



## *The Light Car Club of W.A. (Inc) Constitution*

### **21. Determination of dispute by committee.**

- (1) At the committee meeting at which a dispute is to be considered and determined, the committee must —
  - (a) give each party to the dispute, or the party's representative, a reasonable opportunity to make written or oral (or both written and oral) submissions to the committee about the dispute; and
  - (b) give due consideration to any submissions so made; and
  - (c) determine the dispute.
- (2) The committee must give each party to the dispute written notice of the committee's determination, and the reasons for the determination, within 7 days after the committee meeting at which the determination is made.
- (3) A party to the dispute may, within 14 days after receiving notice of the committee's determination under subrule (1)(c), give written notice to the secretary requesting the appointment of a mediator under rule 23.
- (4) If notice is given under subrule (3), each party to the dispute is a party to the mediation.

## **DIVISION 4 - MEDIATION**

### **22. Application of Division.**

- (1) This Division applies if written notice has been given to the secretary requesting the appointment of a mediator —
  - (a) by a member under rule 15(7); or
  - (b) by a party to a dispute under rule 20(5)(b)(ii) or 21(3).
- (2) If this Division applies, a mediator must be chosen or appointed under rule 23.

### **23. Appointment of mediator.**

- (1) The mediator must be a person chosen —
  - (a) if the appointment of a mediator was requested by a member under rule 15(7) — by agreement between the Member and the committee; or
  - (b) if the appointment of a mediator was requested by a party to a dispute under rule 20(5)(b)(ii) or 21(3) — by agreement between the parties to the dispute.
- (2) If there is no agreement for the purposes of subrule (1)(a) or (b), then, subject to subrule (3) and (4), the committee must appoint the mediator.
- (3) The person appointed as mediator by the committee must be a person who acts as a mediator for another not-for-profit body, such as a community legal centre, if the appointment of a mediator was requested by —
  - (a) a member under rule 15(7); or
  - (b) a party to a dispute under rule 20(5)(b)(ii); or
  - (c) a party to a dispute under rule 21(3) and the dispute is between one or more members and The Light Car Club of WA (Inc).
- (4) The person appointed as mediator by the committee may be a member or former member of The Light Car Club of WA (Inc) but must not —
  - (a) have a personal interest in the matter that is the subject of the mediation; or
  - (b) be biased in favour of or against any party to the mediation.



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### **24. Mediation process.**

- (1) The parties to the mediation must attempt in good faith to settle the matter that is the subject of the mediation.
- (2) Each party to the mediation must give the mediator a written statement of the issues that need to be considered at the mediation at least 5 days before the mediation takes place.
- (3) In conducting the mediation, the mediator must —
  - (a) give each party to the mediation every opportunity to be heard; and
  - (b) allow each party to the mediation to give due consideration to any written statement given by another party; and
  - (c) ensure that natural justice is given to the parties to the mediation throughout the mediation process.
- (4) The mediator cannot determine the matter that is the subject of the mediation.
- (5) The mediation must be confidential, and any information given at the mediation cannot be used in any other proceedings that take place in relation to the matter that is the subject of the mediation.
- (6) The costs of the mediation are to be paid by the party or parties to the mediation that requested the appointment of the mediator.

### **25. If mediation results in decision to suspend or expel being revoked.**

If —

- (a) mediation takes place because a member whose membership is suspended or who is expelled from The Light Car Club of WA (Inc) gives notice under rule 15(7); and
- (b) as the result of the mediation, the decision to suspend the member's membership or expel the member is revoked,

that revocation does not affect the validity of any decision made at a committee meeting or general meeting during the period of suspension or expulsion.



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### **PART 5 - COMMITTEE**

#### **DIVISION 1 – POWERS OF COMMITTEE**

##### **26. Committee:**

- (1) The committee members are the persons who, as the management committee of The Light Car Club of WA (Inc), have the power to manage the affairs of The Light Car Club of WA (Inc).
- (2) Subject to the Act, these rules, the by-laws (if any) and any resolution passed at a general meeting, the committee has power to do all things necessary or convenient to be done for the proper management of the affairs of The Light Car Club of WA (Inc).
- (3) The committee must take all reasonable steps to ensure that The Light Car Club of WA (Inc) complies with the Act, these rules and the by-laws (if any).

#### **DIVISION 2 – COMPOSITION OF COMMITTEE AND DUTIES OF MEMBERS**

##### **27. Committee members.**

- (1) The committee members consist of —
  - (a) the office holders of The Light Car Club of WA (Inc); and
  - (b) CAMS State Delegate; and
  - (c) at least one ordinary committee member.
- (2) The committee must determine the maximum number of members who may be ordinary committee members.
- (3) The following are the office holders of The Light Car Club of WA (Inc) —
  - (a) the chairperson; (Club President)
  - (b) the deputy chairperson; (Club Vice President)
  - (c) the secretary;
  - (d) the treasurer.
- (4) A person may be a committee member if the person is —
  - (a) an individual who has reached 18 years of age;
  - (b) an ordinary member, and
  - (c) was a fully financial member of the Light Car Club of WA (Inc) for at least twelve months
- (5) A person must not hold 2 or more of the offices mentioned in subrule (3) at the same time.

