rule 32 until the original committee position expiry date after which time it shall automatically and immediately be deemed vacant again until filled in accordance with these rules.

33. Validity of acts

The acts of a committee or subcommittee, or of a committee member or member of a subcommittee, are valid despite any defect that may afterwards be discovered in the election, appointment or qualification of a committee member or member of a subcommittee.



34. Payments to committee members

- (1) In this rule —
committee member includes a member of a subcommittee;
committee meeting includes a meeting of a subcommittee.
- (2) A committee member is entitled to be paid out of the funds of the Association for any out-of-pocket expenses for travel and accommodation properly incurred —
 - (a) in attending a committee meeting; or
 - (b) in attending a general meeting; or
 - (c) otherwise in connection with the Association's business,but only where approved by a resolution passed at a general meeting.

Division 4 — Committee meetings

35. Committee meetings

- (1) The committee must meet at least 3 times in each year on the dates and at the times and places determined by the committee.
- (2) The date, time and place of the first committee meeting must be determined by the committee members as soon as practicable after the annual general meeting at which the committee members are elected.

36. Notice of committee meetings

- (1) Notice of each committee meeting must be given to each committee member at least 7 days prior to the meeting, except where the chairperson himself, or a majority of the committee, considers that a meeting is urgent in which case notice must only be given at least 48 hours before the time of the meeting.
- (2) The notice must state the date, time and place of the meeting and must describe the general nature of the business to be conducted at the meeting.
- (3) Unless subrule (4) applies, the only business that may be conducted at the meeting is the business described in the notice.
- (4) Urgent business that has not been described in the notice may be conducted at the meeting if the committee members at the meeting unanimously agree to treat that business as urgent.

37. Procedure and order of business

- (1) Subject to subrule (2), the chairperson must preside as chairperson of each committee meeting.
- (2) If the chairperson is absent or unwilling to act as chairperson of a meeting, the committee members at the meeting must choose one of them to act as chairperson of the meeting.
- (3) The procedure to be followed at a committee meeting must be determined from time to time by the committee.
- (4) The order of business at a committee meeting may be determined by the committee members at the meeting.



- (5) A member or other person who is not a committee member may attend a committee meeting if invited to do so by the committee.
- (6) A person invited under subrule (5) to attend a committee meeting —
 - (a) has no right to any agenda, minutes or other document circulated at the meeting; and
 - (b) must not comment at the meeting about any matter discussed at the meeting unless invited by the committee to do so; and
 - (c) cannot vote on any matter that is to be decided at the meeting.

38. Use of technology to be present at committee meetings

- (1) The presence of a committee member at a committee meeting need not be by attendance in person but may be by that committee member and each other committee member at the meeting being simultaneously in contact by telephone or other means of instantaneous communication.
- (2) A member who participates in a committee meeting as allowed under subrule (1) is taken to be present at the meeting and, if the member votes at the meeting, the member is taken to have voted in person.
- (3) Any vote at a committee meeting may be facilitated by any technology approved by a motion of the committee, including any online voting services or online voting tools approved by the committee.

39. Quorum for committee meetings

- (1) Subject to rule 32(4), no business is to be conducted at a committee meeting unless a quorum is present.
- (2) Subject to subrule (4), a quorum for committee meetings is 50% of the number of persons constituting the committee.
- (3) If a quorum is not present within 30 minutes after the notified commencement time of a committee meeting the meeting is adjourned to the same time, day and place in the following week.
- (4) If —
 - (a) a quorum is not present within 30 minutes after the commencement time of a committee meeting held under subrule (3); and
 - (b) at least 2 committee members are present at the meeting,

those members present are taken to constitute a quorum.

40. Voting at committee meetings

- (1) Each committee member present at a committee meeting has one vote on any question arising at the meeting.
- (2) A motion is carried if a majority of the committee members present at the committee meeting vote in favour of the motion.
- (3) If the votes are divided equally on a question, the chairperson of the meeting has a second or casting vote.



- (4) A vote may take place by the committee members present indicating their agreement or disagreement or by a show of hands, unless these rules require or the committee decides that a secret ballot or other method should be used to determine a particular question.
- (5) If a secret ballot is needed, the chairperson of the meeting must decide how the ballot is to be conducted.

