

RPH Print Radio Tasmania Inc.

CONSTITUTION



PRINT · RADIO · TASMANIA · INC
turning print into sound

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1. Name of the Association

The name of the Association shall be **RPH Print Radio Tasmania Inc** (in these rules called “the Association”)

2. Interpretation

In these rules, unless the contrary intention appears –

“**General Meeting**” means a general meeting of members convened in accordance with rule 13;

“**Committee**” means the Committee of Management of the Association;

“**Committee Member**” means a member of the Committee for the time being.

“**Print Handicapped**” means people who, for whatever reason are unable to access the printed word – they may include:

Those who are vision impaired

People who have suffered a stroke

Paraplegics and Quadriplegics

People with Cerebral Palsy

The intellectually handicapped

People from non-English speaking backgrounds who may understand but not read English

3. Association’s Office

The office of the Association shall be at Hobart or such other place as the Committee may, from time to time. determine

4. Objects and Purposes of the Association

The objects of the Association are:-

- (a) to install and operate a radio station providing information to people who are print handicapped
- (b) to ascertain and meet the needs of people who are print handicapped
- (c) to encourage the participation of people who are print handicapped in its broadcast services.

5. Membership of the Association

- (1) A person who is nominated and approved for membership as provided in these rules is eligible to be a member of the Association on payment of the annual subscription prescribed in or fixed under, these rules.
 - (a) Volunteers may apply for membership of the Association after one (1) month, when they have given the position a fair trial and wish to continue
- (2) A person who is not a member of the Association at the time of the incorporation of the Association shall not be admitted to membership –
 - (a) unless he/she is nominated as provided in sub-rule (3) of this rule and
 - (b) his/her admission as a member is approved by the Committee.
- (3) A nomination of a person for membership of the Association
 - (a) shall be made in writing, signed by two members of the Association;
 - (b) shall be accompanied by the written consent of the person nominated (which may be endorsed on the form of nomination); and
 - (c) shall be lodged with the public officer of the Association.
- (4) As soon as is practicable after the receipt of a nomination, the public officer shall refer the nomination to the Committee.
- (5) Upon a nomination being approved by the Committee, the public officer shall, with as little delay as possible, notify the nominee, in writing, that he has been approved for membership of the Association and, upon receipt of the sum payable by or on behalf of the nominee as his first year's subscription, shall enter the nominee's name in a register of members to be kept by the public officer, whereupon the nominee becomes a member of the Association.
- (6) A member of the Association may, at any time, resign from the Association by delivering or sending by post to the public officer a written notice of resignation.
- (7) Upon receipt of a notice under sub-rule (6) of this rule, the public officer shall remove the name of the member by whom the notice was given from the register of members, whereupon that member ceases to be a member of the Association.

- (8) A right, privilege or obligation of a person by virtue of his membership of the Association –
- (a) is not capable of being transferred or transmitted to another person; and
 - (b) terminates upon the cessation of his membership, whether by death, resignation or otherwise.
- (9) In the event of the Association being wound up –
- (a) every member of the Association; and
 - (b) every person who, within the period of 12 months immediately preceding the commencement of the winding up, was a member of the Association; is liable to contribute to the assets of the Association for payment of the debts or liabilities of the Association 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 two dollars as may be required, but a former member is not liable so to contribute in respect of any debt or liability of the Association contracted after he ceased to be a member.
- (10) (a) subject to Section 32 of the Act the Association may be dissolved by a three quarter majority of members either present and voting or whose postal votes have been received at a General Meeting;
- (b) If upon the dissolution of the Association there remains any property or assets, the same shall not be distributed or paid to any member of the Association but shall be dispersed to such Association, groups and societies which have like objects and purposes to the Association in a manner decided upon by a majority of the Members at the General Meeting which passes the motion of dissolution and subject to Section 33 of the Act.

6. Income and Property of the Association

- (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 Association.
- (2) The Association shall not –
- (a) appoint a person who is a member of the Committee to any office in the gift of the Association 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 money's worth (other than the repayment of out-of-pocket expenses).
- (3) Nothing in the foregoing provision of this rule prevents the payment in good faith to a servant or member of the Association of–

- (a) remuneration in return for services actually rendered to the Association by the servant or member or for goods supplied to the Association by the Servant or member in the ordinary course of business;
- (b) interest at a rate not exceeding seven and one-quarter percent of monies lent to the Association by the servant or member; or
- (c) a reasonable and proper sum by way for the rent of premises let to the Association by the servant or member.

