

HUON VALLEY
LITTLE
ATHLETICS
CENTRE INC

CONSTITUTION

No HVLA/005

Amended version
28th May 2024

HVLA/005
Adopted at AGM 28/05/2024

Constitution of the Huon Valley Little Athletics Centre INC

Name of Centre

1.

The name of the centre is Huon Valley Little Athletics Centre Incorporated (hereinafter called the Centre). The logo and mascot of the Centre is a Panther. The official colours of the Centre shall be royal blue, bright green and white.

Interpretation

2.

(a) In these rules, unless the contrary intention appears – “committee” means the committee of management of the centre in accordance with rule 25 “general meeting” means a general meeting convened in accordance with rule 15 “ordinary committeeman” means a member of the committee to whom paragraphs (b) of sub-rule (1) of rule 25 relates;

(b) In these rules, expressions referring to writing shall unless the contrary intention appears, be constructed as including references to printing, lithography, and other modes of representation or reproducing words in a visible form and deemed appropriate methods of communications, e.g., telephone, facsimile or electronic mail;

(c) Words or expression contained in these rules shall be interpreted in accordance with provisions of the Acts Interpretation Act 1931 and the Act as in force on the date on which these rules are adopted by the centre;

(d) In these rules the Tasmanian Little Athletics Association Incorporated shall be called TLAA;

(e) Members entitled to vote;

- At special general and committee meetings of the Committee and sub-committees, the members entitled to vote are committee members and Life Members only; and
- At general meetings, (AGM) the members entitled to vote are committee members, Life Members, members rule 6 (1c) and registered social members rule 6 (1d).

Centre’s Office

3.

The office of the centre shall be at the home of one member from the executive committee or such other place as the committee may from time to time determine.

Objects and Purposes of the Centre

4.

The basic objects and the purposes of the centre are as follows

- (a) To provide Athletic competition for boys and girls who are registered through the centre;
- (b) To endeavour to conduct events approved by TLAA;
- (c) To promote the ideal of children competing for the personal satisfaction through improved

performance;

(d) To promote Little Athletics in the Huon Valley;

(e) To use all available means to place Little Athletics before the public; and

(f) Subject to this constitution to abide by the TLAA constitution and rules and any subsequent amendments.

5.

In addition to the basic objects of the Centre, the objects and purposes of the Centre shall be deemed to include;

(a) The purchase, taking or lease or in exchange, and the hiring or otherwise acquiring of any real or personal property that may be deemed necessary or convenient for any of the objects or purposes of the Centre;

(b) The buying, selling, and supplying of, or dealing in, goods of all kinds;

(c) The constructing, maintenance, and alteration of buildings or works necessary or convenient for any of the objects or purposes of the Centre;

(d) The accepting of any gift whether subject to a special trust or not, for any one or more of the objects or purposes of the centre;

(e) The taking of such steps from time to time as the committee or the members in general meeting may deem expedient for the purpose or procuring contributions to the funds of the Centre whether by way of donations, subscriptions, or otherwise;

(f) The printing and publishing of such newspapers, periodicals, books, leaflets, or other documents as the committee or the members in general meeting may think desirable for the promotion of the object and purposes of the Centre:

(g) The borrowing and raising of money in such manner and such terms as the committee may think fit or as may be approved or directed by resolution passed at general meeting;

(h) Subject to the provisions of the "Trustee Act 1898" the investment of any moneys of the Centre not immediately required for any of its objects or purposes in such manner as the committee may from time to time determine;

(i) The making of gifts, subscriptions or donations to any of the funds, authorities, or institutions to which paragraph (a) of subsection (1) of section 78 of the "Income Tax Assessment Act 1936" of the Commonwealth relates;

(j) The acquisition, and undertaking of all or any part of the property, assets, liabilities and engagements of any Club or association with which the Centre may at any time become amalgamated in accordance with the provisions of the act and the rules of the Centre;

(k) The registering of all competing boys and girls with the TLAA in accordance with that association's constitution and rules;

(l) Ensuring that all prizes, trophies or inducements to Little Athletics competitors do not contravene the constitution of the Centre and the TLAA;

(m) The doing of all such other lawful things as are incidental or conducive to the attainment of the basic objects of the Centre or of any of the objects and purposes specified in the forgoing provisions of this sub-rule;

- (n) The organisation and control of the conduct of Little Athletics competitions;
- (o) The selection of register boys and girls to represent the Centre in any TLAA competitions;
- (p) The appointments of delegates to the TLAA as provided for and required by the constitution of the TLAA;
- (q) To make rules for any of the above-mentioned purposes or for any other of the purposes or objects of the Centre and from time to time to rescind, vary or add to such rule;

Membership of the Centre

6.

