



MANDURAH MASTERS SWIMMING INC.

RULES OF ASSOCIATION

27 February 2019

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1. Name of association

The name of the association is MANDURAH MASTERS SWIMMING INC. (hereinafter referred to as “the association”)

2. 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(4);

association means the incorporated association to which these rules apply;

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; and
- (d) any other record of information.

branch means the Western Australian branch of Masters Swimming Australia Inc.

by-laws means by-laws enacted by the association under rule 7

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 management committee;

committee member means a member of the management committee;

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 statements mean the financial statements in relation to the association required under Part 5 Division 3 of the Act;

financial year means the period commencing 1 January and ending on 31 December in the same year;

general meeting means a meeting to which all members are invited;

life member means a member appointed as a life member under the by-laws

management committee means those members elected by members to exercise the powers to manage the affairs of the association;

member means a person who has paid the required subscription;

ordinary member means a member with the rights referred to in rule 8(4);

president means the committee member holding office as the president of the association;

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

rules mean these rules of the association as in force for the time being;

second claim member means an active member of another Masters Swimming Australia Inc. affiliated club joining the association in addition to that other club and having the same rights as an ordinary member;

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;

sub-committee means a sub-committee appointed by the committee under rule 13(9);

subscription means the subscription required to be paid for membership;

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

vice-president means the committee member holding office as the vice-president of the association.

3. Not for profit body

- (1) The association is a not for profit body.
- (2) The property and income of the association is to 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.
- (3) A payment may be made to a member out of the funds of the association only if it is authorised under rule 20(3).

4. Objects of association

To encourage and support adults, regardless of age or ability, to swim regularly to enjoy fitness, friendship and fun, as members.

5. Conduct

- (1) The association shall be affiliated to Masters Swimming Western Australia Inc., a branch of Masters Swimming Australia Inc.
- (2) All rights and obligations granted and imposed by the branch rules apply *mutatis mutandis* to the association's rules as if the terms and conditions conferring such rights and imposing such obligations were expressly set out herein.

- (3) In the event of any inconsistency between the subsisting provisions of the rules of the association and the provisions of the branch rules, the provisions of the branch rules shall prevail.
- (4) The association may alter or rescind these rules, or make rules additional to these rules, in accordance with the procedure set out under Part 3 Division 2 of the Act.
- (5) In the event of inconsistency between branch rules and the Act, the Act shall prevail.

6. Powers of association

The powers conferred on the association are the same as those conferred by section 14 of the Act, so that subject to the Act and any additions, exclusions or modifications inserted below, the association may do all things necessary or convenient for carrying out its objects and purposes, and in particular:

- (1) shall have the power to make, alter and rescind any rules of association that it considers necessary for the effective administration of the association, provided that no rule may be inconsistent with the Act. Such change must be by special resolution;
- (2) shall have the power to make, alter and rescind any by-laws that it considers necessary for the effective administration of the association, provided that no by-law may be inconsistent with the rules of the association;
- (3) may acquire, hold, deal with, and dispose of any real or personal property;
- (4) may open and operate bank accounts;
- (5) may invest its money;
- (6) as trust funds under the Trustees Act 1962 Part III; or
- (7) in any other manner authorised by the rules of the association;
- (8) may borrow money upon such terms and conditions as the association thinks fit;
- (9) may give such security for the discharge of liabilities incurred by the association as the association thinks fit;
- (10) may appoint agents to transact any business of the association on its behalf;
- (11) may enter into any other contract it considers necessary or desirable;
- (12) may act as trustee and accept and hold real and personal property upon trust, but does not have power to do any act or thing as a trustee that, if done otherwise than as a trustee, would contravene the Act or the rules of the association; and
- (13) may set subscriptions and fees and any other financial charges on members.

7. 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 category of membership approved under rule 8(2);

- (b) impose restrictions on the committee's powers, including the power to dispose of the association's assets;
 - (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 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 sub-rule (3), a by-law made for the purposes of sub-rule (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.