##### **28. Chairperson (Club President)**

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

##### **29. Secretary**

The Secretary has the following duties —

- (a) dealing with The Light Car Club of WA (Inc)'s correspondence;
- (b) consulting with the chairperson regarding the business to be conducted at each committee meeting and general meeting;
- (c) preparing the notices required for meetings and for the business to be conducted at meetings;
- (d) unless another member is authorised by the committee to do so, maintaining on behalf of The Light Car Club of WA (Inc) the register of members, and recording in the register any changes in the membership, as required under section 53(1) of the Act;
- (e) maintaining on behalf of The Light Car Club of WA (Inc) an up-to-date copy of these rules, as required under section 35(1) of the Act;



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- (f) unless another member is authorised by the committee to do so, maintaining on behalf of The Light Car Club of WA (Inc) a record of committee members and other persons authorised to act on behalf of The Light Car Club of WA (Inc), as required under section 58(2) of the Act;
- (g) ensuring the safe custody of the books of The Light Car Club of WA (Inc), other than the financial records, financial statements and financial reports, as applicable to The Light Car Club of WA (Inc);
- (h) maintaining full and accurate minutes of committee meetings and general meetings;
- (i) carrying out any other duty given to the secretary under these rules or by the committee.

### **30. Treasurer.**

The treasurer has the following duties —

- (a) ensuring that any amounts payable to The Light Car Club of WA (Inc) are collected and issuing receipts for those amounts in The Light Car Club of WA (Inc)'s name;
- (b) ensuring that any amounts paid to The Light Car Club of WA (Inc) are credited to the appropriate account of The Light Car Club of WA (Inc), as directed by the committee;
- (c) ensuring that any payments to be made by The Light Car Club of WA (Inc) that have been authorised by the committee or at a general meeting are made on time;
- (d) ensuring that The Light Car Club of WA (Inc) complies with the relevant requirements of Part 5 of the Act;
- (e) ensuring the safe custody of The Light Car Club of WA (Inc)'s financial records, financial statements and financial reports, as applicable to The Light Car Club of WA (Inc);
- (f) if The Light Car Club of WA (Inc) is a tier 1 association, coordinating the preparation of The Light Car Club of WA (Inc)'s financial statements before their submission to The Light Car Club of WA (Inc)'s annual general meeting;
- (g) if The Light Car Club of WA (Inc) is a tier 2 association or tier 3 association, coordinating the preparation of The Light Car Club of WA (Inc)'s financial report before its submission to The Light Car Club of WA (Inc)'s annual general meeting;
- (h) providing any assistance required by an auditor or reviewer conducting an audit or review of The Light Car Club of WA (Inc)'s financial statements or financial report under Part 5 Division 5 of the Act;
- (i) carrying out any other duty given to the treasurer under these rules or by the committee.

## **DIVISION 3 – ELECTION OF COMMITTEE MEMBERS AND TENURE OF OFFICE.**

### **31. How members become committee members.**

A member becomes a committee member if the member —

- (a) is elected to the committee at a general meeting; or
- (b) is appointed to the committee by the committee to fill a casual vacancy under rule 38.

### **32. Nomination of committee members**

- (1) At least 42 days before an annual general meeting, the secretary must send written notice to all the members —
  - (a) calling for nominations for election to the committee; and
  - (b) stating the date by which nominations must be received by the secretary to comply with subrule (2).
- (2) A member who wishes to be considered for election to the committee at the annual general meeting must nominate for election by sending written notice of the nomination to the secretary at least 28 days before the annual general meeting.



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- (3) The written notice must include a statement by another member in support of the nomination.
- (4) A member may nominate for one specified position of office holder of The Light Car Club of WA (Inc) or to be an ordinary committee member.
- (5) A member whose nomination does not comply with this rule is not eligible for election to the committee unless the member is nominated under rule 33(2) or 34(2)(b).

### **33. Election of office holders.**

- (1) At the annual general meeting, a separate election must be held for each position of office holder of The Light Car Club of WA (Inc).
- (2) If there is no nomination for a position, the chairperson of the meeting may call for nominations from the ordinary members at the meeting.
- (3) If only one member has nominated for a position, the chairperson of the meeting must declare the Member elected to the position.
- (4) If more than one member has nominated for a position, the ordinary members at the meeting must vote in accordance with procedures that have been determined by the committee to decide who is to be elected to the position.
- (5) Each ordinary member present at the meeting may vote for one member who has nominated for the position.
- (6) A member who has nominated for the position may vote for himself or herself.
- (7) On the member's election, the new chairperson of The Light Car Club of WA (Inc) may take over as the chairperson of the meeting.

