

RULES
OF THE
PARRAMATTA
DISTRICT
CRICKET
ASSOCIATION
INCORPORATED

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PART 1 PRELIMINARY

1. Interpretation

1.1 In these rules, except in so far as the context or subject matter otherwise indicates or requires –

”the Association” means the “Parramatta District Cricket Association Incorporated”;

”Executive Officer” means the person holding office under these rules as Executive Officer of the Association, or where no such person holds that office, the public officer of the Association;

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

”the Act” means the Association Incorporation Act, 1984;

”the Regulation” means the Associations Incorporation Regulation, 1985;

”playing conditions” means the conditions applying to the conduct of the Association’s Cricket competitions.

1.2 In these rules –

1.2.1 a reference to a function includes a reference to a power, authority and duty; and

1.2.2 a reference to the exercise of a function includes, where the function includes, where the function is a duty, a reference to the performance of the duty.

1.3 The provisions of the Interpretation Act, 1987, apply to and in respect of these rules in the same manner as those provisions would so apply if these rules were an instrument made under the Act.

2 Objects

The objects of the Association shall be -

2.1 the management and promotion of the game of cricket;

2.2 to arrange and manage cricket competitions between affiliated clubs and teams in accordance with the rules of the Association, the playing conditions and the prevailing rules and conditions of cricket and its governing bodies;

2.3 to adjudicate on all disputes and differences of cricket that may arise during the conduct of such competitions ; and

2.4 to affiliate with and where appropriate appoint delegates to appropriate governing bodies of cricket.

PART 2
MEMBERSHIP

3 Membership of the Association

3.1 Categories of Membership:

- 3.1.1 Board Members
- 3.1.2 Delegate Members
- 3.1.3 Life Members

4 BOARD MEMBERS

- 4.1 Are the members of the Board elected in accordance with Rule 20 or appointed from time to time in accordance with Rule 25.
- 4.2 A Member appointed by the Parramatta District Cricket Umpires Association.
- 4.3 The Executive Officer appointed by the Board.
- 4.4 The Financial Officer appointed by the Board.

5 DELEGATE MEMBERS

- 5.1 Two representatives from each Affiliated Club.
- 5.2 Two representatives of the Parramatta District Cricket Umpires Association.
- 5.3 One representative of Parramatta District Cricket Club.

6 LIFE MEMBERS

- 6.1 A person who has been elected a Life Member of the Association in accordance with Rule 10.

7. Cessation of Membership

A person ceases to be a member of the Association if the person –

- 7.1 Dies;
- 7.2 Is expelled from the Association;
- 7.3 Resigns that membership;
- 7.4 Fails to pay any due fees as set out in the playing conditions.

8. Membership Entitlements not Transferable

A right, privilege or obligation which a person has by reason of being a member of the Association -

- 8.1 Is not capable of being transferred or transmitted to another person; and
- 8.2 Is terminated upon cessation of the person's membership.

9. Resignation of Membership

- 9.1 A member of the Association may resign from membership of the Association by giving notice in writing to the Executive Officer on receipt of which the member ceases to be a member.
- 9.2 Where a member of the Association ceases to be a member for any reason, the secretary shall cause an appropriate entry to be effected in the register of members.

10 Life Members

- 10.1 The Association may at an Annual Meeting elect Life Members providing that the person's nomination is recommended by the Board.
- 10.2 Life Members may take part in any General Meeting of the Association and vote on any matter brought forward.

11 Register of Members

- 11.1 The Executive Officer shall establish and maintain a register of current members, including the name and address of each member, of the Association.
- 11.2 The register of members shall be open to inspection at any reasonable hour, free of charge, by any member of the Association upon request to the Executive Officer at the Association Office.