8. Membership

- (1) Membership of the association is open to any person aged eighteen (18) years or over, who subscribes to the objects of the association.
- (2) Categories of membership:
 - (a) ordinary member;
 - (b) second claim member;
 - (c) life member; and
 - (d) associate member.
- (3) A person who wishes to become a member (other than a life member) must:
 - (a) complete the membership registration form; and
 - (b) pay the prescribed subscription determined under the by-laws.
- (4) Members have the rights conferred on them by these rules or approved by resolution at a general meeting or determined under the by-laws.
- (5) A member described under rule 8(2)(a), 8(2)(b) or 8(2)(c) has full voting rights and any other rights conferred on members in accordance with rule 8(4). Associate members shall not have voting rights with any rights conferred on members in accordance with rule 8(4).

9. Register of members

- (1) The association must comply with Part 4 Division 5 of the Act by keeping and maintaining a register of the members of the association and their postal, electronic or residential addresses, and telephone number.
- (2) Any change in the membership of the association shall be recorded in the register within 28 days of the change occurring.

- (3) At the request of a member of the association, the register shall be made available for the inspection by the member and the member may make a copy of or take an extract from the register but shall have no right to remove the register for that purpose.
- (4) Should the association require, a member who wishes to make a copy of, or take an extract from, the register of members shall provide a statutory declaration setting the purpose for which the copy or extract is required and declaring that the purpose is connected with the affairs of the association.
- (5) The register must be so kept and maintained at such place as the members at a general meeting decide.
- (6) The association must cause the name of a person who dies or who ceases to be a member under rule 9 to be deleted from the register of members referred to in sub-rule (1) and within the timeframe of sub-rule 2.

10. Subscriptions of members of association

- (1) The committee may from time to time determine the amount of the association subscription to be paid by each member.
- (2) Each member must pay to the treasurer, annually on or before 31 December or such other date as the committee from time to time determines, the amount of the association's subscription determined for the following year.
- (3) A member whose subscription is not paid by the date fixed under sub-rule (2) ceases on the expiry of that period to be a member, unless the committee decides otherwise.
- (4) A person exercises all the rights and obligations of a member for the purposes of these rules if their subscription is paid on or before the relevant date fixed by or under sub-rule (2).

11. Termination of membership of the association

Membership of the association may be terminated upon:

- (1) receipt by the secretary or another committee member of a notice in writing from a member of their resignation from the association. Such person remains liable to pay to the association the amount of any subscription due and payable by that person to the association but unpaid at the date of termination; or
- (2) non-payment by a member of their subscription within the date fixed by rule 10(2), unless the committee decides otherwise in accordance with rule 10(3); or
- (3) expulsion of a member in accordance with rule 12.

12. Suspension or expulsion of members of association

- (1) If the committee considers that a member should be suspended or expelled from membership of the association because their conduct is detrimental to the interests of the association, the committee must communicate, in writing, to the member:
 - (a) notice of the proposed suspension or expulsion and of the time, date and place of the committee meeting at which the question of that suspension or expulsion will be decided; and

- (b) particulars of that conduct,
not less than 30 days before the date of the committee meeting referred to in sub-rule (1)(a).
- (2) At the committee meeting referred to in a notice communicated under sub-rule (1), the committee may, having afforded the member concerned a reasonable opportunity to be heard by, or to make representations in writing to, the committee, suspend or expel or decline to suspend or expel that member from membership of the association and must, forthwith after deciding whether or not to suspend or expel that member, communicate that decision in writing to that member.
- (3) Subject to sub-rule (5), a member has their membership suspended or ceases to be a member 14 days after the day on which the decision to suspend or expel a member is communicated to them under sub-rule (2).
- (4) A member who is suspended or expelled under sub-rule (2) must, if they wish to appeal against that suspension or expulsion, give written notice to the secretary of their intention to do so within the period of 14 days referred to in sub-rule (3).
- (5) When notice is given under sub-rule (4):
 - (a) the association, in a general meeting, must either confirm or set aside the decision of the committee to suspend or expel the member, after having afforded the member who gave that notice a reasonable opportunity to be heard by, or to make representations in writing to, the association in the general meeting; and
 - (b) the member who gave that notice is not suspended or does not cease to be a member unless and until the decision of the committee to suspend or expel the member is confirmed under this sub-rule.

