

# The objects and rules of The Canberra Region Amateur Radio Club Incorporated

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As amended 26 November 1973,

As amended 25 November 1974,

As amended 26 March 1984,

As amended 22 February 1993,

As amended 22 November 2004 to change name to Canberra Region Amateur Radio Club

As amended 28th February 2018 to comply with the 19th June 2013 model Rules (R10)

As amended by special resolution at Annual General Meeting 22 February 2023

The objects and rules of  
The Canberra Region Amateur Radio Club Incorporated  
**PRELIMINARY**

1. Name

The name of this Association is the Canberra Region Amateur Radio Club Incorporated, hereinafter called “the club”.

**OBJECTS**

The objects of the club shall include:

1. The promotion, encouragement and development of the hobby of amateur radio and electronics.
2. The provision of assistance and education for persons interested in the hobby of amateur radio and electronics.
3. The cooperation with other clubs or organisations to achieve these objects.
4. The provision of any other activities appropriate to these objects.
5. The purchase, take on lease or otherwise acquire any lands, buildings, easements, or property, real or personal, which may be requisite for the purposes of or, capable of being used for any of the objects of the club and from time to time to sell, exchange, mortgage, lease, dispose or otherwise part with the same or any part thereof upon such terms as the committee may think fit.
6. To accept subscriptions, donations and bequests, whether real or personal estate, for all or any of the objects of the club.
7. To do all such acts, deeds, matters and things and to enter into and make such agreements as may be incidental or conducive to the attainment of any or all of the objects of the club.

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## Part 1.1 Preliminary

### 1. Definitions for rules

(1) In these rules:

***financial year*** means the year ending on 31<sup>st</sup> December.

***member*** means a member, however described, of the club.

***ordinary committee member*** means a member of the committee who is not an office-bearer as defined in section 12.

***secretary*** means the person holding office under these rules as secretary of the club or, if no such person holds that office, the public officer of the club.

***public officer*** means the person appointed by the Committee to be the public officer of the Association in accordance with the Act.

***immediate past president*** means the person who held the Office of President immediately before the person who is elected to the office of President and who is invited by the annual general meeting to occupy the position of Immediate Past President;

***the Act*** means the *Associations Incorporation Act 1991*.

***the regulation*** means the *Associations Incorporation Regulation 1991*.

***general meeting*** means a general meeting of the members of the Club convened in accordance with part 1.4 and includes an annual general meeting, a special general meeting and a disciplinary appeal meeting;

***Social Meeting*** means any meeting of club members for social purposes where no formal club business is transacted;

***Notify*** means correspondence sent by email to each member at the email address the member has provided for contact, or by formal post to the member's postal address appearing in the register of members where an email address has not been provided

### 1A Application of Legislation Act 2001

(1) The Legislation Act 2001 applies to these rules in the same way as it would if they were an instrument made under the Act.

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## **Part 1.2 Membership**

### **2. Membership qualifications**

- (1) A person is qualified to be a member if that person—
  - (a) has applied in accordance with section 3; and
  - (b) has been approved for membership of the club by the committee of the club.
- (2) classes of membership
  - (a) The committee may create specific classes of membership, and determine their respective rights, privileges, obligations or qualifications, including the rates of their membership subscriptions, if any.
  - (b) The committee may provide that a membership class has a specified membership period.
  - (c) The committee may provide that at the end of a specified period, a membership of a specified class reverts to a membership of a different class.

### **3. Application for membership**

- (1) A written application for membership of the club must be lodged with the membership secretary of the club together, with the sum payable under these rules (as defined in section 7) as the entrance fee and the first year's annual subscription.
- (2) If the committee approves an electronic form for making an application, an application is taken to have been made in accordance with subsection (1) if:
  - (a) it is completed and submitted in accordance with the instructions on that form; and
  - (b) payment of the sum payable under these rules is successfully made in full in accordance with the provisions of section 31.
- (3) As soon as is practicable after receiving an application for membership, the secretary or membership secretary must refer the application to the committee which must decide whether to approve or to reject the application.
- (4) If the committee decides to approve an application for membership,
  - (a) The secretary or membership secretary must as soon as practicable after that decision notify the applicant of that approval.
  - (b) The secretary or membership secretary must enter the applicant's name in the register of members and on the name being so entered, the applicant becomes a member of the club.
  - (c) The date on which the member joins the club shall be the date of the committee meeting at which the member's application is approved, unless the committee decides on some other date after due consideration of the circumstances of the application.
- (5) If the committee decides not to approve an application for membership the secretary or membership secretary must as soon as practicable after that decision notify the applicant of that decision and arrange the refund of any fees received by the club to the applicant.