12 Affiliated Clubs

- 12.1 The Association will recognise cricket clubs formed to enter teams in the competition conducted by the Association as affiliated clubs.
- 12.2 Such affiliated clubs shall nominate one member to act as secretary and all dealings with the Association shall be between the Executive Officer and the secretary of the affiliated club.
- 12.3 An affiliated club may apply to enter one or more teams in competitions conducted by the Association provided that such teams conform with the playing conditions.
- 12.4 The name adopted by an affiliated club shall be subject to approval by the Board.
- 12.5 The responsibility for payment for any and all fees and charges due to the Association by the affiliated club in respect to the playing conditions of competitions conducted by the Association shall be the responsibility of each member of the affiliated club in a proportionate amount of the total of amounts due.

13 Associate Organisations.

- 13.1 The Board shall determine the conditions for the admission of an organisation as an Associate of the Association.

14. Fees and Subscriptions

- 14.1 Team affiliation, late registration and insurance fees, where applicable, must accompany the relevant registration form.
- 14.2 Other fees and charges e.g. umpire's fees, fines in respect to the playing conditions of competitions conducted by the Association shall be set by the members at a General Meeting.

15 Member's Liabilities

- 15.1 A Member's liability to contribute to the Association's debts and liabilities or the expenses of winding up the Association is limited to \$1.

16 Disciplining of Members, Affiliated Clubs and Registered Players

- 16.1 Where the Board is of the opinion that a member of the Association or an Affiliated Club or a Registered Player or a Member of an Affiliated Club or an Associate of the Association has or have -

- 16.1.1 refused or neglected to comply with a provision or provisions of these rules; or
- 16.1.2 persistently or wilfully acted in a manner prejudicial to the interests of the Association; or
- 16.1.3 refused or neglected to comply with the playing conditions of the Association's competitions or the Association's Code of Conduct, Racial and Religious Vilification Code, MCC Spirit of Cricket and any other relevant codes which may apply.

the Board may, by resolution -

- 16.1.4 expel the member, person or organisation referred to in 16.1 above from the Association; or
- 16.1.5 suspend the member, person or organisation referred to in 16.1 above from the Association; or
- 16.1.6 fine the member, person or organisation referred to in 16.1 above, an amount as determined by the Board; or
- 16.1.7 impose any other penalty it may deem appropriate; and
- 16.1.8 advise any appropriate governing body or bodies of its actions.

- 16.2 Where the Board requires further information before taking action as set out in Rule 16.1 it may by resolution require the Executive Officer, as soon as practicable to cause a notice in writing to be served on a member or members or secretary of the affiliated club -

- 16.2.1 stating that the member or members are required to appear before the Board or a duly appointed Committee at a meeting to be held not earlier than five (5) days after service of the notice although in exceptional circumstances the period of five (5) days notice may be waived by the Board;

- 16.2.2 setting out the purpose of the hearing;
- 16.2.3 stating the date, place and time of that meeting;
- 16.2.4 informing the member, person or organisation referred to in Rule 16.1 that they may attend and speak at the meeting together with such other members as they feel are relevant to the matter.

16.3 The Board may by resolution suspend or expel any person or organisation who it is advised is in default to the New South Wales Districts Cricket Association, the New South Wales Cricket Association, their successors or to any club or association affiliated to such bodies.

16.4 Where the Board or Committee takes action under Rule 16 the Executive Officer shall within seven (7) days of that decision, inform the member(s) and/ or secretary of the affiliated club of the decision and confirm the decision in writing.

17 Right of Appeal of Disciplined Member, Person or Organisation

- 17.1 An appeal may be made to the Board against a resolution advised under Rule 16 by advising the Executive Officer to that effect within fourteen (14) days after notice of the resolution is served,
- 17.2 Upon receipt of a notice under Rule 17 the Board or Committee shall hear the appeal at the next practicable date and within twenty eight (28) days, whereupon the Board or Committee may confirm or amend the resolution.
- 17.3 In regard to a resolution passed in respect of Rule 17.2 an appeal may be made to the New South Wales Districts Cricket Association or its successor or another appropriate governing body by lodging with the Executive Officer a notice to that effect within fourteen (14) days after notice of the decision is served on the member the Executive Officer shall use his or her best endeavours to arrange such an appeal hearing.
- 17.4 The Board shall recognise and put into effect any resolution of the New South Wales Districts Cricket Association or other appropriate body on appeals made under Rule 17.
- 17.5 The Board may by resolution re-instate a member, person or organisation referred to in Rule 16 at any time.