13. Disputes and mediation

- (1) The grievance procedure set out in this rule applies to disputes under these rules between:
 - (a) a member and another member; or
 - (b) a member and the association; or
 - (c) if the association provides services to non-members, those non-members who receive services from the association and the association.
- (2) The parties to the dispute must meet and discuss the matter in dispute, and, if possible, resolve the dispute within 14 days' after the dispute comes to the attention of all of the parties.
- (3) If the parties are unable to resolve the dispute at the meeting, or if a party fails to attend that meeting, then the parties must, within 10 days', hold a meeting in the presence of a mediator.
- (4) The mediator must be:
 - (a) a person chosen by agreement between the parties; or
 - (b) in the absence of agreement;

- (i) in the case of a dispute between a member and another member, a person appointed by the committee of the association; or
 - (ii) in the case of a dispute between a member and relevant non-member (as defined by sub-rule (1)(c)) and the association, a person who is a mediator appointed to, or employed with, another not for profit organisation.
- (5) A member of the association can be a mediator.
- (6) The mediator cannot be a member who is a party to the dispute.
- (7) The parties to the dispute must, in good faith, attempt to settle the dispute by mediation.
- (8) The mediator, in conducting the mediation, must:
 - (a) give the parties to the mediation process every opportunity to be heard
 - (b) allow due consideration by all parties of any written statement submitted by any party; and
 - (c) ensure that natural justice is accorded to the parties to the dispute throughout the mediation process.
- (9) The mediator must not determine the dispute.
- (10) The mediation must be confidential and without prejudice.
- (11) If the mediation process does not result in the dispute being resolved, the parties may seek to resolve the dispute in accordance with section 182 the Act or otherwise at law.

14. Management committee

- (1) Subject to sub-rule (8), the affairs of the association will be managed exclusively by a management committee consisting of:
 - (a) a president;
 - (b) a vice-president;
 - (c) a secretary; and
 - (d) a treasurer;all of whom must be elected to membership of the committee at an annual general meeting or appointed under sub-rule (7); and
 - (e) not less than four (4) other persons.
- (2) Committee members must be members of the association.
- (3) Subject to sub-rule (8), a committee member's term will be from their election at an annual general meeting until the election referred to in sub-rule (1) at the next annual general meeting after their election, but they are eligible for re-election to membership of the committee.

- (4) Except for nominees under sub-rule (6), a person is not eligible for election to membership of the committee unless a member has nominated them for election by delivering notice in writing of that nomination, signed by:
 - (a) the nominator; and
 - (b) the nominee to signify their willingness to stand for election,to the secretary not less than seven (7) days before the day on which the annual general meeting concerned is to be held.
- (5) A member who is eligible for election or re-election under this rule may:
 - (a) propose or second them self for election or re-election; and
 - (b) vote for themselves.
- (6) If the number of persons nominated in accordance with sub-rule (4) for election to membership of the committee does not exceed the number of vacancies in that membership to be filled:
 - (a) the secretary must report accordingly; and
 - (b) where candidates are unopposed and there is no objection from the floor, they will be declared elected at the annual general meeting.
- (7) If vacancies remain on the committee after the declaration under sub-rule (6), additional nominations of committee members may be accepted from the floor of the annual general meeting. If such nominations from the floor do not exceed the number of vacancies and there is no objection from the floor, the president will declare those persons to be duly elected as members of committee. Where the number of nominations from the floor exceeds the remaining number of vacancies on the committee, elections for those positions must be conducted.
- (8) If a vacancy remains on the committee after the application of sub-rule (7) or when a casual vacancy within the meaning of rule 15 occurs in the membership of the committee:
 - (a) the committee may appoint a member to fill that vacancy; and
 - (b) a member appointed under this sub-rule will:
 - (i) hold office until the election referred to in sub-rule (3); and
 - (ii) be eligible for election to membership of the committee at the next following annual general meeting.
- (9) The committee may delegate, in writing, to one to more sub-committees (consisting of such member or members of the association as the committee thinks fit) the exercise of such functions of the committee as are specified in the delegation other than:
 - (a) the power of delegation; and
 - (b) a function which is a duty imposed on the committee by the Act or any other law.