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**4. Membership entitlements not transferable**

- (1) A right, privilege or obligation that a person has because of being a member of the club —
- (a) cannot be transferred or transmitted to another person; and
  - (b) terminates on cessation of the person's membership.

**5. Cessation of membership**

- (1) A person ceases to be a member of the club if the person—
- (a) dies; or
  - (b) resigns from membership of the club; or
  - (c) is expelled from the club; or
  - (d) fails to renew membership of the club by payment of the annual subscription as defined in Section 7 or within a grace period of up to six months at the discretion of the committee
  - (e) A member is taken to have resigned if—
    - (i) the member's annual subscription is more than three months in arrears;
    - (ii) the Secretary or membership secretary has made a written request to the member to confirm that they wishes to remain a member; and
    - (iii) the member has not, within 3 months after receiving that request, confirmed in writing that he or she wishes to remain a member.
- (2) Where a person ceases to be a member by virtue of the provision in sub-rule (1)(d) above, and where the person within the grace period pays such membership subscription either in accordance with any instruction for the making of such payment as may be set out in the notice seeking such payment, or in any other manner as may be prescribed by the committee, then the person shall be deemed to have been a member continuously, with all the rights and liabilities incidental to membership having been restored as if the same had not been interrupted, except any right to cast a vote upon any resolution or in any election which had been put to the vote of members under these rules during the period for which that person had ceased to be a member.

**6. Resignation of membership**

- (1) A member is not entitled to resign from membership of the club except in accordance with this section.
- (2) A member who has paid all amounts payable by the member to the club may resign from membership of the club by first giving notice (of not less than 1 month or, if the committee has determined a shorter period, that shorter period) in writing to the secretary or membership secretary of the member's intention to resign and, at the end of the period of notice, the member ceases to be a member.
- (3) If a person ceases to be a member, the secretary or membership secretary must make an appropriate entry in the register of members recording the date the member ceased to be a member.

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**7. Fee, subscriptions etc**

- (1) The entrance fee to the club is \$0 or, if any other amount has been determined by resolution of the committee, the other amount.
- (2) The annual membership fee of the club is \$30 or, if any other amount has been determined by resolution of the committee, that other amount.
- (3) The annual membership fee is payable—
  - (a) for members who joined CRARC on or before 31 October 2022: 1 July of each calendar year; or
  - (b) for members who joined CRARC on or after 1 November 2022: on initial application and on each anniversary of their joining of the club per 3(4)(c), or some other date as the committee may decide upon
  - (c) for CRARC run Foundation Licence course attendees the first year of membership is free.
- (4) Annual membership fees can be paid in any manner approved by the committee under section 31 of these Rules.

**8. Members' liabilities**

- (1) The liability of a member to contribute towards the payment of the debts and liabilities of the club or the costs, charges and expenses of the winding up of the club is limited to the amount (if any) unpaid by the member in relation to membership of the club as required by section 7.

**9. Disciplining of members**

- (1) If the committee is of the opinion that a member—
  - (a) has persistently refused or neglected to comply with a provision of these rules; or
  - (b) has persistently and wilfully acted in a manner prejudicial to the interests of the club; the committee may, by resolution—
  - (c) expel the member from the club; or
  - (d) suspend the member from the rights and privileges of membership of the club that the committee may decide for a specified period.
- (2) A resolution of the committee under subsection (1) is of no effect unless the committee, at a meeting held not earlier than 14 days and not later than 28 days after service on the member of a notice under subsection (3), confirms the resolution in accordance with this section.
- (3) If the committee passes a resolution under subsection (1), the secretary must, as soon as practicable, serve an written notice on the member—
  - (a) setting out the resolution of the committee and the grounds on which it is based; and
  - (b) stating that the member may address the committee at a meeting to be held not earlier than 14 days and not later than 28 days after service of the notice; and
  - (c) stating the date, place and time of that meeting; and
  - (d) informing the member that the member may do either or both of the following:
    - (i) attend and speak at that meeting;