### **34. Election of ordinary committee members.**

- (1) At the annual general meeting, The Light Car Club of WA (Inc) must decide by resolution the number of ordinary committee members (if any) to hold office for the next year.
- (2) If the number of members nominating for the position of ordinary committee member is not greater than the number to be elected, the chairperson of the meeting —
  - (a) must declare each of those members to be elected to the position; and
  - (b) may call for further nominations from the ordinary members at the meeting to fill any positions remaining unfilled after the elections under paragraph (a).
- (3) If —
  - (a) the number of members nominating for the position of ordinary committee member is greater than the number to be elected; or
  - (b) the number of members nominating under subrule (2)(b) is greater than the number of positions remaining unfilled,

the ordinary members at the meeting must vote in accordance with procedures that have been determined by the committee to decide the members who are to be elected to the position of ordinary committee member.

A member who has nominated for the position of ordinary committee member may vote in accordance with that nomination.

### **35. Term of office.**

- (1) The term of office of a committee member begins when the member —
  - (a) is elected at an annual general meeting or under subrule 36(3)(b); or
  - (b) is appointed to fill a casual vacancy under rule 38.
- (2) Subject to rule 37, a committee member holds office until the positions on the committee are declared vacant at the next annual general meeting.
- (3) A committee member may be re-elected.



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### **36. Resignation and removal from office.**

- (1) A committee member may resign from the committee by written notice given to the secretary or, if the resigning member is the secretary, given to the chairperson.
- (2) The resignation takes effect —
  - (a) when the notice is received by the secretary or chairperson; or
  - (b) if a later time is stated in the notice, at the later time.
- (3) At a general meeting, The Light Car Club of WA (Inc) may by resolution —
  - (a) remove a committee member from office; and
  - (b) elect a member who is eligible under rule 27(4) to fill the vacant position.
- (4) A committee member who is the subject of a proposed resolution under subrule (3)(a) may make written representations (of a reasonable length) to the secretary or chairperson and may ask that the representations be provided to the members.
- (5) The secretary or chairperson may give a copy of the representations to each member or, if they are not so given, the committee member may require them to be read out at the general meeting at which the resolution is to be considered.

### **37. When membership of committee ceases.**

A person ceases to be a committee member if the person —

- (a) dies or otherwise ceases to be a member; or
- (b) resigns from the committee or is removed from office under rule 36; or
- (c) becomes ineligible to accept an appointment or act as a committee member under section 39 of the Act;
- (d) becomes permanently unable to act as a committee member because of a mental or physical disability; or
- (e) fails to attend 3 consecutive Committee meetings, of which the person has been given notice, without having notified the Committee that the person will be unable to attend.

### **38. Filling casual vacancies.**

- (1) The committee may appoint a member who is eligible under rule 27(4) to fill a position on the committee that —
  - (a) has become vacant under rule 37; or
  - (b) was not filled by election at the most recent annual general meeting or under rule 36(3)(b).
- (2) If the position of secretary becomes vacant, the committee must appoint a member who is eligible under rule 27(4) to fill the position within 14 days after the vacancy arises.
- (3) Subject to the requirement for a quorum under rule 45, the committee may continue to act despite any vacancy in its membership.
- (4) If there are fewer committee members than required for a quorum under rule 45, the committee may act only for the purpose of —
  - (a) appointing committee members under this rule; or
  - (b) convening a general meeting.

### **39. Validity of acts.**

The acts of a committee or subcommittee, or of a committee member or member of a subcommittee, are valid despite any defect that may afterwards be discovered in the election, appointment or qualification of a committee member or member of a subcommittee.



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### **40. Payments to committee members.**

- (1) In this rule —  
**committee member** includes a member of a subcommittee;  
**committee meeting** includes a meeting of a subcommittee.
- (2) A committee member is entitled to be paid out of the funds of The Light Car Club of WA (Inc) for any out-of-pocket expenses for travel and accommodation properly incurred —
  - (a) in attending a committee meeting or
  - (b) in attending a general meeting; or
  - (c) otherwise in connection with The Light Car Club of WA (Inc)'s business.

## **DIVISION 4 – COMMITTEE MEETINGS**

### **41. Committee meetings.**

- (1) The committee must meet at least 3 times in each year on the dates and at the times and places determined by the committee.
- (2) The date, time and place of the first committee meeting must be determined by the committee members as soon as practicable after the annual general meeting at which the committee members are elected.
- (3) Special committee meetings may be convened by the chairperson or any 5 committee members.

### **42. Notice of committee meetings.**

- (1) Notice of each committee meeting must be given to each committee member at least 48 hours before the time of the meeting.
- (2) The notice must state the date, time and place of the meeting and must describe the general nature of the business to be conducted at the meeting.
- (3) Unless subrule (4) applies, the only business that may be conducted at the meeting is the business described in the notice.
- (4) Urgent business that has not been described in the notice may be conducted at the meeting if the committee members at the meeting unanimously agree to treat that business as urgent.