The membership of the Centre shall consist of the members who are members of become members of the Centre in a manner hereinafter provided;

(1)

- (a) The members of the time being of the committee of the Centre;
- (b) The offices for the time being of the committee;
- (c) Members awarded Life Membership;
- (d) Members shall be registered parents or guardians whose names appear on the TLAA registration form after all fees have been paid; and
- (e) social members may be any person after the payment of a \$2.00 fee and whose membership has been approved by the committee.

(2) In the event of the death, retirement, expulsion or election as an office or committeeman of the Centre.

(3) The Office of an Incorporated association becomes vacant if the person holding that office

- (a) Dies;
- (b) Resigns as a member by notice in writing to the Centre;
- (c) Being a representative ceases to be a representative by the virtue of the termination of the termination of their membership or expulsion from the Centre.

In the Event of the Centre Being Wound Up

7.

- (a) Every member of the Centre; and
- (b) every person who, within the period of twelve months immediately preceding the commencement of the winding up, was a member of the Centre, is liable to contribute to the assets of the Centre for payment of the debts or liabilities of the Centre and for the costs, charges and expenses of the winding up and for the adjustment of the rights of the contributors among themselves such sum, not exceeding ONE Dollar (\$1) as may be required, but a former member is not liable so to contribute in respect of any debt or liability of the Centre contracted after he/she ceased to be a member.

8.

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

(2) The centre shall not

(a) appoint a person who is a member of the committee to any office in the gift of the Centre to the holder of which there is payable any remuneration by way of salary, fees or allowances; or

(b) pay to any such person any remuneration or other benefit in money or monies worth (other than the repayment of out-of-pocket expenses).

(3) Nothing in the foregoing provisions if this rule prevents the payments in good faith to a servant or member of the Centre or:

(a) remuneration in return for services actually rendered to the Centre by the servant or member for goods supplied to the centre by the servant or member in the ordinary course of business;

(b) Interest at a rate not exceeding the interest rate charged by the Commonwealth Bank of Australia on unsecured overdraft accounts of similar amounts or monies lent to the Centre by the servant or member; or

(c) a reasonable and proper sum by way of rent for premises let to the Centre by the servant or member.

Accounts of Receipts, Expenditure etc.

9.

(1) True accounts shall be kept

(a) Of all sums of money received and expended by the Centre, and the matter in respect of which the receipt or expenditure takes place; and

(b) Of the property, credits, and liabilities of the Centre, and subject to any reasonable restrictions as to time and manner of inspecting them that may be imposed by the Centre for the time being, those accounts shall be open to the inspection of the members of the Centre.

(2) The treasurer of the Centre shall faithfully keep all general records, accounting books, and records of receipts and expenditure connected with the operations and business of the Centre in such form and manner as the committee may direct.

(3) The accounts, books, and records referred to in sub-rules (1) and (2) of this rule shall be kept at the Centre's office or at such other place as the committee may decide.

Banking and Finance

10.

(1) The Treasure of the Centre shall, on behalf of the Centre shall, receive all monies paid to the Centre and forthwith after the receipt thereof issue official receipts thereof, or as directed by the committee.

(2) The committee shall cause to be opened with such bank as the committee selects a banking account in the name of the Centre into which all monies received shall be paid by the Treasurer as soon as possible after receipt thereof.

(3) The committee may receive from the Centre's bank or bankers for the time being the monies drawn by the Centre on any of its accounts with the bank or bankers and may release and indemnify the bank and bankers from and against all claims, actions, suits, or demands that may be brought against the bank or bankers arising directly or indirectly out of those monies of the surrender thereof the Centre.

(4) Except with the authority of the Centre, no payment of a sum exceeding \$200.00 shall be made from the funds of the Centre otherwise than by approval of the members with financial signatural authority on the Centre's bank account, but the committee may provide the Treasurer with a sum to meet urgent expenditure, subject to the observance of such conditions in relation to the use and expenditure thereof as the committee may impose.

(5) No monies shall be drawn on the Centre's bank account except for the payment of expenditure that has been authorised by the committee.

(6) All monies and expenditure shall be approved by the Treasurer or, in their absence, by such other officer of the committee as the committee may nominate for that purpose and shall be countersigned by one other officer of the Centre.