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- (ii) submit to the committee at or before the date of that meeting written representations relating to the resolution.
- (4) Subject to the Act, section 50, at a meeting of the committee mentioned in subsection (2), the committee must—
  - (a) give to the member mentioned in subsection (1) an opportunity to make oral representations; and
  - (b) give due consideration to any written representations submitted to the committee by that member at or before the meeting; and
  - (c) by resolution decide whether to confirm or to revoke the resolution of the committee made under subsection (1).
- (5) If the committee confirms a resolution under subsection (4), the secretary must, within 7 days after that confirmation, by written notice, sent by email to the member at the email address the member has provided for contact, or by formal post to the member's postal address appearing in the register of members where an email address has not been provided, inform the member of that confirmation and of the member's right of appeal under section 10.
- (6) A resolution confirmed by the committee under subsection (4) does not take effect—
  - (a) until the end of the period within which the member is entitled to appeal against the resolution if the member does not exercise the right of appeal within that period; or
  - (b) if within that period the member exercises the right of appeal—unless and until the club confirms the resolution in accordance with section 10 (4).

## **10. Right of appeal of disciplined member**

- (1) A member may appeal to the club in general meeting against a resolution of the committee that is confirmed under section 9 (4), within 7 days after notice of the resolution is served on the member, by lodging with the secretary a notice to that effect.
- (2) On receipt of a notice under subsection (1), the secretary must notify the committee which must call a general meeting of the club to be held within 21 days after the date when the secretary received the notice or as soon as possible after that date.
- (3) Subject to the Act, section 50, at a general meeting of the club called under subsection (2)—
  - (a) no business other than the question of the appeal may be transacted; and
  - (b) the committee and the member must be given the opportunity to make representations in relation to the appeal orally or in writing, or both; and
  - (c) the members present must vote by secret ballot on the question of whether the resolution made under section 9 (4) should be confirmed or revoked.
- (4) If the meeting passes a special resolution in favour of the confirmation of the resolution made under section 9 (4), that resolution is confirmed.

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## **Part 1.3 Committee**

### **11. Powers of committee**

- (1) The committee, subject to the Act, the regulation, these rules, and to any resolution passed by the club in general meeting—
  - (a) controls and manages the affairs of the club; and
  - (b) may exercise all functions that may be exercised by the club other than those functions that are required by these rules to be exercised by the club in general meeting; and
  - (c) has power to perform all acts and do all things that appear to the committee to be necessary or desirable for the proper management of the affairs of the club.

### **12. Constitution and membership**

- (1) The committee consists of—
  - (a) the office-bearers of the club; and
  - (b) 3 ordinary committee members; and each of whom must be elected under section 13 or appointed in accordance with subsection (4).
  - (c) the immediate past president (if this position is filled)
  - (d) a membership secretary (if this position is filled)
- (2) each of whom other than the Immediate Past President, shall be elected pursuant to section 13 or appointed in accordance with subsection (4).
- (3) The office-bearers of the association are—
  - (a) the president; and
  - (b) the vice-presidents (2); and
  - (c) the treasurer; and
  - (d) the secretary.
- (4) Each member of the committee holds office, subject to these rules, until the conclusion of the annual general meeting following the date of the member's election, but is eligible for re-election.
- (5) If there is a vacancy in the membership of the committee, the committee may appoint a member of the club to fill the vacancy and the member so appointed holds office, subject to these rules, until the conclusion of the next annual general meeting after the date of the appointment.

### **13. Election of committee members**

- (1) Nominations of candidates for election as office-bearers of the club or as ordinary committee members—

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- (a) must be made in writing on the approved form, signed by 2 members of the club and accompanied by the written consent of the candidate (which may be endorsed on the nomination form); and
  - (b) must be presented to the secretary of the club not less than 7 days before the date fixed for the annual general meeting at which the election is to take place.
- (2) If insufficient nominations are received to fill all vacancies on the committee, the candidates nominated are taken to be elected and further nominations may be received at the annual general meeting.
- (3) If insufficient further nominations are received, any vacant positions remaining on the committee are taken to be vacancies.
- (4) If the number of nominations received is equal to the number of vacancies to be filled, the people nominated are taken to be elected.
- (5) If the number of nominations received exceeds the number of vacancies to be filled, a ballot must be held.
- (6) The ballot for the election of office-bearers and ordinary committee members must be conducted at the annual general meeting in the way the committee may direct.
- (7) A person is not eligible to simultaneously hold more than 1 position on the committee.