PART 3
THE BOARD

18 Powers of Board

- 18.1 The Board of the Association, subject to the Act, the Regulation and these rules and to any resolution passed by the Association in general meeting –
- 18.1.1 shall control and manage the affairs of the Association;
 - 18.1.2 has power to perform all such acts and do all such things as appear to the Board to be necessary or desirable for the proper management of the affairs of the Association and the conduct of its competitions;
 - 18.1.3 may organise and conduct such cricket competitions as appear to the Board to be necessary or desirable;
 - 18.1.4 shall set such fees and charges for the conduct and administration of its competitions as it deems necessary; and
 - 18.1.5 has power to accept or reject applications by clubs or teams to enter its competitions and to grade any club admitted to its competitions or any person wishing to take part in its competitions.

19 Constitution and Membership

- 19.1 Subject in the case of the first members of the Board to section 21 of the Act, the Board shall consist of -
- 19.1.1 the Chairman who shall be deemed to be President of the Association;
 - 19.1.2 the Deputy Chairman;
 - 19.1.3 the Financial Officer;
 - 19.1.4 five other elected persons,
 - 19.1.5 the Executive Officer,
 - 19.1.6 a representative of the Parramatta District Cricket Umpires Association,
- 19.2 Each Board Member shall, subject to these rules, hold office until the conclusion of the annual general meeting following the date of the member's election, and is eligible for re-election.
- 19.3 In the event of a casual vacancy occurring in the membership of the Board, the Board may appoint a person to fill the vacancy, subject to these rules.

20 Election of the Board

The members of the Association at the Annual General Meeting, or adjournment thereof, shall elect seven Board Members comprising the Chairman, Deputy Chairman and five other Directors.

- 20.1 Nominations of candidates for election as Board Members of the Association

- 20.1.1 shall be made in writing on the approved nomination form;
and
- 20.1.2 shall be delivered to the Executive Officer of the Association not later than 30 days prior to the Annual General Meeting.
- 20.2 If insufficient nominations are received to fill all positions, the candidates nominated shall be deemed to be elected and further nominations shall be received at the annual general meeting.
- 20.3 If insufficient further nominations are received, any vacant positions remaining shall be deemed to be casual vacancies.
- 20.4 If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated shall be deemed to be elected.
- 20.5 If the number of nominations received exceeds the number of vacancies to be filled, a ballot shall be held.
- 20.6 The ballot for the election of Board Members shall be conducted at the annual general meeting in such usual and proper manner as the Board may direct.
- 20.7 A nomination of a candidate for election under this clause is not valid if that candidate has been elected to another office at the same election.

21. Chairman

- 21.1 The Chairman shall preside at all General Meetings and meetings of the Board.

22. Deputy Chairman

- 22.1 The Deputy Chairman deputises for the Chairman in his absence and assumes other duties from time to time as directed by the Chairman.

23. Executive Officer

- 23.1 The Board shall appoint an Executive Officer on such reasonable terms and conditions as may be determined by the Board from time to time provided that the term of such appointment shall not exceed three years, however, the appointee shall be eligible for reappointment at the conclusion of any such term.
- 23.2 The Executive Officer of the Association shall, as soon as practicable after being appointed as Executive Officer, lodge notice with the Association of his address.
- 23.3 It is the duty of the Executive Officer to handle and deal with all correspondence and contact with members of the Association, suppliers to the Association and all other persons and organisations with whom the Association may deal from time to time.
- 23.4 The Executive Officer shall have the power to deal with any matters of urgency occurring between dates set down for meetings of the Board. Any matters dealt with under this rule must be reported to the following Board meeting.

24 Financial Officer

The Board shall appoint a Financial Officer on such reasonable terms and conditions as may be determined by the Board from time to time provided that the term of such appointment shall not exceed three years, however, the appointee shall be eligible for reappointment at the conclusion of any such term.