- (10) Any delegation under sub-rule (9) may be subject to such conditions and limitations as to the exercise of that function or as to time and circumstances as are specified in the written delegation and the committee may continue to exercise any function delegated.
- (11) The committee may, in writing, revoke wholly or in part any delegation under sub-rule (9).

15. Casual vacancies in membership of committee

A casual vacancy occurs in the office of a committee member and that office becomes vacant if a committee member:

- (1) dies;
- (2) resigns by notice in writing delivered to the president or, if the committee member is the president, to the vice-president and that resignation is accepted by resolution of the committee;
- (3) is convicted of an offence under the Act;
- (4) is permanently incapacitated by mental or physical ill-health;
- (5) is absent from more than;
 - (a) three (3) consecutive committee meetings; or
 - (b) three (3) committee meetings in the same financial year without tendering an apology to the person presiding at each of those committee meetings, of which meetings the member received notice, and the committee has resolved to declare the office vacant;
- (6) ceases to be a member of the association; or
- (7) is the subject of a resolution passed by a general meeting of members terminating their appointment as a committee member.

16. Proceedings of management committee

- (1) The committee must meet together for the dispatch of business not less than six (6) times in each year and the president, or at least half the members of the committee, may at any time convene a meeting of the committee.
- (2) Each committee member has a deliberative vote.
- (3) A matter arising at a committee meeting must be decided by a majority of votes, but, if there is no majority, the person presiding at the committee meeting will have a casting vote in addition to their deliberative vote.
- (4) Five (5) members of the management committee shall constitute a quorum at the management committee meeting provided that at least two (2) of the president, vice-president, secretary and treasurer are present.
- (5) Subject to these rules, the procedure and order of business to be followed at a committee meeting must be determined by the committee members present at the committee meeting.

- (6) As required under sections 42 and 43 of the Act, a committee member having any direct or indirect pecuniary interest in a contract, or proposed contract, made by, or in the contemplation of, the committee (except if that pecuniary interest exists only by virtue of the fact that the member of the committee is a member of a class of persons for whose benefit the association is established), must:
 - (a) as soon as the committee member becomes aware of that interest, disclose the nature and extent of their interest to the committee; and
 - (b) not take part in any deliberations or decision of the committee with respect to that contract.
- (7) Sub-rule (6)(a) does not apply with respect to a pecuniary interest that exists only by virtue of the fact that the member of the committee is an employee of the association.
- (8) The secretary must cause every disclosure made under sub-rule (6)(a) by a member of the committee to be recorded in the minutes of the meeting of the committee at which it is made.

17. President

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

18. Vice-president

- (1) The vice-president deputises for the president in the president's absence at a general or committee meeting; and
- (2) assists in the fulfilment of club administrative functions.

19. Secretary

The Secretary has the following duties —

- (1) dealing with the association's correspondence;
- (2) consulting with the chairperson regarding the business to be conducted at each committee meeting and general meeting;
- (3) preparing the notices required for meetings and for the business to be conducted at meetings;
- (4) 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;
- (5) maintaining on behalf of the association an up-to-date copy of these rules, as required under section 35(1) of the Act;
- (6) 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;

- (7) 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;
- (8) maintaining full and accurate minutes of committee meetings and general meetings;
- (9) carrying out any other duty given to the secretary under these rules or by the committee.