#### **14. Secretary**

- (1) The secretary of the club must, as soon as practicable after being appointed as secretary, notify the club of his or her address.
- (2) The secretary must keep minutes of—
- (a) all elections and appointments of office-bearers and ordinary committee members; and
  - (b) the names of members of the committee present at a committee meeting or a general meeting; and
  - (c) all proceedings at committee meetings and general meetings.
- (3) Minutes of proceedings at a meeting must be signed by the person presiding at the meeting or by the person presiding at the next succeeding meeting.

#### **15. Treasurer**

- (1) The treasurer of the club must—
- (a) collect and receive all amounts owing to the club and make all payments authorised by the club; and
  - (b) keep correct accounts and books showing the financial affairs of the club with full details of all receipts and expenditure connected with the activities of the club.

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### **16. Vacancies**

- (1) For these rules, a vacancy in the committee happens if a member—
  - (a) dies; or
  - (b) ceases to be a member of the club; or
  - (c) resigns the office; or
  - (d) is removed from office under section 17 (Removal of committee members); or
  - (e) becomes bankrupt or personally insolvent; or
  - (f) has a medical condition preventing them from executing their duties on the committee; or
  - (g) is disqualified from office under the Act, section 63 (1); or
  - (h) is absent without the consent of the committee from all meetings of the committee held during a period of 6 months.

### **17. Removal of committee members**

- (1) The club in general meeting may by resolution, subject to the Act, section 50, remove any member of the committee from the office of member of the committee before the end of the member's term of office.

### **18. Committee meetings and quorum**

- (1) The committee must meet at least 3 times in each calendar year at the place and time that the committee may decide.
- (2) Additional meetings of the committee may be called by any member of the committee.
- (3) Oral or written notice of a meeting of the committee must be given by the secretary to each member of the committee at least 48 hours (or any other period that may be unanimously agreed on by the members of the committee) before the time appointed for the holding of the meeting.
- (4) Notice of a meeting given under subsection (3) must specify the general nature of the business to be transacted at the meeting and no business other than that business may be transacted at the meeting, except business that the committee members present at the meeting unanimously agree to treat as urgent business.
- (5) Use of technology
  - (a) A committee member who is not physically present at a committee meeting may participate in the meeting by the use of technology that allows that committee member and the committee members present at the meeting to clearly and simultaneously communicate with each other.
  - (b) For the purposes of this Part, a committee member participating in a committee meeting as permitted under subsection 18(1) is taken to be present at the meeting and, if the member votes at the meeting, is taken to have voted in person.

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- (6) Any 5 members of the committee constitute a quorum for the transaction of the business of a meeting of the committee.
- (7) No business may be transacted by the committee unless a quorum is present and, if within half an hour after the time appointed for the meeting a quorum is not present, the meeting stands adjourned to a future time and date determined by the attending members.
- (8) If at the adjourned meeting a quorum is not present within half an hour after the time appointed for the meeting, the meeting is dissolved.
- (9) At meetings of the committee—
  - (a) the president or, in the absence of the president, a vice-president presides; or
  - (b) if the president and vice-presidents are absent—one of the remaining members of the committee may be chosen by the members present to preside.

## **19. Delegation by committee to subcommittee**

- (1) The committee may, in writing, delegate to one or more subcommittees (consisting of the member or members of the club that the committee considers appropriate) the exercise of the functions of the committee that are specified in the instrument, other than—
  - (a) this power of delegation; and
  - (b) a function that is a function imposed on the committee by the Act, by any other Territory law, or by resolution of the club in general meeting.
- (2) A function, the exercise of which has been delegated to a subcommittee under this section may, while the delegation remains unrevoked, be exercised from time to time by the subcommittee in accordance with the terms of the delegation.
- (3) A delegation under this section may be made subject to any conditions or limitations about the exercise of any function, or about time or circumstances, that may be specified in the instrument of delegation.
- (4) Despite any delegation under this section, the committee may continue to exercise any function delegated.
- (5) Any act or thing done or suffered by a subcommittee acting in the exercise of a delegation under this section has the same force and effect as it would have if it had been done or suffered by the committee.
- (6) The committee may, in writing, revoke wholly or in part any delegation under this section.
- (7) A subcommittee may meet and adjourn as it considers appropriate.

## **20. Voting and decisions**

- (1) Questions arising at a meeting of the committee or of any subcommittee appointed by the committee are decided by a majority of the votes of members of the committee or subcommittee

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present at the meeting.

- (2) Each member present at a meeting of the committee or of any subcommittee appointed by the committee (including the person presiding at the meeting) is entitled to one vote but, if the votes on any question are equal, the person presiding may exercise a second or casting vote.