24.

24.1 It is the duty of the Financial Officer to –

- 24.1.1 ensure that correct books and accounts are kept showing the financial affairs of the Association including full details of all receipts and expenditure connected with the activities of the Association. Major or unusual expenditure shall be authorised in advance by the Board or a General Meeting.
- 24.1.2 ensure all monies due to the Association are collected and received and that all payments authorised by the Association are made,
- 24.1.3 provide a financial report to the Board at intervals as determined by the Board.

25. Casual Vacancies

25.1 For the purpose of these rules, a casual vacancy occurs if the member –

- 25.1.1 dies;
- 25.1.2 ceases to be a member of the Association;
- 25.1.3 becomes an insolvent under administration within the meaning of the Corporations Act;
- 25.1.4 resigns office by notice in writing given to the secretary;
- 25.1.5 is removed from office under Rule 26;
- 25.1.6 becomes of unsound mind or a person whose person or estate is liable to be dealt with in any way under the law relating to mental health; or
- 25.1.7 is absent without the consent of the Board from three consecutive meetings;
- 25.1.8 if insufficient nominations are received at a General Meeting any vacant positions shall be deemed to be casual vacancies.

26. Removal of Member

- 26.1 The Association in general meeting may by resolution remove any member from the Board before the expiration of the member's term of office and may by resolution appoint another person to hold office until the expiration of the term of office of the member so removed.
- 26.2 Where a member of the Board to whom a proposed resolution referred to in Rule 26.1 relates makes representation in writing to the Chairman, or Executive Officer, the member is entitled to require that the representations be read out at the meeting at which the resolution is considered.

27. Meetings and Quorum

- 27.1 The Board shall meet at least eight (8) times in each period of twelve (12) months at such intervals as the Board may determine.
- 27.2 Additional meetings of the Board may be convened by the Chairman or by a majority of the Board Members.
- 27.3 Notice of a meeting of the Board shall be given at the previous meeting or by such other means as the Board may decide upon.
- 27.4 Any six (6) members of the Board constitute a quorum for the transaction of the business of a meeting of the Board.
- 27.5 No business shall be transacted by the Board unless a quorum is present and if within half an hour of the time appointed from the meeting of a quorum is not present the meeting stands adjourned to another date as determined by the Chairman of the Meeting.
- 27.6 If at the adjourned meeting a quorum is not present within half an hour of the time appointed for the meeting, the meeting shall be dissolved.
- 27.7 At a meeting on the date –
 - 27.7.1 the Chairman shall preside; or
 - 27.7.2 in his absence the Deputy-Chairman shall preside; or
 - 27.7.3 in the absence of the Chairman and Deputy-Chairman one of the remaining members of the Board may be chosen to preside.

28. Delegation by the Board to Committees

- 28.1 The Board may, by resolution, delegate to one or more Committees (consisting of such person(s) as the Board deems appropriate) the exercise of such of the functions of the Board as are specified in the resolution, other than –
 - 28.1.1 this power of delegation; and
 - 28.1.2 a function which is a duty imposed on the Board by the Act or by any other law.
- 28.2 The Board shall call for nominations for the Competition Committee, Judiciary Committee and Representative Committee and may call for nominations for any other Committee it deems appropriate.
- 28.3 A function the exercise of which has been delegated to a Committee under this rule may, while the delegation remains unrevoked, to be exercised from time to time by the Committee in accordance with the terms of the delegation.
- 28.4 A delegation under this section may be made subject to such conditions or limitations as to the exercise of any function the subject thereof, or as to time or circumstances, as may be specified in the resolution.
- 28.5 A member of the Board shall be appointed as an Ex-Officio Member of any Committee.
- 28.6 Notwithstanding any delegation under this rule, the Board may continue to exercise any function delegated.

- 28.7 Any act or thing done or suffered by a Committee acting in exercise of a delegation under this rule has the same force and effect as it would have if it had been done or made by the Board.
- 28.8 The Board may, by resolution, revoke wholly or in part any delegation under this rule.
- 28.9 A Committee may meet and adjourn as it thinks proper.
- 28.10 A quorum for any Committee Meeting shall be fifty percent plus one of the appointed members.