20. Treasurer

The treasurer has the following duties —

- (1) ensuring that any amounts payable to the association are collected and issuing receipts for those amounts in the association's name;
- (2) ensuring that any amounts paid to the association are credited to the appropriate account of the association, as directed by the committee;
- (3) 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;
- (4) ensuring that the association complies with the relevant requirements of Part 5 of the Act;
- (5) ensuring the safe custody of the association's financial records, financial statements and financial reports, as applicable to the association;
- (6) as a tier 1 association, coordinating the preparation of the association's financial statements before their submission to the association's annual general meeting;
- (7) 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;
- (8) carrying out any other duty given to the treasurer under these rules or by the committee.

21. General meetings

- (1) The committee:
 - (a) may at any time convene a special general meeting;
 - (b) must convene annual general meetings within the time limits provided for the holding of such meetings by section 50 of the Act, that is, in every calendar year within six (6) months' after the end of the association's financial year or such longer period as may in a particular case be allowed by the Commissioner; and
 - (c) must, within 30 days of:
 - (i) receiving a request in writing to do so from not less than 20% of the members, convene a special general meeting for the purpose specified in that request; or

- (ii) the secretary receiving a notice under rule 12(4), convene a general meeting to deal with the appeal to which that notice relates.
 - (d) must, after receiving a notice under rule 12(4), convene a general meeting, no later than the next annual general meeting, at which the appeal referred to in the notice will be dealt with. Failing that, the applicant is entitled to address the association at that next annual general meeting in relation to the committee's rejection of their application and the association at that meeting must confirm or set aside the decision of the committee.
- (2) The members making a request referred to in sub-rule (1)(c)(i) must:
 - (a) state in that request the purpose for which the special general meeting concerned is required; and
 - (b) sign that request.
- (3) If a special general meeting is not convened within the relevant period of 30 days referred to:
 - a) in sub-rule (1)(c)(i), the members who made the request concerned may themselves convene a special general meeting as if they were the committee; or
 - (b) in sub-rule (1)(c)(ii), the member who gave the notice concerned may them self-convene a special general meeting as if they were the committee.
- (4) When a special general meeting is convened under sub-rule (3)(a) or (3)(b) the association must pay the reasonable expenses of convening and holding the special general meeting.
- (5) Subject to sub-rule (7), the secretary must give to all members not less than 14 days' notice of a special general meeting and that notice must specify:
 - (a) when and where the general meeting concerned is to be held; and
 - (b) particulars of the business to be transacted at the general meeting concerned and of the order in which that business is to be transacted.
- (6) Subject to sub-rule (7), the secretary must give to all members not less than 21 days' notice of an annual general meeting and that notice must specify:
 - (a) when and where the annual general meeting is to be held;
 - (b) the particulars and order in which business is to be transacted, as follows:
 - (i) first, the consideration of the accounts and reports of the committee;
 - (ii) second, the election of committee members to replace outgoing committee members; and
 - (iii) third, any other business requiring consideration by the association at the general meeting.

- (7) A special resolution may be moved either at a special general meeting or at an annual general meeting, however, the secretary must give to all members not less than 21 days' notice of the meeting at which a special resolution is to be proposed. In addition to those matters specified in sub-rule (5) or (6), as relevant, the notice must also include the resolution to be proposed and the intention to propose the resolution as a special resolution.
- (8) The secretary must give a notice under sub-rule (5), (6) or (7) by:
 - (a) serving it on a member personally; or
 - (b) sending it to a member at the electronic or residential address of the member appearing in the register of members kept and maintained under rule 9.
- (9) When a notice is sent by post under sub-rule (8)(b), sending of the notice will be deemed to be properly effected if the notice to the member is sufficiently addressed.