41. Minutes of committee meetings

- (1) The committee must ensure that minutes are taken and kept of each committee meeting.
- (2) The minutes must record the following —
 - (a) the names of the committee members present at the meeting;
 - (b) the name of any person attending the meeting under rule 37(5);
 - (c) the business considered at the meeting;
 - (d) any motion on which a vote is taken at the meeting and the result of the vote.
- (3) The minutes of a committee meeting must be entered in the Association's minute book within 30 days after the meeting is held.
- (4) The chairperson must ensure that the minutes of a committee meeting are reviewed and signed as correct by —
 - (a) the chairperson of the meeting; or
 - (b) the chairperson of the next committee meeting.
- (5) When the minutes of a committee meeting have been signed as correct under subrule (4) they are, until the contrary is proved, evidence that —
 - (a) the meeting to which the minutes relate was duly convened and held; and
 - (b) the matters recorded as having taken place at the meeting took place as recorded; and
 - (c) any appointment purportedly made at the meeting was validly made.

Division 5 — Subcommittees and subsidiary offices

42. Subcommittees and subsidiary offices

- (1) To help the committee in the conduct of the Association's business, the committee may, in writing, do either or both of the following —
 - (a) appoint one or more subcommittees;
 - (b) create one or more subsidiary offices and appoint people to those offices.
- (2) A subcommittee may consist of the number of people, whether or not members, that the committee considers appropriate.
- (3) A person may be appointed to a subsidiary office whether or not the person is a member.
- (4) Subject to any directions given by the committee —
 - (a) a subcommittee may meet and conduct business as it considers appropriate; and
 - (b) the holder of a subsidiary office may carry out the functions given to the holder as the holder considers appropriate.

43. Delegation to subcommittees and holders of subsidiary offices

- (1) In this rule —



non-delegable committee duty means a duty imposed on the committee by the Act or another written law that cannot lawfully be delegated.

non-delegable office holder duty means a duty imposed on a relevant office holder by the Act or another written law that cannot lawfully be delegated.

- (2) The committee may, in writing, delegate to a subcommittee or the holder of a subsidiary office the exercise of any power or the performance of any duty of the committee other than —
 - (a) the power to delegate; and
 - (b) a non-delegable committee duty.
- (3) In addition, an office holder may, in writing, delegate to any other committee member or to any employee, agent or contractor of the Association, the exercise of any power or the performance of any duty of the office holder other than —
 - (a) the power to delegate; and
 - (b) a non-delegable office holder duty.
- (4) A power or duty, the exercise or performance of which has been delegated under this rule, must only be exercised or performed in accordance with the terms of the delegation.
- (5) A delegation made pursuant to subrule (2) may be made subject to any conditions, qualifications, limitations or exceptions that the committee specifies in the document by which the delegation is made.
- (6) A delegation made pursuant to subrule (3) may be made subject to any conditions, qualifications, limitations or exceptions that the office holder specifies in the document by which the delegation is made.
- (7) A delegation made pursuant to subrule (2) does not prevent the committee from exercising or performing at any time the power or duty delegated.
- (8) A delegation made pursuant to subrule (3) does not prevent the office holder that delegated under that subrule from exercising or performing at any time the power or duty delegated.
- (9) Any act or thing done by a subcommittee or by the holder of a subsidiary office under a delegation made pursuant to subrule (2) has the same force and effect as if it had been done by the committee.
- (10) Any act or thing done by an employee, agent or contractor of the Association under a delegation made pursuant to subrule (3) has the same force and effect as if it had been done by the office holder that delegated under that subrule.
- (11) The committee may, in writing, amend or revoke a delegation made pursuant to subrule (2).
- (12) An office holder may, in writing, amend or revoke a delegation made pursuant to subrule (3).
- (13) A delegation made pursuant to subrule (2) to a subcommittee or the holder of a subsidiary office is only effective once the delegation is accepted in writing by the applicable subcommittee or holder of subsidiary office to which the delegation is made.
- (14) A delegation made pursuant to subrule (3) to any employee, agent or contractor of the Association is only effective once the delegation is accepted in writing by the applicable employee, agent or contractor of the Association to which the delegation is made.