## **Part 1.4 General meetings**

### **21. Annual general meetings—holding of**

- (1) The club must hold its annual general meeting within five months after the end of the financial year of the association.

### **22. Annual general meetings—calling of and business at**

- (1) The annual general meeting of the club must, subject to the Act, be called on the date and at the place and time that the committee considers appropriate.
- (2) In addition to any other business that may be transacted at an annual general meeting, the business of an annual general meeting is—
  - (a) to confirm the minutes of the last annual general meeting and of any general meeting held since that meeting; and
  - (b) to receive from the committee reports on the activities of the club during the last financial year; and
  - (c) to elect members of the committee, including office-bearers; and
  - (d) to receive and consider the statement of accounts and the reports that are required to be submitted to members under the Act, section 73 (1).
- (3) An annual general meeting must be specified as such in the notice calling it in accordance with section 24 (Notice).
- (4) An annual general meeting must be conducted in accordance with the provisions of this part.

### **23. General meetings—calling of**

- (1) The committee may, whenever it considers appropriate, call a general meeting of the club.
- (2) The committee must, on the requisition in writing of not less than 10% of the total number of members, call a general meeting of the club.
- (3) A requisition of members for a general meeting—

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- (a) must state the purpose or purposes of the meeting; and
  - (b) must be signed by the members making the requisition; and
  - (c) must be lodged with the secretary; and
  - (d) may consist of several documents in a similar form, each signed by one or more of the members making the requisition.
- (4) If the committee fails to call a general meeting within one month after the date when a requisition of members for the meeting is lodged with the secretary, any one or more of the members who made the requisition may call a general meeting to be held not later than three months after that date.
- (5) A general meeting called by a member or members mentioned in subsection (4) must be called as nearly as is practicable in the same way as general meetings are called by the committee and any member who thereby incurs expense is entitled to be reimbursed by the club for any reasonable expense so incurred.

## **24. Notice**

- (1) Except if the nature of the business proposed to be dealt with at a general meeting requires a special resolution of the association, the secretary must, at least 14 days before the date fixed for the holding of the general meeting, notify members of the meeting, specifying the place, date and time of the meeting and the nature of the business proposed to be transacted at the meeting.
- (2) If the nature of the business proposed to be dealt with at a general meeting requires a special resolution of the club, the secretary must, at least 21 days before the date fixed for the holding of the general meeting, notify members, specifying, in addition to the matter required under subsection (1), the intention to propose the resolution as a special resolution.
- (3) No business other than that specified in the notice calling a general meeting may be transacted at the meeting except, for an annual general meeting, business that may be transacted under section 22 (2).
- (4) A member desiring to bring any business before a general meeting may give written notice of that business to the secretary who must include that business in the next notice calling a general meeting given after receipt of the notice from the member.

## **25. General meetings—procedure and quorum**

- (1) General meetings can be held face to face, on-line or a hybrid of both as determined by the committee.
- (2) When voting is required the on-line meeting platform shall support this capability.
- (3) No item of business may be transacted at a general meeting unless a quorum of members entitled under these rules to vote is present during the time the meeting is considering that item.

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- (4) Fifteen members present (who are entitled under these rules to vote at a general meeting) constitute a quorum for the transaction of the business of a general meeting.
- (5) If within 30 minutes after the appointed time for the start of a general meeting a quorum is not present, the meeting is dissolved.

## **26. Presiding member**

- (1) The president, or in the absence of the president, a vice-president, presides at each general meeting of the club.
- (2) If the president and vice-presidents are absent from a general meeting, the members present must elect one of their number to preside at the meeting.

## **27. Adjournment**

- (1) The person presiding 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 may be transacted at an adjourned meeting other than the business left unfinished at the meeting at which the adjournment took place.
- (2) If a general meeting is adjourned for 14 days or more, the secretary must notify members of the adjourned meeting, stating the place, date and time of the meeting and the nature of the business to be transacted at the meeting.
- (3) Except as provided in subsections (1) and (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.

## **28. Making of decisions**

- (1) A question arising at a general meeting of the club is to be decided 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 person presiding 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 club, is evidence of the fact without proof of the number or proportion of the votes recorded in favour of or against that resolution.
- (2) At a general meeting of the club, a poll may be demanded by the person presiding or by not less than three members present in person or by proxy at the meeting.
- (3) If the poll is demanded at a general meeting, the poll must be taken—
  - (a) immediately if the poll relates to the election of the person to preside at the meeting or to the question of an adjournment; or
  - (b) in any other case—in the way and at the time before the close of the meeting that the person presiding directs, and the resolution of the poll on the matter is taken to be the resolution of the meeting on that matter.