22. Quorum and proceedings at general meetings

- (1) At a general meeting twenty percent (20%) of members present in person constitutes a quorum.
- (2) If within 30 minutes after the time specified for the holding of a general meeting in a notice given under rule 21(5) or rule 21(6):
 - (a) as a result of a request or notice referred to in rule 21(1)(c) or as a result of action taken under rule 21(3) a quorum is not present, the general meeting lapses; or
 - (b) otherwise than as a result of a request, notice or action referred to in rule 22(2)(a), the general meeting stands adjourned to the same time on the same day in the following week and, if possible, to the same venue.
- (3) If within 30 minutes of the time appointed by sub-rule (2)(b) for the resumption of an adjourned general meeting a quorum is not present, the members who are present in person may nevertheless proceed with the business of that general meeting as if a quorum were present.
- (4) The president may, with the consent of a general meeting at which a quorum is present, and must, if so directed by such a general meeting, adjourn that general meeting from time to time and from place to place.
- (5) There must not be transacted at an adjourned general meeting any business other than business left unfinished or on the agenda at the time when the general meeting was adjourned.
- (6) When a general meeting is adjourned for a period of 30 days or more, the secretary must give notice under rule 21 of the adjourned general meeting as if that general meeting were a fresh general meeting.
- (7) At a general meeting:
 - (a) an ordinary resolution put to the vote will be decided by a majority of votes cast on a show of hands, subject to sub-rule (9); and

- (b) a special resolution put to the vote will be decided in accordance with section 51 of the Act and, if a poll is demanded, in accordance with sub-rules (9) and (11).
- (8) A declaration by the president of a general meeting that a resolution has been passed as an ordinary resolution at the meeting will be evidence of that fact unless, during the general meeting at which the resolution is submitted, a poll is demanded in accordance with sub-rule (9).
- (9) At a general meeting, a poll may be demanded by the president or by three or more members present in person and, if so demanded, must be taken in such manner as the president directs.
- (10) If a poll is demanded and taken under sub-rule (9) in respect of an ordinary resolution, a declaration by the president of the result of the poll is evidence of the matter so declared.
- (11) A poll demanded under sub-rule (9) must be taken immediately on that demand being made.

23. Financial matters

- (1) The association's financial records shall follow the cash accounting method;
- (2) The accounting period for the preparation of reports shall be from 1 January until the 31 December in the same year.
- (3) Financial statements and reports shall be prepared in accordance with Part 5, Division 3, sections 68-70 of the Act;
- (4) A payment to a member out of the funds of the association is authorised if:
 - (a) the payment is 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) it is 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) it is payment of reasonable rent to the member for premises leased by the member to the association; or
 - (d) it is reimbursement of reasonable expenses properly incurred by the member on behalf of the association.
- (5) All payments require a decision of the committee as per rule 20(3).

24. Alteration to rules

- (1) In accordance with Part 3 Division 2 of the Act and rules (16) and (17), by way of special resolution the association may:
 - (a) amend existing rules; and
 - (b) introduce new rules

subject to no resulting breach of the Act occurring.

- (2) Changes to rules will not apply until approved by the Commissioner.

25. Member access to rules

- (1) At the request of a member, the association will make the copy of the rules available for inspection by the member.
- (2) The association will
 - (a) at the request of a member of the association, give to the member a copy of the association's rules, or of any particular part of those rules to which the request relates, as in force at the time of the request; and
 - (b) give to each person who becomes a member of the association a copy of the association's rules as in force when the membership commences.
- (3) The association will levy no charge in complying with this rule.

26. Member access to records and documents

- (1) The committee shall allow a member to
 - (a) have access to the association's records and documents;
 - (b) be permitted to take a copy of, or extract from, any record or document, but shall not be permitted to remove any record or document for that purpose.
- (2) Should the association require, a member who wishes to make a copy of, or take an extract from, records or documents shall provide a statutory declaration setting the purpose for which the copy or extract is required and declaring that the purpose is connected with the affairs of the association.

27. Distribution of surplus property on winding up of association

If upon the winding up or dissolution of the association there remains after satisfaction of all its debts and liabilities any property whatsoever, the same must not be paid to or distributed among the members, or former members. The surplus property must be given or transferred to another association incorporated under the Act which has similar objects and which is not carried out for the purposes of profit or gain to its individual members, and which association shall be determined by resolution of the members.