### **43. Procedure and order of business.**

- (1) The chairperson or, in the chairperson's absence, the deputy-chairperson must preside as chairperson of each committee meeting.
- (2) If the chairperson and deputy chairperson are absent or are unwilling to act as chairperson of a meeting, the committee members at the meeting must choose one of them to act as chairperson of the meeting.
- (3) The procedure to be followed at a committee meeting must be determined from time to time by the committee.
- (4) The order of business at a committee meeting may be determined by the committee members at the meeting.
- (5) A member or other person who is not a committee member may attend a committee meeting if invited to do so by the committee.
- (6) A person invited under subrule (5) to attend a committee meeting —
  - (a) has no right to any agenda, minutes or other document circulated at the meeting; and
  - (b) must not comment about any matter discussed at the meeting unless invited by the committee to do so; and
  - (c) cannot vote on any matter that is to be decided at the meeting.



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### **44. Use of technology to be present at committee meetings.**

- (1) The presence of a committee member at a committee meeting need not be by attendance in person but may be by that committee member and each other committee member at the meeting being simultaneously in contact by telephone or other means of instantaneous communication.
- (2) A member who participates in a committee meeting as allowed under subrule (1) is taken to be present at the meeting and, if the member votes at the meeting, the member is taken to have voted in person.

### **45. Quorum for committee meetings.**

- (1) Subject to rule 38(4), no business is to be conducted at a committee meeting unless a quorum is present.
- (2) If a quorum is not present within 30 minutes after the notified commencement time of a committee meeting
  - (a) in the case of a special meeting — the meeting lapses; or
  - (b) otherwise the meeting is adjourned to the same time, day and place in the following week.
- (3) If -
  - (a) a quorum is not present within 30 minutes after the commencement time of a committee meeting held under subrule (2)(b); and
  - (b) at least 2 committee members are present at the meeting,

### **46. Voting at committee meetings**

- (1) Each committee member present at a committee meeting has one vote on any question arising at the meeting.
- (2) A motion is carried if a majority of the committee members present at the committee meeting vote in favour of the motion.
- (3) If the votes are divided equally on a question, the chairperson of the meeting has a second or casting vote.
- (4) A vote may take place by the committee members present indicating their agreement or disagreement or by a show of hands, unless the committee decides that a secret ballot is needed to determine a particular question.
- (5) If a secret ballot is needed, the chairperson of the meeting must decide how the ballot is to be conducted.

### **47. Minutes of committee meetings.**

- (1) The committee must ensure that minutes are taken and kept of each committee meeting.
- (2) The minutes must record the following —
  - (a) the names of the committee members present at the meeting;
  - (b) the name of any person attending the meeting under rule 43(5);
  - (c) the business considered at the meeting;
  - (d) any motion on which a vote is taken at the meeting and the result of the vote.
- (3) The minutes of a committee meeting must be entered in The Light Car Club of WA (Inc)'s minute book within 30 days after the meeting is held.
- (4) The chairperson must ensure that the minutes of a committee meeting are reviewed and signed as correct by —
  - (a) the chairperson of the meeting; or
  - (b) the chairperson of the next committee meeting.
- (5) When the minutes of a committee meeting have been signed as correct they are, until the contrary is proved, evidence that —
  - (a) the meeting to which the minutes relate was duly convened and held; and
  - (b) the matters recorded as having taken place at the meeting took place as recorded; and
  - (c) any appointment purportedly made at the meeting was validly made.





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### DIVISION 5 – SUBCOMMITTEES AND SUBSIDIARY OFFICES

#### 48. Subcommittees and subsidiary offices.

To help the committee in the conduct of The Light Car Club of WA (Inc)'s business, the committee may, in writing, do either or both of the following —

- (a) appoint one or more subcommittees;
  - (b) create one or more subsidiary offices and appoint people to those offices.
- (2) A subcommittee may consist of the number of people, whether or not members, that the committee considers appropriate.
  - (3) A person may be appointed to a subsidiary office whether or not the person is a member.
  - (4) Subject to any directions given by the committee —
    - (a) a subcommittee may meet and conduct business as it considers appropriate; and
    - (b) the holder of a subsidiary office may carry out the functions given to the holder as the holder considers appropriate.