Auditor

11.

(1) At each annual general meeting of the Centre, the members present shall appoint a person as the auditor of the Centre.

(2) A person so appointed shall hold office until the annual general meeting next after that at which he/she is appointed and is eligible for reappointment.

(3) The first auditor of the Centre may be appointed by the committee before the first annual general meeting, and if so appointed, shall hold office until the first annual general meeting unless previously removed by a resolution of the members at a general meeting, in which case, the members at that meeting may appoint an auditor to act until the first annual general meeting.

(4) If an appointment is not made at an annual general meeting the committee shall appoint an auditor of the Centre for the then current financial year of the Centre.

(5) Except as provided in sub-rule (3) of the rule, the auditor may only be removed from office by special resolution.

(6) If a casual vacancy occurs in the office of auditor during the course of a financial year of the Centre, the committee may appoint a person as the auditor and the person so appointed shall hold office until the next succeeding annual general meeting.

Audit of accounts

12.

(1) Once at least in each financial year of the Centre, the accounts of the Centre shall be examined by the auditor.

(2) The auditor shall certify as to the correctness of accounts of the Centre and shall report thereon to the members present at the annual general meeting or as directed by the Executive of the Centre.

(3) In their report, and certifying to the accounts, the auditor shall state;

(a) whether he/she has obtained the information required by them;

(b) whether in their opinion, the accounts are properly drawn up so as to exhibit a true and correct view of the financial position of the centre according to the information at their disposal and the explanations given to him/her and as shown by the books of the Centre; and

(c) whether the rules relating to the administration of the funds of the Centre have been observed.

(4) The public officer of the Centre shall cause to be delivered to the auditor a list of all the accounts, books and records of the Centre.

(5) The auditor:

(a) has a right of access to the accounts, books, records, vouchers and documents of the Centre;

(b) may require from the servants of the Centre such information and explanations as may be necessary for the performance of the duties as auditor;

(d) may, in relation to the accounts of the Centre, examine any member of the committee or any servant of the Centre.

Annual General Meeting

13.

(1) The Centre shall each year hold an annual general meeting.

(2) The annual general meeting shall be held on such day being at least 14 days prior to the annual general meeting of the TLAA as the committee may determine.

(3) The annual general meeting shall be in addition to any other general meetings that may be held in the same year.

(4) The annual general meeting shall be specified as such in the notice convening it.

(5) The ordinary business of the annual general meeting shall be;

(a) to confirm the minutes of the last preceding annual general meeting and of any general meeting held since that meeting;

(b) to receive from the committee auditor, and servants of the Centre, reports upon the transactions of the Centre during the last preceding financial year;

(c) to elect the officers of the Centre and the ordinary committee members;

(d) to appoint the auditor and determine their remuneration;

(e) to determine the remuneration of servants of the Centre; and

(f) to appoint the public officer from officers of the Centre.

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

(4) All general meetings other than the annual general meeting shall be called a special general meeting.

Special General Meeting

14.

(1) The committee may, whenever it thinks fit, convene special general meeting of the Centre.

(2) The committee shall, on the requisition in writing of not less than 33% of members entitled to vote, convene a special general meeting of the Centre.

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

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

(5) A special general meeting convened by the requisitionists in pursuance of these rules shall be convened in the same manner as nearly as possible as that in which those meetings are convened by the committee, and all reasonable expenses incurred in convening the meeting shall be refunded by the Centre to the persons incurring them.

Notice of general meetings

15.

Notice of an Annual or Special General Meeting shall be advertised in at least one media source at least 14 days prior to the holding of the meeting. Stating the place, day and time for holding the meeting, and the nature of the business to be transacted.

Business and Quorum at General Meetings

16.

(1) All business that is transacted at special general meetings and all business that is transacted at the annual general meeting, with the exception of that specially referred to in these rules as being the ordinary business of the annual general meeting, shall be deemed to be special business.

(2) Notice shall be given to members of the committee of any special meeting, specifying the general nature of the business to be transacted, and no other business shall be transacted at such a meeting.

(3) No item of business shall be transacted at a general meeting unless a quorum of members entitled under rules to vote is present during the time when the meeting is considering that item.

(4) 5 members personally present (being members entitled to vote thereat) constitute a quorum for the transaction of the business of general meeting.