7. Accounts of Receipts and Expenditure.

- (1) True accounts shall be kept –
 - (a) of all sums of money received and expended by the Association and the matter in respect of which the receipt or expenditure takes place; and
 - (b) of the property, credits, and liabilities of the Association, and subject to any reasonable restrictions as to time and manner of inspecting them that may be imposed by the Association for the time being, those accounts shall be open to the inspection of the members of the Association.
- (2) The Treasurer of the Association shall faithfully keep all general records, accounting books, and records of receipts and expenditure connected with the operations and business of the Association 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 Association's office or at such other place as the Committee may decide.

8. Banking and Finance

- (1) The Treasurer of the Association shall, on behalf of the Association, receive all monies paid to the Association and forthwith after the receipt thereof issue official receipts therefor.
- (2) The Committee shall cause to be opened with such bank as the Committee selects a banking account in the name of the Association 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 Association's bank or bankers for the time being the cheques drawn by the Association on any of its accounts with the bank or bankers and may release and indemnify the bank or 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 cheques or the surrender thereof to the Association.
- (4) Except with the authority of the Committee, no payment of a sum exceeding two dollars shall be made from the funds of the Association otherwise than by cheque

drawn on the Association'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 cheques shall be drawn on the Associations' bank account except for the payment of expenditure that has been authorised by the Committee.
- (6) All cheques, drafts, bills of exchange, promissory notes, and other negotiable instruments shall be signed by the Treasurer or, in his/her absence, by such other member or members of the Committee as the Committee may nominate for that purpose, and shall be countersigned by one other officer of the Association designated by the Committee for the purpose.

9. Auditor

- (1) At each Annual General Meeting of the Association, the members present shall appoint a person as the auditor of the Association.
- (2) A person so appointed shall hold office until the Annual General Meeting next after that at which he is appointed, and is eligible for re-appointment.
- (3) The first auditor of the Association 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 Association for the then current financial year of the Association.
- (5) Except as provided in sub-rule (3) of this 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 Association, the Committee may appoint a person as the auditor and the person so appointed shall hold office until the next succeeding Annual General Meeting.

10 Audit of Account

- (1) Once at least in each financial year of the Association, the accounts of the Association shall be examined by the auditor.
- (2) The auditor shall certify as to the correctness of the accounts of the Association and shall report hereon to the members present at the Annual General Meeting.
- (3) In his report, and in certifying to the accounts, the auditor shall state –
 - (a) whether he has obtained the information required by him;
 - (b) whether, in his opinion, the accounts are properly drawn up so as to exhibit a true and correct view of the financial position of the Association according to the information at his disposal and the explanations given to him and as shown by the books of the Association; and
 - (c) whether the rules relating to the administration of the funds of the Association have been observed.
- (4) The public officer of the Association shall cause to be delivered to the auditor a list of all the accounts, books and records of the Association.
- (5) The auditor –
 - (a) has a right to gain access to the accounts, books, records, vouchers and documents of the Association;
 - (b) may require from the servants of the Association such information and explanations as may be necessary for the performance of his duties as auditor;
 - (c) may employ persons to assist him in investigating the accounts of the Association; and
 - (d) may, in relation to the accounts of the Association, examine any member of the Committee or any servant of the Association .

11. Annual General Meeting

- (1) The Association shall, in each year, hold an Annual General Meeting.
- (2) The Annual General Meeting shall be held on such day (being not later than three months after the close of the financial year of the Association) 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 in the same year;
 - (b) to receive from the Committee, auditor and servants of the Association, reports upon the transactions of the Association during the last preceding financial year;
 - (c) to elect the officers of the Association and the members of the Committee
 - (d) to appoint the auditor and determine his remuneration; and
 - (e) to determine the remuneration of servants of the Association.
- (6) The Annual General Meeting may transact special business of which notice is given in accordance with these rules.
- (7) All General Meetings other than the Annual General Meeting shall be called Special General Meetings.

12. Special General Meetings

- (1) The Committee may, whenever it things fit, convene a Special General Meeting of the Association.
- (2) The Committee shall, on the requisition in writing of not less than ten (10) members, convene a special general meeting of the Association.
- (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 Association 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 (21) days from the date on which a requisition therefore is deposited at the office of the Association, the requisitionists, or any of them, may convene the meeting; but any meeting 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 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 Association to the persons incurring them.

13. Notices of General Meetings

The public officer of the Association shall, at least fourteen (14) days before the date fixed for holding a general meeting of the Association, advise members of the place, day and time for the holding of the meeting and the nature of the business to be transacted thereat.