PART 6 — GENERAL MEETINGS OF ASSOCIATION



44. Annual general meeting

- (1) The committee must determine the date, time and place of the annual general meeting.
- (2) If it is proposed to hold the annual general meeting more than 6 months after the end of the Association's financial year, the secretary must apply to the Commissioner for permission under section 50(3)(b) of the Act within 4 months after the end of the financial year.
- (3) The ordinary business of the annual general meeting is as follows —
 - (a) to confirm the minutes of the previous annual general meeting and of any special general meeting held since then if the minutes of that meeting have not yet been confirmed;
 - (b) to receive and consider —
 - (i) the committee's annual report on the Association's activities during the preceding financial year; and
 - (ii) if the Association is a tier 1 association, the financial statements of the Association for the preceding financial year presented under Part 5 of the Act; and
 - (iii) if the Association is a tier 2 association or a tier 3 association, the financial report of the Association for the preceding financial year presented under Part 5 of the Act;
 - (iv) if required to be presented for consideration under Part 5 of the Act, a copy of the report of the review or auditor's report on the financial statements or financial report;
 - (c) to elect the ordinary committee members;
 - (d) if applicable, to appoint or remove a reviewer or auditor of the Association in accordance with the Act;
 - (e) to confirm or vary the entrance fees, subscriptions and other amounts (if any) to be paid by members.
- (4) Any other business of which notice has been given in accordance with these rules may be conducted at the annual general meeting.

45. Special general meetings

- (1) The committee may convene a special general meeting.
- (2) The committee must convene a special general meeting if at least 20% of the members require a special general meeting to be convened.
- (3) The members requiring a special general meeting to be convened must —
 - (a) make the requirement by written notice given to the secretary; and
 - (b) state in the notice the business to be considered at the meeting; and
 - (c) each sign the notice.
- (4) The special general meeting must be convened within 28 days after notice is given under subrule (3)(a).
- (5) If the committee does not convene a special general meeting within that 28 day period, the members making the requirement (or any of them) may convene the special general meeting.
- (6) A special general meeting convened by members under subrule (5) —
 - (a) must be held within 3 months after the date the original requirement was made; and
 - (b) may only consider the business stated in the notice by which the requirement was made.

46. Notice of general meetings



- (1) The secretary or, in the case of a special general meeting convened under rule 45(5), the members convening the meeting, must give to each member —
 - (a) at least 30 days' notice of a general meeting if a special resolution is to be proposed at the meeting; or
 - (b) at least 14 days' notice of a general meeting in any other case.
- (2) The notice must —
 - (a) specify the date, time and place of the meeting; and
 - (b) indicate the general nature of each item of business to be considered at the meeting; and
 - (c) if the meeting is the annual general meeting, include the names of the members who have nominated for election to the committee under rule 26(2); and
 - (d) if a special resolution is proposed —
 - (i) set out the wording of the proposed resolution as required by section 51(4) of the Act; and
 - (ii) state that the resolution is intended to be proposed as a special resolution; and
 - (e) specify any email address or postal address to which postal votes are to be sent; and
 - (f) attach a copy of, or a hyperlink to, rule 51; and
 - (g) if any technology is to be used at the meeting for the purposes of rule 48, set out any relevant access credentials required in order for the member to attend or vote using the technology.

47. No proxy voting

- (1) A member may not appoint any proxy to vote and speak on his or her or its behalf at a general meeting.
- (2) Subrule (1) does not prevent an ordinary member that is a body corporate or partnership from exercising its rights under rule 51(2).

48. Use of technology to be present at general meetings

- (1) The presence of a member at a general meeting need not be by attendance in person but may be by that member and each other member at the meeting being simultaneously in contact by telephone or other means of instantaneous communication.
- (2) A member who participates in a general meeting as allowed under subrule (1) is taken to be present at the meeting and, if the member votes at the meeting, the member is taken to have voted in person.
- (3) Any vote at a general meeting may be facilitated by any technology approved by a motion of the committee, including any online voting services or online voting tools approved by the committee.

49. Presiding member and quorum for general meetings

- (1) The chairperson must preside as chairperson of each general meeting.
- (2) If the chairperson is absent or is unwilling to act as chairperson of a general meeting, the committee members at the meeting must choose one of them to act as chairperson of the meeting.
- (3) No business is to be conducted at a general meeting unless a quorum is present. A quorum for a general meeting is 3 corporate members and 3 professional members.