- (5) If within one hour after the appointment time for the commencement of a general meeting a quorum is not present the meeting, if convened upon requisition of members, shall be dissolved; and in any other case it shall stand adjourned to the same day in the next week, at the same time and (unless another place is specified by the chairman at the time of the adjournment or by written notice to members given before the day to which the meeting is adjourned) at the same place and if at the adjourned meeting a quorum is not present within one hour after the time appointed for the commencement of the meeting the meeting shall be dissolved.

President to Preside at General Meeting

17.

- (1) The President shall preside as chairman at every general meeting of the Association.
- (2) If the President is absent from a general meeting, the Vice President shall stand as chair of the meeting. In the absence of both the president and the Vice President the members present shall elect one of their number to preside as chairman thereat, or as the President may direct.

Adjournment of General Meeting

18.

- (1) The chairman of a general meeting at which a quorum is present may, with the consent of the meeting, adjourn the meeting from time to time and place to place, but no business shall be transacted at an adjourned meeting other than business left unfinished at the meeting at which the meeting took place.
- (2) Where a meeting is adjourned for fourteen days or more, the like notice of the adjourned meeting shall be given as in the case of the original meeting.
- (3) Except as provided in the foregoing provision of this rule, it is not necessary to give any notice of an adjournment or of the business to be transacted at the adjourned meeting.

Determination of Questions Arising at General Meetings

19.

- (1) A question arising at a general meeting of the Centre shall be determined on show of hands and unless before or on the declaration by the chairman that a resolution has, on show of hands, been carried, or carried unanimously or carried by a particular majority, or lost, and an entry to that effect in the minute book of the Centre is evidence of the fact, without proof of the number or proportion of the votes recorded in favour of, or against, the resolution.

Votes

20.

- (1) Upon any question arising at a general meeting of the Centre, a member entitled to vote thereat, has one vote only.
- (2) All votes shall be given personally.
- (3) In the case of an equality of voting on a question the chairman of the meeting is entitled

to exercise a second or casting vote.

Taking of Poll

21.

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

When Poll to be taken

22.

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

Affairs of Centre to be Managed by a Committee

23.

(1) The affairs of the Centre shall be managed by a committee of management constituted as provided in rule 25.

(2) The committee:

(a) shall control and manage the business and affairs of the Centre;

(b) may, subject to these rules, exercise all such powers and functions as may be exercised by the Centre, other than those powers and functions that are required by these rules to be exercised by general meetings of members of the Centres; and

(c) subject to the Act and these rules, has power to perform all such acts and things as appear to the committee to be essential for the proper management of the business and affairs of the Centre.

Officers of the Centre

24.

(1) The officers of the Centre shall be:

(a) President;

(b) Vice President

(c) Registrar;

(d) Treasurer; and

(e) Secretary. (2) The provisions of sub-rules (2), (3) and (4) or rule 26, so far as they are applicable and with the necessary modifications, apply to and in relation to the election of persons to any of the offices mentioned in sub-rule (1) of this rule.

(3) Each officer of the Centre shall hold office until the conclusion of the annual general meeting next after the date of their election but is eligible for re-election.

(4) In the event of a casual vacancy in any office mentioned in sub-rule (1) of this rule, the committee may appoint one of its members or any other person to the vacant office, and the member so appointed may continue in office up to and including the conclusion of the annual general meeting next following the date of their appointment.

Constitution of the Committee

25.

(1) The committee shall consist of;

(a) the officers in the centre; and

(b) at least six other members to be known as ordinary committeemen

(i) a member for Arena Management;

(ii) a member for the championships and Special Events;

(iii) a member for publicity and public relations;

(iv) a member for Education/Development;

(v) a member for Technical Requirements;

(vi) a member for Development;

(vii) a member for Records and Raking;

(viii) other committee members will be accepted to assist the committee as the committee determines necessary all of whom shall be elected at the annual general meeting of the Centre each year and who may be known as a general committeeman and if to be known as a general committeeman become a part of the committee of management of the Centre.

(2) Each ordinary committeeman shall, subject to these rules, hold office until the conclusion of the annual general meeting next after the date of their election, but is eligible for re-election.

(3) In the event of casual vacancy occurring in the office of ordinary committeeman, the committee may appoint any person to fill the vacancy, and the member so appointed shall hold office subject to these rules until the conclusion of the annual general meeting next following the date of their appointment.

Election of Members of Committee

26.

(1) Nominations of candidates for election as officers of the Centre or as ordinary committee members;

(a) Nomination shall be made in writing signed by witness and accompanied by written consent of the candidate which may be endorsed on the nomination form.