29. Voting and Decisions

- 29.1 Questions arising at a meeting of the Board or of any Committee shall be determined by a majority of the votes of members of the Board or Committee present at the meeting.
- 29.2 Each member present at a meeting of the Board or of any Committee appointed by the Board (including the person presiding at the meeting) is entitled to one vote but, in the event of an equality of votes on any question, the person presiding may exercise a second or casting vote.
- 29.3 Subject to Rule 27.5, the Board may act notwithstanding any vacancy on the Board.
- 29.4 Any act or thing done or made, or purporting to have been done or made, by the Board or by a Committee appointed by the Board, is valid and effectual notwithstanding any defect that may afterwards be discovered in the appointment or qualification of any member of the Board or Committee.

PART 4
GENERAL MEETINGS

30. Annual General Meetings – holding of

- 30.1 With the exception of the first annual general meeting of the Association, the Association shall, at least once in each calendar year and within the period of six (6) months after the expiration of each financial year of the Association, convene an annual general meeting of its members.
- 30.2 The Association shall hold its first annual general meeting –
 - 30.2.1 within the period of eighteen (18) months after its incorporation under the Act; and
 - 30.2.2 within the period of two (2) months after the expiration of the first financial year of the Association.
- 30.3 Rules 30.1 and 30.2 have effect subject to any extension or permission granted by the Commission under Section 26 (3) of the Act.

31. Annual General Meetings – calling of and business at

- 31.1 The annual general meeting of the Association shall, subject to the Act and to Rule 30, be convened on such date and at such place and time as the Board resolves.
- 31.2 In addition to any other business which may be transacted at an annual general meeting, the business of an annual general meeting shall be –
 - 31.2.1 to confirm the minutes of the last preceding annual general meeting and of any special general meeting held since that meeting;
 - 31.2.2 to receive from the Board reports from the activities of the Association during the last preceding financial year;
 - 31.2.3 to elect the Board of the Association;
 - 31.2.4 to receive and consider a statement from the Board which is not misleading and gives a true and fair view for the last financial year of the Association's –
 - 31.2.4.1 income and expenditure;
 - 31.2.4.2 assets and liabilities
 - 31.2.4.3 mortgages, charges and other securities; and
 - 31.2.4.4 trust properties.
 - 31.2.5 to consider:-
 - 31.2.5.1 alterations and amendments to the playing conditions of the Association's competitions.
 - 31.2.5.2 recommend to the Board any action which the Board may at its discretion consider in respect to the conduct of the Association's competitions.
 - 31.2.5.3 competition playing dates;
 - 31.2.5.4 affiliation and Umpires fees;

31.2.5.5 any competition rule changes which have been duly notified;

31.2.5.6 any other matter relevant to the conduct of the Association's competitions.

31.3 Notwithstanding these rules, no amendments or alterations to the playing conditions shall be made which –

31.3.1 contravene or potentially contravene any laws, rules, conditions or conventions of the game of cricket;

31.3.2 contravene or potentially contravene any rules or conditions established by the New South Wales Districts Cricket Association, the New South Wales Cricket Association, their successors or other appropriate governing bodies;

31.3.3 contravene or potentially contravene any laws, by-laws, rules or conditions of any council, body or person from whom the Association obtains the use of the playing grounds; or

31.3.4 is for any reason impractical or unreasonable in respect to the competitions conducted by the Association.

31.4 An annual general meeting shall be specified as such in the notice convening it.

32. Special General Meetings – calling of

32.1 The Board may, whenever it deems necessary, convene a special general meeting of the Association.

32.2 The Board shall, on the requisition in writing of not less than 50 per cent of the total number of affiliated clubs, convene a special general meeting of the Association.