- (4) If a quorum is not present within 30 minutes after the notified commencement time of a general meeting —
 - (a) in the case of a special general meeting — the meeting lapses; or
 - (b) in the case of the annual general meeting — the meeting is adjourned to —
 - (i) the same time and day in the following week; and
 - (ii) the same place, unless written notice of another place is given to the members by the secretary before the day to which the meeting is adjourned.
- (5) If —
 - (a) a quorum is not present within 30 minutes after the commencement time of an annual general meeting held under subrule (4)(b); and
 - (b) at least 2 ordinary members are present at the meeting,those members present are taken to constitute a quorum.

50. Adjournment of general meeting

- (1) The chairperson of a general meeting at which a quorum is present may, with the consent of a majority of the ordinary members present at the meeting, adjourn the meeting to another time at the same place or at another place.
- (2) Without limiting subrule (1), a meeting may be adjourned —
 - (a) if there is insufficient time to deal with the business at hand; or
 - (b) to give the members more time to consider an item of business.
- (3) No business may be conducted on the resumption of an adjourned meeting other than the business that remained unfinished when the meeting was adjourned.
- (4) Notice of the adjournment of a meeting under this rule is not required unless the meeting is adjourned for 7 days or more, in which case notice of the meeting must be given in accordance with rule 46.

51. Voting at general meeting

- (1) On any question arising at a general meeting —
 - (a) subject to subrule (6), each ordinary member has one vote unless the member may also vote on behalf of a body corporate or partnership under subrule (2); and
 - (b) ordinary members may only vote personally unless otherwise permitted by this rule 51; and
 - (c) associate members may not vote.
- (2) An ordinary member that is a body corporate or partnership may, in writing or by completing an online form in an online system approved by the committee for the purposes of this subrule (2), appoint an individual, whether or not the individual is a member, to vote on behalf of the body corporate or partnership on any question at a particular general meeting or at any general meeting, as specified in the document or online form by which the appointment is made.
- (3) A copy of the document or online form by which the appointment is made must be given to the secretary before any general meeting to which the appointment applies.
- (4) The appointment has effect until —
 - (a) the end of any general meeting to which the appointment applies; or
 - (b) the appointment is revoked by the body corporate or partnership and written notice of the revocation is given to the secretary.



- (5) Except in the case of a special resolution, a motion is carried if a majority of the ordinary members present at a general meeting vote in favour of the motion.
- (6) If votes are divided equally on a question, the chairperson of the meeting has a second or casting vote.
- (7) If the question is whether or not to confirm the minutes of a previous general meeting, only members who were present at that meeting may vote.
- (8) For a person to be eligible to vote at a general meeting as an ordinary member, or on behalf of an ordinary member that is a body corporate or partnership under subrule (2), the ordinary member —
 - (a) must have been an ordinary member for at least 30 days at the time notice of the meeting was given under rule 46; and
 - (b) must have paid, and the Association must have received, any fees or other monies due and owing by the member to the Association.
- (9) An ordinary member may vote at a general meeting by using any technology described in a notice issued by the secretary under rule 46.
- (10) An ordinary member may also vote at a general meeting by way of postal vote if the postal vote is:
 - (a) received by the secretary at least 24 hours prior to the general meeting at an email address or postal address set out by the secretary in a notice issued under rule 46; and
 - (b) signed by the ordinary member (or where the ordinary member is a body corporate or partnership, signed by an individual appointed to vote on behalf of the body corporate or partnership under subrule (2)).

52. When special resolutions are required

- (1) A special resolution is required if it is proposed at a general meeting —
 - (a) to affiliate the Association with another body; or
 - (b) to request the Commissioner to apply to the State Administrative Tribunal under section 109 of the Act for the appointment of a statutory manager.
- (2) Subrule (1) does not limit the matters in relation to which a special resolution may be proposed.

53. Determining whether resolution carried

- (1) In this rule —

poll means the process of voting in relation to a matter that is conducted in writing.
- (2) Subject to subrule (4), the chairperson of a general meeting may, on the basis of general agreement or disagreement or by a show of hands, declare that a resolution has been —
 - (a) carried; or
 - (b) carried unanimously; or
 - (c) carried by a particular majority; or
 - (d) lost.
- (3) If the resolution is a special resolution, the declaration under subrule (2) must identify the resolution as a special resolution.
- (4) If a poll is demanded on any question by the chairperson of the meeting or by at least 3 other ordinary members present —
 - (a) the poll must be taken at the meeting in the manner determined by the chairperson;



- (b) the chairperson must declare the determination of the resolution on the basis of the poll.
- (5) If a poll is demanded on the election of the chairperson or on a question of an adjournment, the poll must be taken immediately.
- (6) If a poll is demanded on any other question, the poll must be taken before the close of the meeting at a time determined by the chairperson.
- (7) A declaration under subrule (2) or (4) must be entered in the minutes of the meeting, and the entry is, without proof of the voting in relation to the resolution, evidence of how the resolution was determined.