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**29. Voting**

- (1) Subject to subsection (3), on any question arising at a general meeting of the association a member has one vote only.
- (2) All votes must be given personally or by proxy but no member may hold more than five proxies.
- (3) If the votes on a question at a general meeting are equal, the person presiding is entitled to exercise a second or casting vote.
- (4) A member or proxy is not entitled to vote at any general meeting of the club unless all money due and payable by the member and proxy to the club has been paid.

**30. Appointment of proxies**

- (1) Each member is entitled to appoint another member as proxy by notifying the person presiding or the committee a minimum of 15 minutes prior to the posted commencement time of the meeting.
- (2) A notification appointing a proxy is of no effect unless the presiding member deems it to be valid.

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## **Part 1.5 Miscellaneous**

### **31. Funds—source**

- (1) The funds of the club must be derived from entrance fees and annual subscriptions of members, donations and, subject to any resolution passed by the club in general meeting and subject to the Act, section 114, any other sources that the committee decides.
- (2) All money received by the club must be deposited as soon as practicable and without deduction to the credit of the club's bank account.
- (3) The club must, as soon as practicable after receiving any money, issue an appropriate receipt.
- (4) Electronic transfers
  - (a) Where the committee approves the use of electronic funds transfer for making payment to the club for any purpose under these rules, payment is made in accordance with these rules if, and only if, the correct and full amount is transferred into the club's bank account as specified by the committee from time to time.
  - (b) Despite subsection (a), if a transferred amount, or part thereof, is subsequently disputed or reversed by a financial institution or third party payment service:
    - (i) that transfer is taken to have never occurred; and
    - (ii) the full amount - or if only a portion is disputed or reversed, that portion - is immediately payable; and
    - (iii) if the payment was for, or included, application and/or renewal of membership of the club, that membership is subject to section 5(1)(d).
  - (c) A membership affected under subsection (4)(b)(iii) may be reinstated on successful payment of the amount payable.
  - (d) To avoid doubt, an electronic transfer for the purposes of these rules includes the use of online credit card or payment processing service (whether provided by a bank or otherwise), direct credit and direct debit facilities, and similar facilities or services.

### **32. Funds—management**

- (1) Subject to any resolution passed by the club in general meeting, the funds of the club must be used for the objects of the club in the way that the committee decides.
- (2) All cheques, electronic funds transfers, drafts, bills of exchange, promissory notes and other negotiable instruments must be authorised by any two members of the committee or employees of the club, being members of the committee or employees authorised to do so by the committee.

### **33. Alteration of objects and rules**

- (1) Neither the objects of the club mentioned in the Act, section 29 nor these rules may be altered except in accordance with the Act.

The objects and rules of  
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**34. Common seal**

- (1) The common seal of the club must be kept in the custody of the secretary.
- (2) The common seal must not be attached to any instrument except by the authority of the committee and the attaching of the common seal must be attested by the signatures either of two members of the committee or of one member of the committee and of the secretary.

**35. Custody of books**

- (1) Subject to the Act, the regulation and these rules, the secretary must keep in his or her custody or under his or her control all records, books, and other documents relating to the club.

**36. Inspection of books**

- (1) The records, books and other documents of the club must be open to inspection at a place in the ACT, free of charge, by a member of the club at any reasonable hour.

**37. Service of notice**

- (1) For these rules, the club may serve a notice on a member either personally or by email to the member at the email address the member has provided for contact, or by post to the member's postal address appearing in the register of members where an email address has not been provided.
- (2) Where a document is sent to a person by the methods referred to in subsection (1), 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 email would have been delivered to the member's ISP, or letter would have been delivered in the ordinary course of post.

**38. Surplus property**

- (1) At a general meeting of the club, the club shall pass a special resolution nominating—
  - (a) another association for the Act, section 92 (1) (a); or
  - (b) a fund, authority or institution; for the purpose of section 92 (1) (b) of the Act in which it is to vest its surplus property in the event of the dissolution or winding up of the club.
- (2) An association nominated under subsection (1) (a) must fulfil the requirements specified in section 92 (2) of the Act.

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**Appendix 1**

(see s 30 (2))

**Form of appointment of proxy**

Form as approved and provided by the current committee.