#### 49. Delegation to subcommittees and holders of subsidiary offices.

- (1) In this rule —

**non-delegable duty** means a duty imposed on the committee by the Act or another written law.
- (2) The committee may, in writing, delegate to a subcommittee or the holder of a subsidiary office the exercise of any power or the performance of any duty of the committee other than —
  - (a) the power to delegate; and
  - (b) a non-delegable duty.
- (3) A power or duty, the exercise or performance of which has been delegated to a subcommittee or the holder of a subsidiary office under this rule, may be exercised or performed by the subcommittee or holder in accordance with the terms of the delegation.
- (4) The delegation may be made subject to any conditions, qualifications, limitations or exceptions that the committee specifies in the document by which the delegation is made.
- (5) The delegation does not prevent the committee from exercising or performing at any time the power or duty delegated.
- (6) Any act or thing done by a subcommittee or by the holder of a subsidiary office, under the delegation has the same force and effect as if it had been done by the committee.
- (7) The committee may, in writing, amend or revoke the delegation.
- (8)

### PART 6 – GENERAL MEETINGS OF ASSOCIATION

#### 50. Annual General Meeting.

- (1) The committee must determine the date, time and place of the annual general meeting.
- (2) If it is proposed to hold the annual general meeting more than 6 months after the end of The Light Car Club of WA (Inc)'s financial year, the secretary must apply to the Commissioner for permission under section 50(3)(b) of the Act within 4 months after the end of the financial year.
- (3) The ordinary business of the annual general meeting is as follows —
  - (a) to confirm the minutes of the previous annual general meeting and of any special general meeting held since then if the minutes of that meeting have not yet been confirmed;
  - (b) to receive and consider —
    - (i) the committee's annual report on The Light Car Club of WA (Inc)'s activities during the preceding financial year; and
    - (ii) if The Light Car Club of WA (Inc) is a tier 1 association, the financial statements of The



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Light Car Club of WA (Inc) for the preceding financial year presented under Part 5 of the Act; and

- (iii) if The Light Car Club of WA (Inc) is a tier 2 association or a tier 3 association, the financial report of The Light Car Club of WA (Inc) for the preceding financial year presented under Part 5 of the Act;
  - (iv) if required to be presented for consideration under Part 5 of the Act, a copy of the report of the review or auditor's report on the financial statements or financial report;
  - (c) to elect the office holders of The Light Car Club of WA (Inc) and other committee members;
  - (d) if applicable, to appoint or remove a reviewer or auditor of The Light Car Club of WA (Inc) in accordance with the Act;
  - (e) to confirm or vary the entrance fees, subscriptions and other amounts (if any) to be paid by members.
- (4) Any other business of which notice has been given in accordance with these rules may be conducted at the annual general meeting.

### **51. Special general meetings.**

- (1) The committee may convene a special general meeting.
- (2) The committee must convene a special general meeting if at least 20% of the members require a special general meeting to be convened.
- (3) The members requiring a special general meeting to be convened must —
  - (a) make the requirement by written notice given to the secretary; and
  - (b) state in the notice the business to be considered at the meeting; and
  - (c) each sign the notice.
- (4) The special general meeting must be convened within 28 days after notice is given under subrule (3)(a).
- (5) If the committee does not convene a special general meeting within that 28 day period, the members making the requirement (or any of them) may convene the special general meeting.
- (6) A special general meeting convened by members under subrule (5) —
  - (a) must be held within 3 months after the date the original requirement was made; and
  - (b) may only consider the business stated in the notice by which the requirement was made.
- (7) The Light Car Club of WA (Inc) must reimburse any reasonable expenses incurred by the members convening a special general meeting under subrule (5).

### **52. Notice of general meetings.**

- (1) The secretary or, in the case of a special general meeting convened under rule 51(5), the members convening the meeting, must give to each member —
  - (a) at least 21 days' notice of a general meeting if a special resolution is to be proposed at the meeting; or
  - (b) at least 14 days' notice of a general meeting in any other case.
- (2) The notice must —
  - (a) specify the date, time and place of the meeting; and
  - (b) indicate the general nature of each item of business to be considered at the meeting; and
  - (c) if the meeting is the annual general meeting, include the names of the members who have nominated for election to the committee under rule 32(2); and
  - (d) if a special resolution is proposed —
    - (i) set out the wording of the proposed resolution as required by section 51(4) of the Act; and
    - (ii) state that the resolution is intended to be proposed as a special resolution; and
    - (iii) comply with rule 53(7).



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### **53. Proxies.**

- (1) Subject to subrule (2), an ordinary member may appoint an individual who is an ordinary member as his or her proxy to vote and speak on his or her behalf at a general meeting.
- (2) An ordinary member may be appointed the proxy for not more than 5 other members.
- (3) The appointment of a proxy must be in writing and signed by the member making the appointment.
- (4) The member appointing the proxy may give specific directions as to how the proxy is to vote on his or her behalf.
- (5) If no instructions are given to the proxy, the proxy may vote on behalf of the member in any matter as the proxy sees fit.
- (6) If the committee has approved a form for the appointment of a proxy, the member may use that form or any other form —
  - (a) that clearly identifies the person appointed as the member's proxy; and
  - (b) that has been signed by the member.
- (7) Notice of a general meeting given to an ordinary member under rule 52 must —
  - (a) state that the member may appoint an individual who is an ordinary member as a proxy for the meeting; and
  - (b) include a copy of any form that the committee has approved for the appointment of a proxy.
- (8) A form appointing a proxy must be given to the secretary before the commencement of the general meeting for which the proxy is appointed.
- (9) A form appointing a proxy sent by post or electronically is of no effect unless it is received by The Light Car Club of WA (Inc) not later than 24 hours before the commencement of the meeting.