54. Minutes of general meeting

- (1) The secretary, or a person authorised by the committee from time to time, must take and keep minutes of each general meeting.
- (2) The minutes must record the business considered at the meeting, any resolution on which a vote is taken and the result of the vote.
- (3) In addition, the minutes of each annual general meeting must record —
 - (a) the names of the ordinary members attending the meeting; and
 - (b) any postal votes received under rule 51(10); and
 - (c) the financial statements or financial report presented at the meeting, as referred to in rule 44(3)(b)(ii) or (iii); and
 - (d) any report of the review or auditor's report on the financial statements or financial report presented at the meeting, as referred to in rule 44(3)(b)(iv).
- (4) The minutes of a general meeting must be entered in the Association's minute book within 30 days after the meeting is held.
- (5) The chairperson must ensure that the minutes of a general meeting are reviewed and signed as correct by —
 - (a) the chairperson of the meeting; or
 - (b) the chairperson of the next general meeting.
- (6) When the minutes of a general meeting have been signed as correct they are, in the absence of evidence to the contrary, taken to be proof that —
 - (a) the meeting to which the minutes relate was duly convened and held; and
 - (b) the matters recorded as having taken place at the meeting took place as recorded; and
 - (c) any election or appointment purportedly made at the meeting was validly made.

PART 7 — FINANCIAL MATTERS

55. Source of funds

The funds of the Association may be derived from entrance fees, annual subscriptions, donations, fund-raising activities, grants, interest and any other sources approved by the committee.

56. Control of funds



- (1) The Association must open an account in the name of the Association with a financial institution from which all expenditure of the Association is made and into which all funds received by the Association are deposited.
- (2) Subject to any restrictions imposed at a general meeting, the committee may approve expenditure on behalf of the Association.
- (3) The Association may pay remuneration to any committee member for services rendered by the committee member (in his or her capacity as employee or otherwise), but only pursuant to a resolution of the Association passed at a general meeting and provided that a committee member shall not receive remuneration pursuant to any such resolution if the committee member is already entitled to remuneration from the Association under an employment agreement (or contract for services) between the committee member and the Association.
- (4) Subject to subrule (3), the committee may authorise the treasurer to expend funds on behalf of the Association up to a specified limit determined by motion passed at a committee meeting without requiring approval from the committee for each item on which the funds are expended.
- (5) All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments of the Association must be signed by —
 - (a) 2 committee members; or
 - (b) one committee member and a person authorised by the committee.
- (6) All funds of the Association must be deposited into the Association's account within 5 working days after their receipt.

57. Financial statements and financial reports

- (1) For each financial year, the committee must ensure that the requirements imposed on the Association under Part 5 of the Act relating to the financial statements or financial report of the Association are met.
- (2) Without limiting subrule (1), those requirements include —
 - (a) if the Association is a tier 1 association, the preparation of the financial statements; and
 - (b) if the Association is a tier 2 association or tier 3 association, the preparation of the financial report; and
 - (c) if required, the review or auditing of the financial statements or financial report, as applicable; and
 - (d) the presentation to the annual general meeting of the financial statements or financial report, as applicable; and
 - (e) if required, the presentation to the annual general meeting of the copy of the report of the review or auditor's report, as applicable, on the financial statements or financial report.

PART 8 — GENERAL MATTERS

58. By-laws

- (1) The Association may, by resolution at a general meeting, make, amend or revoke by-laws.
- (2) By-laws may —
 - (a) provide for the rights and obligations that apply to any classes of associate membership approved under rule 8(2); and
 - (b) impose restrictions on the committee's powers, including the power to dispose of the Association's assets; and



- (c) impose requirements relating to the financial reporting and financial accountability of the Association and the auditing of the Association's accounts; and
 - (d) provide for any other matter that these rules specify are to be dealt with in the by-laws; and
 - (e) provide for any other matter the Association considers necessary or convenient to be dealt with in the by-laws.
- (3) A by-law is of no effect to the extent that it is inconsistent with the Act, the regulations or these rules.
- (4) Without limiting subrule (3), a by-law made for the purposes of subrule (2)(c) may only impose requirements on the Association that are additional to, and do not restrict, a requirement imposed on the Association under Part 5 of the Act.
- (5) At the request of a member, the Association must make a copy of the by-laws available for inspection by the member.