14. Business and Quorum at General Meetings

- (1) All business that is transacted at Special General Meetings and all business that is transacted at the Annual General Meetings, 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) No item of business shall be transacted at a general meeting unless a quorum of members entitled under these rules to vote is present during the time when the meeting is considering that item.
- (3) Ten (10) members personally present (being members entitled under these rules to vote thereat) constitute a quorum for the transaction of the business of a general meeting.
- (4) If within one 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 members, shall be dissolved; and in any other case it shall stand adjourned to the same day in the next week, at a time and (unless another place is specified by the chairman at the time of the adjournment or by written notice to members given 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.

15. President to Preside at General Meetings

- (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 the business left unfinished at the meeting at which the adjournment took place.
- (2) Where a meeting is adjourned for fourteen (14) 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 provisions of this rule, it is not necessary to give any notice of an adjournment or of the business to be transacted at an adjourned meeting.

16. Determination of Questions Arising at General Meetings

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 result 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, and 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.

17. Votes

- (1) Upon any question at a general meeting of the Association a member 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.

18. Taking of Poll

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

19. When Poll to be Taken

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.

20. Change of Constitution

Amendment to the Constitution may be proposed at the Annual General Meeting provided that:

- (a) such proposed amendment shall be submitted to the Committee at least five (5) weeks before the Annual General Meeting;
- (b) that proposed amendments are signed by at least five (5) members;
- (c) details of proposed amendments have been communicated to all members eligible to vote at the Annual General Meeting by the Secretary of the Committee four (4) weeks prior to the Annual General Meeting; and
- (d) a three-quarters majority of members present and voting at the Annual General Meeting shall be required to effect such proposed amendments.

21. Affairs of Association to be Managed by a Committee

- (1) The affairs of the Association shall be managed by a Committee of Management constituted as proved in Rule 23.

- (2) The Committee:-
- (a) shall control and manage the business and affairs of the Association;
 - (b) may, subject to these rules, exercise all such powers and functions as may be exercised by the Association, other than those powers and functions that are required by these rules to be exercised by general meetings of members of the Association; 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 Association.

22. Officers of the Association

- (1) The officers of the Association shall be:-
- (a) President;
 - (b) a Vice-President;
 - (c) a Treasurer;
and
 - (d) a Secretary
- (2) the provisions of sub-rules (2), (3) and (4) of Rule 24, 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 officers mentioned in sub-rule (1) of this rule.
- (3) Each officer of the Association shall hold office until the Annual General Meeting next after the date of his 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 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 his appointment.

23. Constitution of the Committee of Management

- (1) The Committee of Management shall consist of:-
- (a) the officers of the Association; and
 - (b) other members. At least three (3) and up to a maximum of five (5), all of whom shall be elected at the Annual General Meeting of the Association in each year.

- (2) Each member of the Committee of Management shall, subject to these rules, hold office until the Annual General meeting next after the date of his election, but is eligible for re-election.
- (3) In the event of a casual vacancy occurring in the office of a Committee member, the Committee may appoint a member of the Association 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 his appointment.

24. Election of Members of the Committee of Management.

- (1) Nominations of candidates for election as officer of the Association or as members of the Committee of Management
 - (a) shall be made in writing signed by two members of the Association and accompanied by the written consent of the candidate (which may be endorsed on the form of nomination); and
 - (b) shall be delivered to the public officer of the Association at least ten days before the date fixed for the holding of the Annual General Meeting;
- (2) If insufficient nominations are received to fill all vacancies on the Committee, the candidates nominated shall be deemed to be elected and further nominations shall be received at the Annual General Meeting;
- (3) 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;
- (4) If the number of nominations exceeds the number of vacancies to be filled, a ballot shall be held;
- (5) The ballot for the election of officers and members of the Committee of Management shall be conducted at the Annual General Meeting in such usual and proper manner as the Committee may direct.

25. Vacation of Office

For the purpose of these rules, the office of an officer of the Association or of a member of the Committee of Management 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 his office by writing under his hand addressed to the Committee;
- (e) ceased 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 Association; or
- (h) fails to pay all arrears of subscription due to him within fourteen days after he has received a notice in writing signed by the public officer stating that he has ceased to be a financial member of the Association.

26. Meetings of the Committee and of Sub-Committees

- (1) The Committee shall meet at least once in each month at such place and at such time as the Committee may determine;
- (2) Special meetings of the Committee may be convened by the President, or any four of its members;
- (3) Notice shall be given to members of the Committee of any special meetings, specifying the general nature of the business to be transacted, and no other business shall be transacted at such a meeting;
- (4) Any four (4) members of the Committee constitute a quorum for the transaction of the business of a meeting of the Committee;
- (5) 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 to the same place and at the same hour of the same day in the following week unless the meeting was a special meeting, in which case it lapses.