### **54. Use of technology to be present at general meetings.**

- (1) The presence of a member at a general meeting need not be by attendance in person but may be by that member and each other member at the meeting being simultaneously in contact by telephone or other means of instantaneous communication.
- (2) A member who participates in a general meeting as allowed under subrule (1) is taken to be present at the meeting and, if the member votes at the meeting, the member is taken to have voted in person.

### **55. Presiding member and quorum for general meetings.**

- (1) The chairperson or, in the chairperson's absence, the deputy chairperson must preside as chairperson of each general meeting.
- (2) If the chairperson and deputy chairperson are absent or are unwilling to act as chairperson of a general meeting, the committee members at the meeting must choose one of them to act as chairperson of the meeting.
- (3) No business is to be conducted at a general meeting unless a quorum is present.
- (4) If a quorum is not present within 30 minutes after the notified commencement time of a general meeting —
  - (a) in the case of a special general meeting — the meeting lapses; or
  - (b) in the case of the annual general meeting — the meeting is adjourned to —
    - (i) the same time and day in the following week; and
    - (ii) the same place, unless the chairperson specifies another place at the time of the adjournment or written notice of another place is given to the members before the day to which the meeting is adjourned.
- (5) If —
  - (a) a quorum is not present within 30 minutes after the commencement time of an annual general meeting held under subrule (4)(b); and
  - (b) at least 2 ordinary members are present at the meeting,

Those members present are taken to constitute a quorum.



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### 56. Adjournment of general meeting.

- (1) The chairperson of a general meeting at which a quorum is present may, with the consent of a majority of the ordinary members present at the meeting, adjourn the meeting to another time at the same place or at another place.
- (2) Without limiting subrule (1), a meeting may be adjourned —
  - (a) if there is insufficient time to deal with the business at hand; or
  - (b) to give the members more time to consider an item of business.
- (3) No business may be conducted on the resumption of an adjourned meeting other than the business that remained unfinished when the meeting was adjourned.
- (4) Notice of the adjournment of a meeting under this rule is not required unless the meeting is adjourned for 14 days or more, in which case notice of the meeting must be given in accordance with rule 52.

### 57. Voting at general meeting.

- (1) On any question arising at a general meeting —
  - (a) subject to subrule (6), each ordinary member has one vote unless the member may also vote on behalf of a body corporate under subrule (2); and
  - (b) ordinary members may vote personally or by proxy.
- (2) An ordinary member that is a body corporate may, in writing, appoint an individual, whether or not the individual is a member, to vote on behalf of the body corporate on any question at a particular general meeting or at any general meeting, as specified in the document by which the appointment is made.
- (3) A copy of the document by which the appointment is made must be given to the secretary before any general meeting to which the appointment applies.
- (4) The appointment has effect until —
  - (a) the end of any general meeting to which the appointment applies; or
  - (b) the appointment is revoked by the body corporate and written notice of the revocation is given to the secretary.
- (5) Except in the case of a special resolution, a motion is carried if a majority of the ordinary members present at a general meeting vote in favour of the motion.
- (6) If votes are divided equally on a question, the chairperson of the meeting has a second or casting vote.
- (7) If the question is whether or not to confirm the minutes of a previous general meeting, only members who were present at that meeting may vote.
- (8) For a person to be eligible to vote at a general meeting as an ordinary member, or on behalf of an ordinary member that is a body corporate under subrule (2), the ordinary member —
  - (a) must have been an ordinary member at the time notice of the meeting was given under rule 52; and
  - (b) must have paid any fee or other money payable to The Light Car Club of WA (Inc) by the member.

### 58. When special resolutions are required.

- (1) A special resolution is required if it is proposed at a general meeting —
  - (a) to affiliate The Light Car Club of WA (Inc) with another body; or
  - (b) to request the Commissioner to apply to the State Administrative Tribunal under section 109 of the Act for the appointment of a statutory manager.
- (2) Subrule (1) does not limit the matters in relation to which a special resolution may be proposed.