32.3 A requisition of affiliated clubs for a special general meeting –

32.3.1 shall state the purpose or purposes of the meeting;

32.3.2 shall be signed on behalf of the clubs making the requisitions;

32.3.3 shall be lodged with the Executive Officer; and

32.3.4 may consist of several documents in the similar form, each signed by one or more of the affiliated clubs making the requisition.

32.4 If the Board fails to convene a special general meeting to be held within one (1) month after the date on which a requisition for the meeting is lodged with the Executive Officer, any one or more of the affiliated clubs which made the requisition may convene a special general meeting to be held no later than three (3) months after that date.

32.5 A special general meeting convened by affiliated clubs as referred to in Rule 32 shall be convened as nearly as is practicable in the same manner as the general meetings are convened by the Board.

33. Notice

33.1 Except when the nature of the business proposed to be dealt with at a general meeting requires a special resolution of the Association, the

Executive Officer shall, at least fourteen (14) days before the date fixed for the holding of the general meeting, cause to be sent to each affiliated club, Board member and Life member a notice specifying the place, date and time of the meeting and the nature of the business proposed to be transacted at the meeting.

- 33.2 When the nature of the business proposed to be dealt with at a general meeting requires a special resolution of the Association, the Executive Officer shall, at least twenty one (21) days before the date fixed for the holding of the general meeting, cause notice to be sent to each affiliated club, Board member and Life member in manner provided in Rule 33.1, specifying, in addition to the matter required under Rule 33.1, the intention to propose the resolution as a special resolution.
- 33.3 No business other than that specified in the notice convening a general meeting shall be transacted at the meeting except, in the case of an annual general meeting, business which may be transacted pursuant to Rule 31.2.
- 33.4 A member or affiliated club desiring to bring any business before a general meeting may give notice in writing of that business to the Executive Officer who shall include that business in the next notice calling a general meeting given after receipt of the notice.

34. Procedure

- 34.1 No item of business shall be transacted at a general meeting unless a quorum of members entitled under the rules to vote is present during the time the meeting is considered that item.
- 34.2 Twenty five (25) members present in person (being members entitled under these rules to vote at a general meeting) constitute a quorum for the transaction of the business of a general meeting.
- 34.3 If within half an hour after the appointed time for the commencement of a general meeting a quorum is not present, the meeting if convened upon the requisition of affiliated clubs shall be dissolved and in any other case shall stand adjourned to the same day in the following week at the time and (unless another place is specified at the time of the adjournment by the person presiding at the meeting) at the same place.
- 34.4 If at the adjourned meeting a quorum is not present within half an hour after the time appointed for the commencement of the meeting, the members present (being not less than ten) shall constitute a quorum.

35. Presiding Member

- 35.1 The Chairman shall preside at each general meeting of the Association.
- 35.2 In his absence the Deputy Chairman shall preside;
- 35.3 If the Chairman and Deputy Chairman are both absent from a general meeting or unwilling to act, the members present shall elect one of their number to preside as chairman at the meeting.

36. Adjournment

- 36.1 The chairman at a general meeting at which a quorum is present may, with the consent of the majority of members present at the meeting, adjourn the meeting from time to time and place to place, but no business shall be

transacted at an adjourned meeting other than the business left unfinished at the meeting at which the adjournment took place.

- 36.2 Where a general meeting is adjourned for fourteen (14) days or more, the Executive Officer shall give written or oral notice for the adjourned meeting to each affiliated club, Board member and Life member, stating the place, date and time of the meeting and the nature of the business to be transacted at the meeting.
- 36.3 Except as provided in Rules 26.1 and 36.2, notice of an adjournment of a general meeting or of the business to be transacted at an adjourned meeting is not required to be given.