- (6) At meetings of the Committee:-
 - (a) the President, or in his/her absence the Vice President; or
 - (b) if the President and the Vice President are absent, such one of the remaining members of the Committee as may be chosen by the members present shall preside
- (7) Questions arising at meetings of the Committee or of any Sub-Committee appointed by the Committee shall be determined on a show of hands or, if demanded by members, by a poll taken in such manner as the person presiding at the meeting may determine.
- (8) 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 an equality of votes on any question, the person presiding may exercise a second or casting vote.
- (9) Notice of each Committee meeting shall be served on each member of the Committee by telephone or by delivering it to him at a reasonable time before the meeting or by sending it by post in a prepaid letter addressed to him at his usual or last-known place of abode in time to reach him in due course of post before the date of the meeting.

27. Disclosure of Interest in Contracts etc.

- (1) A member of the Committee who is interested in any contract or arrangement made or proposed to be made with the Association shall disclose his interest at the first meeting of the Committee at which the contract or arrangement is first taken into consideration, if his interest then exists, or, in any other case, at the first meeting of the Committee after the acquisition of his interest;
- (2) If a member of the Committee becomes interested in a contract or arrangement after it is made or entered into he shall disclose his interest at the first meeting of the Committee after he becomes so interested;
- (3) No member of the Committee shall vote as a member of the Committee in respect of any contract or arrangement in which he is interested and if he does so his vote shall not be counted.

28. Sub-Committees and Executive Committees

- (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 Association, but a person so co-opted is not entitled to vote;
- (3) Three appointed members of a Sub-Committee constitute a quorum at a meeting of the Sub-Committee;
- (4) The public officer of the Association is responsible for calling meetings of a Sub-Committee;
- (5) Notice of each Sub-Committee meeting shall be served on each member of the Sub-Committee by telephone or by delivering it to him at a reasonable time before the meeting or by sending it by post in a prepaid letter addressed to him at his usual or last-known place of abode in time to reach him in due course of post before the date of the meeting;
- (6) The President, the Vice President, the Treasurer, and the Secretary constitute an executive Committee, which may issue instructions to the public officer and the servants of the Association in matters of urgency connected with the management of the affairs of the Association during the intervals between meetings of the Committee, and where any such instructions are issued shall report thereon to the next meeting of the Committee.

29. Annual Subscription

- (1) Until otherwise fixed pursuant to sub-rule (2) of this rule, the annual subscription payable by members shall be the sum of twenty (20) dollars (inc GST);
- (2) The amount of the annual subscription may be altered from time to time by the members by special resolution;
- (3) The annual subscription of a member is due and payable on or before the first day of the financial year of the Association.

30. Financial Year

The financial year of the Association is the period beginning on the first day of July in each year and ending on the 30th day of June the next following.

31. Notices

A notice may be served by or on behalf of the Association upon any member either personally or by sending it through the post in a prepaid letter addressed to the member at his usual or last-known place of abode.

32. Expulsion of Members

- (1) Subject to this rule, the Committee may expel a member from the Association if, in the opinion of the Committee the member has been guilty of conduct detrimental to the interests of the Association;
- (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 notice under sub-rule (3) of this rule; or
 - (b) if the member exercises his 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 Association, the Public Officer of the Association 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 that if he so desires he may, within fourteen days after the service of the notice on him, appeal against the expulsion as provided in this rule.
- (4) A member on whom a 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 Association, within fourteen days after the service of that notice, a requisition in writing demanding the convening of such a meeting for the purpose of hearing his appeal;
- (5) Upon receipt of a requisition under sub-rule (3) 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 twenty-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 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 his membership of the Association.
- (8) If at a special general meeting a majority of the members present vote in favour of the confirmation of the expulsion, the expulsion takes effect, and the expelled member ceases to be a member of the Association.

33. Disputes

- (1) Subject to this rule, a dispute between a member of the Association, in his capacity as a member, and the Association 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 33.

34. Seal of the Association

- (1) The seal of the Association shall be in the form of a rubber stamp inscribed with the name of the Association encircling the word "seal";
- (2) The seal of the Association shall not be affixed to any instrument except by the authority of the Committee, and the affixing thereof shall be attested by the signatures either of two members of the Committee or of one member of the Committee and of the public officer of the Association or such other person as the Committee may appoint for that purpose, and that attestation is sufficient for all purposes that the seal was affixed by authority of the Committee;
- (3) The seal shall remain in the custody of the public officer.

August 2005