(b) Shall be delivered to the officer of the Centre as determined by the committee of the Centre at least five calendar days prior to the date fixed for the holding of the annual general meeting; and

(c) Nomination forms shall state a closing date and time as agreed to by the officers of the

Centre.

(2) If no nomination is received to fill a vacancy on the Committee prior to the annual general meeting, nominations shall be received at the annual general meeting.

(3) Regardless of the number of nominations received for each vacancy on the Committee, a ballot shall be held.

(4) A minimum of 51% majority of votes counted is required for a committee member to be deemed elected. If this cannot be achieved on the first primary vote, a revote will be undertaken where those eligible to vote shall cast a vote in order of preference for the candidates nominated by placing a number, starting at "1" and incrementing by 1, beside each candidate's name in the boxes provided. If a majority cannot be obtained after the distribution of preferences, the ballot shall be declared null and void. The Administration Director or Public Officer will call for new nomination in accordance with Section 26 (1) (a).

(5) The ballot for the election of officers and ordinary committee members shall be conducted at the annual general meeting in such usual and proper manner as the Chairman may direct.

Vacation of Office

27.

(1) For the purpose of these rules, the office of an officer of the Association or of an ordinary committee member becomes vacant if the officer or committee member:

(a) dies;

(b) becomes bankrupt or applies to take or takes advantage of any law relating to bankrupt or insolvent debtors or compounds with his creditors, or makes any assignment of his estate for their benefit;

(c) becomes of unsound mind;

(d) resigns their office by writing under their hand addressed to the committee;

(e) ceases to be resident in the state;

(f) fails, without leave granted by the Committee, to attend three consecutive meetings of the committee;

(g) ceases to be a member of the Centre, or

(h) fails to pay all arrears of subscription due by him/her within fourteen days after he/she has received a notice in writing signed by the public officer stating that he/she has ceased to be a financial member of the Centre.

Meetings of the Centre and of sub-committees

28.

(1) The committee shall meet at least once in each month at such times as the committee may determine, (or at such further time as the committee in its discretion may determine, however committee meetings may not be deferred for more than three months).

(2) Committee meetings of the committee may be convened by the President or Vice

President, or any members nominated by the committee.

(3) Any five members of the committee constitute a quorum for the transaction of the business of a meeting of the committee.

(4) No business shall be transacted unless a quorum is present and if within half an hour of the time appointed for the meeting a quorum is not present, the meeting shall stand adjourned till the same place and at the same hour of the same day in the following week unless the meeting was a special general meeting, in which case it lapses.

(5) At meetings of the committee the President or one of members of the committee as may be elected by the members present shall preside.

(6) Questions arising at meeting of the committee or of any sub-committee appointed by the committee shall be determined on a show of hands or, if demanded by a member, by a poll taken in such manner as the person presiding at the meeting may determine.

(7) Each member present at a meeting of the committee or of any sub-committee appointed by the committee (including the person presiding at the meeting) is entitled to one vote and, in the event of any equality of votes on any question; the person presiding may exercise a second or casting vote.

(8) Notice of an upcoming meeting to be decided at the close of the previous meeting and to be minuted. The minutes of a general meeting will be provided to all committee members. The agenda for an upcoming meeting will be provided to all committee members prior to the scheduled meeting. Life Members can receive minutes and agendas upon request.

Disclosure of Interest in Contracts

29.

(1) A member of the Committee who is interested in any contract or arrangement made or proposed to be made with the Centre shall disclose their interest at the first meeting of the Committee at which the contract or arrangement is first taken into consideration if their interests then exist, or in any other case, at the first meeting of the committee after the acquisition of their interest.

(2) If the member of the committee becomes interested in a contract or arrangement after it is made or entered into, he/she shall disclose their interest at the first meeting of the committee after he/she becomes so interested.

(3) No member of the committee shall vote as the member of the committee in respect of any contract or arrangement in which he/she is interested and if he/she does so vote his vote shall not be counted.

Sub-Committees and Executive Committee

30.

(1) The committee may at any time appoint a sub-committee from the committee as it may think fit and shall prescribe the powers and functions thereof.

(2) The committee may co-opt as members of a sub-committee such persons as it thinks fit, whether or not those persons are members of the Centre, but a person so co-opted is not entitled to vote.

(3) 50% of members personally present (being members entitled under these rules to vote thereat) constitute a quorum for the transaction of the business of the sub-committee.

(4) The President of the Centre or presiding officer of the sub-committee is responsible for calling meeting of a sub-committee.