37. Making of Decisions

- 37.1 A question arising at a general meeting of the Association shall be determined on a show of hands and, unless before or on the declaration of the show of hands a poll is demanded, a declaration by the chairman that a resolution has, on a show of hands, been carried or carried unanimously or carried by a particular majority or lost, or an entry to that effect in the minute book of the Association, is evidence of the fact without proof of the number or proportion of the votes recorded in favour of or against that resolution.
- 37.2 At a general meeting of the Association, a poll may be demanded by the chairman or by not less than three (3) members present in person at the meeting.
- 37.3 Where a poll is demanded at a general meeting, the poll shall be taken –
- 37.3.1 immediately in the case of a poll which related to the election of the chairman of the meeting or to the question of adjournment; or
 - 37.3.2 in any other case, in such manner and at time before the close of the meeting as the chairman directs.

and the resolution of the poll on the matter shall be deemed to be the resolution of the meeting on that matter.

38. Special Resolution

- 38.1 A resolution of the Association is a special resolution if –
- 38.1.1 it is passed by a majority which comprises not less than two thirds of such members of the Association as, being entitled under these rules to do so, vote in person at a general meeting of which not less than twenty one (21) days written notice specifying the intention to propose the resolution as a special resolution was given in accordance with these rules; or
 - 38.1.2 where it is made to appear to the Commission that it is not possible or practicable for the resolution to be passed in the manner specified in Rule 38.1.1 – the resolution is passed in a manner specified by the Commission.
- 38.2 A special resolution must be passed by a general meeting of the Association to effect the following changes:
- 38.2.1 a change of the Association's name; or
 - 38.2.2 a change of the Rules of the Association; or

- 38.2.3 a change of the Objects of the Association; or
- 38.2.4 amalgamation with another incorporated association; or
- 38.2.5 to voluntarily wind up the Association and distribute its property;
or
- 38.2.6 to apply for registration as a company or a co-operative.

39. Voting

- 39.1 Upon any question arising at a general meeting of the Association a member has one vote only.
- 39.2 All votes shall be given personally and there shall be no voting by proxy.
- 39.3 In the case of an equality of votes on a question at a general meeting, the chairman of the meeting is entitled to exercise a second or casting vote.

PART 5
MISCELLANEOUS

40. Insurance

- 40.1 The Association shall effect and maintain insurance pursuant to section 44 of the Act.
- 40.2 In addition to the insurance required under Rule 47, the Association may effect and maintain other insurance.

41. Funds - source

- 41.1 The funds of the Association shall be derived from affiliation fees, other fees and charges in respect of the Association's competitions and, subject to any resolution passed by the Association in general meeting, such other sources as the committee determines.
- 41.2 All money received by the Association shall be deposited as soon as practicable and without deduction to the credit of the Association's bank or building society account.

42. Funds - management

- 42.1 Subject to any resolution passed by the Association in general meeting, the funds of the Association shall be used in pursuance of the objects of the Association in such manner as the committee determines.
- 42.2 All cheques, drafts, bills of exchange, electronic payments and other negotiable instruments shall be approved/signed by any two (2) members of the Board being members authorised so to do.

43. Alteration of Objects and Rules

- 43.1 The statement of objects and these rules may be altered rescinded or added to only by a special resolution of the Association.

44. Common Seal

- 44.1 The common seal of the Association shall be kept in the custody of the public officer.
- 44.2 The common seal shall not be affixed to any instrument except by the authority of the Board and the affixing of the common seal shall be attested by the signatures of two (2) members of the Board.

45. Custody of Books, etc.

- 45.1 Except as otherwise provided by these rules, the public officer shall keep in his or her custody or under his or her control all records, books and other documents relating to the Association.

46. Inspection of Books, etc.

- 46.1 Except as otherwise provided by these rules, the records, books and other documents of the Association shall be open to inspection, free of charge, by a member of the Association at any reasonable hour.

47. Service of Notices

47.1 For the purpose of these rules, a notice may be served by or on behalf of the Association upon any member either personally, electronically or by post either to the member at the member's address shown in the register of members or to the secretary of an affiliated club of which the member is also a member.

47.2 Where a document is sent to a person by properly addressing, prepaying and posting to the person a letter containing the document, the document shall, unless the contrary is proved, be deemed for the purposes of these rules to have been served on the person at the time at which the letter would have been delivered in the ordinary course of post.

48. Income and Property

48.1 The income and property of the Association shall be used only for promotion of the objects of the Association.