### 59. Determining whether resolution carried.

- (1) In this rule —

**poll** means the process of voting in relation to a matter that is conducted in writing.
- (2) Subject to subrule (4), the chairperson of a general meeting may, on the basis of general agreement or disagreement or by a show of hands, declare that a resolution has been —



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- (a) carried; or
  - (b) carried unanimously; or
  - (c) carried by a particular majority; or
  - (d) lost.
- (3) If the resolution is a special resolution, the declaration under subrule (2) must identify the resolution as a special resolution.
- (4) If a poll is demanded on any question by the chairperson of the meeting or by at least 3 other ordinary members present in person or by proxy —
  - (a) the poll must be taken at the meeting in the manner determined by the chairperson;
  - (b) the chairperson must declare the determination of the resolution on the basis of the poll.
- (5) If a poll is demanded on the election of the chairperson or on a question of an adjournment, the poll must be taken immediately.
- (6) If a poll is demanded on any other question, the poll must be taken before the close of the meeting at a time determined by the chairperson.
- (7) A declaration under subrule (2) or (4) must be entered in the minutes of the meeting, and the entry is, without proof of the voting in relation to the resolution, evidence of how the resolution was determined.

### **60. Minutes of general meeting.**

- (1) The secretary, or a person authorised by the committee from time to time, must take and keep minutes of each general meeting.
- (2) The minutes must record the business considered at the meeting, any resolution on which a vote is taken and the result of the vote.
- (3) In addition, the minutes of each annual general meeting must record —
  - (a) the names of the ordinary members attending the meeting; and
  - (b) any proxy forms given to the chairperson of the meeting under rule 53(8); and
  - (c) the financial statements or financial report presented at the meeting, as referred to in rule 50(3)(b)(ii) or (iii); and
  - (d) any report of the review or auditor's report on the financial statements or financial report presented at the meeting, as referred to in rule 50(3)(b)(iv).
- (4) The minutes of a general meeting must be entered in The Light Car Club of WA (Inc)'s minute book within 30 days after the meeting is held.
- (5) The chairperson must ensure that the minutes of a general meeting are reviewed and signed as correct by —
  - (a) the chairperson of the meeting; or
  - (b) the chairperson of the next general meeting.
- (6) When the minutes of a general meeting have been signed as correct they are, in the absence of evidence to the contrary, taken to be proof that —
  - (a) the meeting to which the minutes relate was duly convened and held; and
  - (b) the matters recorded as having taken place at the meeting took place as recorded; and
  - (c) any election or appointment purportedly made at the meeting was validly made.



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### **PART 7 – FINANCIAL MATTERS**

#### **61. Source of funds.**

The funds of The Light Car Club of WA (Inc) may be derived from entrance fees, annual subscriptions, donations, fund- raising activities, grants, interest and any other sources approved by the committee.

#### **62. Control of funds.**

- (1) The Light Car Club of WA (Inc) must open an account in the name of The Light Car Club of WA (Inc) with a financial institution from which all expenditure of The Light Car Club of WA (Inc) is made and into which all funds received by The Light Car Club of WA (Inc) are deposited.
- (2) Subject to any restrictions imposed at a general meeting, the committee may approve expenditure on behalf of The Light Car Club of WA (Inc).
- (3) The committee may authorise the treasurer to expend funds on behalf of The Light Car Club of WA (Inc) up to a specified limit without requiring approval from the committee for each item on which the funds are expended.
- (4) All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments of The Light Car Club of WA (Inc) must be signed by —
  - (a) 2 committee members; or
  - (b) one committee member and a person authorised by the committee.
- (5) All funds of The Light Car Club of WA (Inc) must be deposited into The Light Car Club of WA (Inc)'s account within 5 working days after their receipt.

#### **63. Financial statements and financial reports.**

- (1) For each financial year, the committee must ensure that the requirements imposed on The Light Car Club of WA (Inc) under Part 5 of the Act relating to the financial statements or financial report of The Light Car Club of WA (Inc) are met.
- (2) Without limiting subrule (1), those requirements include —
  - (a) if The Light Car Club of WA (Inc) is a tier 1 association, the preparation of the financial statements; and
  - (b) if The Light Car Club of WA (Inc) is a tier 2 association or tier 3 association, the preparation of the financial report; and
  - (c) if required, the review or auditing of the financial statements or financial report, as applicable; and
  - (d) the presentation to the annual general meeting of the financial statements or financial report, as applicable; and
  - (e) if required, the presentation to the annual general meeting of the copy of the report of the review or auditor's report, as applicable, on the financial statements or financial report.



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### PART 8 – GENERAL MATTERS

#### 64. By-Laws.

- (1) The Light Car Club of WA (Inc) may, by resolution at a general meeting, make, amend or revoke by-laws.
- (2) By-laws may —
  - (a) provide for the rights and obligations that apply to any classes of associate membership approved under rule 8(2); and
  - (b) impose restrictions on the committee's powers, including the power to dispose of The Light Car Club of WA (Inc)'s assets; and
  - (c) impose requirements relating to the financial reporting and financial accountability of The Light Car Club of WA (Inc) and the auditing of The Light Car Club of WA (Inc)'s accounts; and
  - (d) provide for any other matter The Light Car Club of WA (Inc) considers necessary or convenient to be dealt with in the by-laws.
- (3) A by-law is of no effect to the extent that it is inconsistent with the Act, the regulations or these rules.
- (4) Without limiting subrule (3), a by-law made for the purposes of subrule (2)(c) may only impose requirements on The Light Car Club of WA (Inc) that are additional to, and do not restrict, a requirement imposed on The Light Car Club of WA (Inc) under Part 5 of the Act.
- (5) At the request of a member, The Light Car Club of WA (Inc) must make a copy of the by-laws available for inspection by the member.