59. Executing documents and common seal

- (1) The Association may execute a document without using a common seal if the document is signed by —
- (a) 2 committee members; or
 - (b) one committee member and a person authorised by the committee.
- (2) Notwithstanding subrule (1), the Association may also execute a document without using a common seal if the document is signed by 1 committee member who has been given authority by the committee to execute the document.
- (3) If the Association has a common seal —
- (a) the name of the Association must appear in legible characters on the common seal; and
 - (b) a document may only be sealed with the common seal by the authority of the committee and in the presence of —
 - (i) 2 committee members; or
 - (ii) one committee member and a person authorised by the committee,and each of them is to sign the document to attest that the document was sealed in their presence.
- (4) The secretary must make a written record of each use of the common seal.
- (5) The common seal must be kept in the custody of the secretary or another committee member authorised by the committee.

60. Giving notices to members

- (1) In this rule —
- recorded** means recorded in the register of members.
- (2) A notice or other document that is to be given to a member under these rules is taken not to have been given to the member unless it is in writing and —
- (a) delivered by hand to the recorded address of the member; or
 - (b) sent by prepaid post to the recorded postal address of the member; or
 - (c) sent by facsimile or electronic transmission to a recorded number or recorded electronic address of the member that has been specified by the member; or



- (d) published to the Association website at <https://internet.asn.au> or such replacement website notified to members by the secretary.

61. Custody of books, securities and funds

- (1) Subject to subrule (2), the books and any securities of the Association must be kept in the secretary's custody or under the secretary's control.
- (2) The financial records and, as applicable, the financial statements or financial reports of the Association must be kept in the treasurer's custody or under the treasurer's control.
- (3) Subrules (1) and (2) have effect except as otherwise decided by the committee.
- (4) The books of the Association must be retained for at least 7 years.
- (5) Any monies received at any time by any member or committee member on behalf of the Association must be paid promptly into the bank account of the Association.

62. Record of office holders

The record of committee members and other persons authorised to act on behalf of the Association that is required to be maintained under section 58(2) of the Act must be kept in the secretary's custody or under the secretary's control.

63. Inspection of records and documents

- (1) Subrule (2) applies to a member who wants to inspect —
 - (a) the register of members under section 54(1) of the Act; or
 - (b) the record of the names and addresses of committee members, and other persons authorised to act on behalf of the Association, under section 58(3) of the Act.
- (2) The member must contact the secretary to make the necessary arrangements for the inspection.
- (3) The inspection must be free of charge.
- (4) If the member wants to inspect a document that records the minutes of a committee meeting, the right to inspect that document is subject to any decision the committee has made about minutes of committee meetings generally, or the minutes of a specific committee meeting, being available for inspection by members.
- (5) Subject to any other rule that may permit inspection of documents and records of the Association, the documents and records of the Association other than those specified in subrule (1) may only be inspected by a member where approved by a motion passed by the committee at a committee meeting, and only on such terms approved by the committee by way of motion passed by the committee at a committee meeting.

64. Publication by committee members of statements about Association business prohibited

A committee member must not publish, or cause to be published, any statement about the business conducted by the Association at a general meeting or committee meeting unless —

- (a) the committee member has been authorised to do so at a committee meeting; and
- (b) the authority given to the committee member has been recorded in the minutes of the committee meeting at which it was given.



65. Distribution of surplus property on cancellation of incorporation or winding up

(1) In this rule —

surplus property, in relation to the Association, means property remaining after satisfaction of —

- (a) the debts and liabilities of the Association; and
- (b) the costs, charges and expenses of winding up or cancelling the incorporation of the Association,

but does not include books relating to the management of the Association.

(2) On the cancellation of the incorporation or the winding up of the Association, its surplus property must be distributed as determined by special resolution by reference to the persons mentioned in section 24(1) of the Act.

66. Alteration of rules

If the Association wants to alter or rescind any of these rules, or to make additional rules, the Association may do so only by special resolution and by otherwise complying with Part 3 Division 2 of the Act.