(5) Notice of each sub-committee shall be served on each member of the sub-committee at a reasonable time before the meeting by post or other deemed methods of communication.

(6) The President, Vice President the Treasurer, the Secretary and the Registrar constitute an executive committee, which may issue instructions to the committee members and the servants of the Centre in matters of urgency connected with the management of the affairs of the Centre during the intervals between meeting of the committee, and where any such instructions are issued shall report thereon to the next meeting of the committee.

Financial Year

31.

The financial year of the Centre is the period beginning on the first day of April in each year and ending on the thirty-first day of March next following.

By Laws

32.

(1) The committee of management may by majority of those present make rules not inconsistent with nor repugnant to the spirit of the objects and purposes of the Centre.

(2) (a) The Secretary of the Centre shall keep at the registered office of the Centre (available for inspection of any member of the Centre at all reasonable times) an official Rule Book comprising all the Rules made hereunder; and

(b) As soon as may be after any amendment, alteration or repeal of, or addition to, any article or rule the Secretary of the Centre shall cause a true printed or type-written copy of the full text hereof to be inserted and thereafter included and maintained in the Official Rule Book together with a note as to the date of the relevant resolution.

Notices

33.

A notice may be served by or on behalf of the Centre upon any member either personally or by sending it through the post in a pre-paid letter addressed to the member at his usual or last known place of abode or by other deemed methods of communications.

Expulsion of Members

34.

(1) Subject to this rule, the committee may expel a member from the Centre if, in the opinion of the committee the member has been guilty of conduct detrimental to the interests of the Centre.

(2) The expulsion of a member pursuant to sub-rule (1) of this rule does not take effect:

(a) until the expiration of fourteen days after the service on the member of a written notice under sub-rule (3) of this rule; or

(b) if the member exercises their right of appeal under this rule, until the conclusion of the special general meeting convened to hear the appeal whichever is the later date.

(3) Where the committee expels a member from the Centre, the public officer of the Centre shall, without undue delay, cause to be served on the member a notice in writing:

(a) stating that the committee has expelled the member;

(b) specifying the grounds for the expulsion; and

(c) informing the member in writing that he/she so desires he/she may, within fourteen days after the service of the written notice of him/her, appeal against the expulsion as provided in this rule.

(4) A member on whom a written notice under sub-rule (3) of this rule is served may appeal against the expulsion to a special general meeting by delivering or sending by post to the public officer of the Centre, within fourteen days after the service of that written notice, a requisition in writing demanding the convening of such a meeting for the purpose of hearing their appeal.

(5) Upon receipt of a requisition under sub-rule (4) of this rule, the public officer shall forthwith notify the committee of its receipt and the committee shall thereupon cause a special general meeting of members to be held within thirty-one days after the date on which the requisition is received by the public officer.

(6) At a special general meeting convened for the purpose of this rule:

(a) no business other than the question of the expulsion shall be transacted;

(b) the committee may place before the meeting details of the grounds of the expulsion and the committee's reasons for the expulsion;

(c) the expelled member shall be given an opportunity to be heard; and

(d) the members present shall vote by secret ballot on the question of whether the expulsion should be lifted or confirmed.

(7) If at the special general meeting a majority of the members present vote in favour of the lifting of the expulsion, the expulsion shall be deemed to have been lifted and the expelled member is entitled to continue their membership of the Centre.

(8) If at the special general meeting a majority of the members present vote in favour of the confirmation of the expulsion, the expulsion takes effect immediately, and the expelled member ceases to be a member of the Centre.

Disputes

35.

(1) Subject to this rule, a dispute between a member of the Centre, in their capacity as a member, and the Centre shall be determined by arbitration in accordance with the provisions of the *Arbitration Act 1892*.

(2) Nothing in this rule affects the operation or effect of rule.

Insurance

36.

The committee of the Centre shall arrange suitable insurance cover for all equipment which is the property of the Centre and any property on loan to the Centre including public risk insurance which is deemed by the committee to be necessary.

Seal of the Centre

37.

(1) The seal of the centre shall be in the form of a rubber stamp inscribed with the name of the Centre encircling the word "seal".

(2) The seal of the Centre shall not be affixed to any instrument except by the authority of the committee, and the affixing shall be attested by the signatures of either of any two of the officers of the Centre and that attestation is sufficient for all purposes that the seal was affixed by authority the Centre.

(3) The seal shall remain in the custody of the public officer.