#### 65. Executing documents and common seal.

- (1) The Light Car Club of WA (Inc) may execute a document without using a common seal if the document is signed by —
  - (a) 2 committee members; or
  - (b) one committee member and a person authorised by the committee.
- (2) If The Light Car Club of WA (Inc) has a common seal —
  - (a) the name of The Light Car Club of WA (Inc) must appear in legible characters on the common seal; and
  - (b) a document may only be sealed with the common seal by the authority of the committee and in the presence of —
    - (i) 2 committee members; or
    - (ii) one committee member and a person authorised by the committee,and each of them is to sign the document to attest that the document was sealed in their presence.
- (3) The secretary must make a written record of each use of the common seal.
- (4) The common seal must be kept in the custody of the secretary or another committee member authorised by the committee.

#### 66. Giving notices to members.

- (1) In this rule —  
**recorded means** recorded in the register of members.
- (2) A notice or other document that is to be given to a member under these rules is taken not to have been given to the member unless it is in writing and —
  - (a) delivered by hand to the recorded address of the member; or
  - (b) sent by prepaid post to the recorded postal address of the member; or
  - (c) sent by facsimile or electronic transmission to an appropriate recorded number or recorded electronic address of the member.



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### **67. Custody of books and securities.**

- (1) Subject to subrule (2), the books and any securities of The Light Car Club of WA (Inc) must be kept in the secretary's custody or under the secretary's control.
- (2) The financial records and, as applicable, the financial statements or financial reports of The Light Car Club of WA (Inc) must be kept in the treasurer's custody or under the treasurer's control.
- (3) Subrules (1) and (2) have effect except as otherwise decided by the committee.
- (4) The books of The Light Car Club of WA (Inc) must be retained for at least 7 years.

### **68. Record of office holders.**

The record of committee members and other persons authorised to act on behalf of The Light Car Club of WA (Inc) that is required to be maintained under section 58(2) of the Act must be kept in the secretary's custody or under the secretary's control.

### **69. Inspection of records and documents.**

- (1) Subrule (2) applies to a member who wants to inspect —
  - (a) the register of members under section 54(1) of the Act; or
  - (b) the record of the names and addresses of committee members, and other persons authorised to act on behalf of The Light Car Club of WA (Inc), under section 58(3) of the Act; or
  - (c) any other record or document of The Light Car Club of WA (Inc).
- (2) The member must contact the secretary to make the necessary arrangements for the inspection.
- (3) The inspection must be free of charge.
- (4) If the member wants to inspect a document that records the minutes of a committee meeting, the right to inspect that document is subject to any decision the committee has made about minutes of committee meetings generally, or the minutes of a specific committee meeting, being available for inspection by members.
- (5) The member may make a copy of or take an extract from a record or document referred to in subrule (1)(c) but does not have a right to remove the record or document for that purpose.
- (6) The member must not use or disclose information in a record or document referred to in subrule (1)(c) except for a purpose —
  - (a) that is directly connected with the affairs of The Light Car Club of WA (Inc); or
  - (b) that is related to complying with a requirement of the Act.

### **70. Publication by committee members of statements about Association business prohibited.**

A committee member must not publish, or cause to be published, any statement about the business conducted by The Light Car Club of WA (Inc) at a general meeting or committee meeting unless —

- (a) the committee member has been authorised to do so at a committee meeting; and
- (b) the authority given to the committee member has been recorded in the minutes of the committee meeting at which it was given.





## *The Light Car Club of W.A. (Inc) Constitution*

### **71. Distribution of surplus property on cancellation of incorporation or winding up.**

(1) In this rule —

**surplus property**, in relation to The Light Car Club of WA (Inc), means property remaining after satisfaction of —

- (a) the debts and liabilities of The Light Car Club of WA (Inc); and
- (b) the costs, charges and expenses of winding up or cancelling the incorporation of The Light Car Club of WA (Inc),

but does not include books relating to the management of The Light Car Club of WA (Inc).

(2) On the cancellation of the incorporation or the winding up of The Light Car Club of WA (Inc), its surplus property must be distributed as determined by special resolution by reference to the persons mentioned in section 24(1) of the Act.

### **72. Alteration of rules**

If The Light Car Club of WA (Inc) wants to alter or rescind any of these rules, or to make additional rules, The Light Car Club of WA (Inc) may do so only by special resolution and by otherwise complying with Part 3 Division 2 of the Act.