

HAWKESBURY MODEL AIR SPORTS

CONSTITUTION AND RULES

ADOPTED AT ANNUAL GENERAL MEETING 20TH JUNE 1999

ORIGINALLY ADOPTED AT AGM JULY 1979

AMENDED ON 16th JUNE 1991

AMENDED ON 20th June 1999

AMENDED ON 26th MAY 2002

AMENDED2009

AMENDED ON 23 JUNE 2013

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PART I PRELIMINARY

1. NAME:

The name of the association shall be Hawkesbury Model Air Sports, also known as HMAS hereinafter called "The Association", a non-profit organisation.

Prior to 20th June 1999 "The Association" was known as "Freemans Reach Radio Controlled Society", (FRRCS). All Members of FRRCS are now known as HMAS Members, continuing all rights of membership status.

2. OBJECTS:

The aims and objectives of the Association shall be:

(1) PRIMARY OBJECT:

The Primary Object of this non-profit organisation is;

- (a) To promote the development of Sports Aviation in Australia.

(2) SECONDARY OBJECTS:

- (b) To promote all aspects of aeromodelling in a safe and friendly manner;
- (c) To promote the social and technical exchange of information between all Aeromodellers;
- (d) To further aeromodelling for residents in the Hawkesbury District and promote good fellowship through the Association;
- (e) To conduct activities for the welfare of the Association and the social enjoyment, without competition, of its Members;
- (f) To operate model aircraft in accordance with the appropriate laws;
- (g) To seek and retain affiliation with the New South Wales state body being "MINATURE AERO SPORTS NEW SOUTH WALES INC."

3. DEFINITIONS

(2) In these rules:

DIRECTOR-GENERAL means: the Director-General of the Department of Fair Trading.

ORDINARY MEMBER means: a Member who is not an office bearer of the association, as referred to in rule Section 17 (2)

SECRETARY means: the person holding office under these rules as Secretary of the association.

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SPECIAL GENERAL MEETING means: a General Meeting of the association, other than the Annual General Meeting, which has been called specifically to deal with business in accordance with these rules.

THE ACT means: the Associations Incorporation ACT 1984.

THE REGULATION means: the Associations Incorporation Regulation, 1999.

(3) In these rules:

- (a) A reference to a function includes a reference to a power, authority and duty; and
- (b) A reference to the exercise of a function includes, where the function is a duty, a reference to the performance of the duty.

(4) INTERPRETATION ACT:

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

PART II MEMBERSHIP

4. MEMBERSHIP QUALIFICATIONS

A natural person is qualified to be a Member of the Association only if

- (5) The Person is a person referred to in section 15(1) (a), (b) or (c) of the Act and has not ceased to be a Member of the Association at any time;
- (6) The person is a natural person:
 - (a) Has been nominated for Membership to the Association as provided by rule 6 (1); and
 - (b) Has been approved for Membership of the Association by the Committee of the Association.

5. MEMBERS OF THE ASSOCIATION

Members of the Association shall be:

- (7) Ordinary Members;
- (8) Life Members;
- (9) Honorary Members
- (10) Associate Members;
- (11) Social Members;
- (12) The Executive of the Association;
- (13) Elected Members of all Committees of the Association;

(14) ORDINARY MEMBER

- (a) Ordinary Members shall be persons who:
 - i) Are bonafide Members of the Association who gather regularly to fly model aircraft.
 - ii) Have paid the appropriate joining fee and annual subscription of the Association.
 - iii) Are Juniors, Seniors or Pensioners.
 - (1) A Junior Member is a person who has not attained the age of 18 years. A person is a Junior through the calendar year that he/she attains the age of 18 years. A person is considered a Junior

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throughout the Membership year that he/she attains the age of 18 years. The date of birth of a Junior must be recorded when renewing the annual subscription.

- (2) A Senior Member is an Ordinary Member.
- (3) Pensioners receiving full Social Service pension and in possession of a medical entitlement card may apply for a Pensioner Subscription. It is the responsibility of the Treasurer to sight the medical entitlement card and note the card number on the Affiliation Registration form.
- iv) There shall be no age limit of Members, other than that which might be imposed by controlling authorities which we are responsible to.
- v) Ordinary Members may be affiliating or non-affiliating with the New South Wales State Body. Non-affiliating Members are not permitted to vote on matters concerning the Association or the New South Wales State Body.

(15) LIFE MEMBER

A nomination for Life Membership, of a person who has pursued the objects of this Constitution or has supported the Association in an exemplary manner, shall only be dealt with at the Association's Annual General Meeting. A Life Member shall have the same privileges as an Ordinary Member except that the Association's Annual Membership Subscription Fee component is not payable, however the affiliation and insurance components of the New South Wales state and Federal bodies are payable for active Life Members.

(3) HONORARY MEMBERS

The Association may bestow Honorary Membership on an individual or organisation who has made a significant contribution promoting model aviation. This person or organisation need not be a Member of the Association, The Honorary Member will have the same privileges as an Ordinary Member except that no fees are payable and no benefits obtained through the New South Wales State and Federal bodies will apply. Honorary Members are not entitled to vote at the Association meetings unless as a delegate of an Ordinary Member. Honorary Members may be elected by the Committee, at the Annual General Meeting or by a Special General Meeting.

(4) ASSOCIATE MEMBERS

An Associate Member is a person affiliated to the New South Wales State and Federal bodies by being a Member of another association. An Associate Member will have the same privileges as an Ordinary Member except that they are not permitted to hold position of Office Bearers or Committee Members. Associate

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Members are permitted to vote on matters pertaining to the Association. Voting on matters relevant to the N.S.W., and Federal bodies shall be limited to, and within, the association of affiliation.

(5) SOCIAL MEMBERS

A Social member is a person who is not affiliated to the New South Wales State and Federal Bodies and joins the association for Social activities and camaraderie.

A Social Member does not have any rights or privileges to fly at the club field.

A Social Member is not permitted to vote on matters pertaining the Association.

Fees payable will be set annually at the Annual General Meeting.

6. MEMBERSHIP APPLICATION

(16) NOMINATION

A nomination of a person for Membership of the Association;

- a) Shall be made by a Member of the Association in writing on the form set out in Appendix A to these rules and be accompanied by the sum payable under these rules by the proposed Member as entrance fee (joining fee) and annual subscription (annual dues); and
- b) Shall be lodged with the Secretary of the Association_

(6) COMMITTEE CONSIDERATION

As soon as practicable after receiving the nomination for Membership, the Secretary shall refer the nomination to the Committee which shall determine whether to approve or to reject the nomination. Should the nomination be unsuccessful fees paid under 6.1(a) above shall be refunded to an unsuccessful applicant

(7) APPROVAL OF APPLICATION

Where the Committee determines to approve the nomination for Membership, the Secretary shall, as soon as practicable after that determination, notify the nominee of that approval.

(8) ACCEPTANCE OF NOMINEE

The Secretary shall, on acceptance of the nominee by the Committee, enter the nominee's name on the register of Members and, upon the name being so entered, the nominee becomes a Member of the Association.

Each Ordinary Member, once approved shall thereupon:

- (a) be deemed to be a Member and bound by the Constitution, Rules and By-Laws of the Association;

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- (b) become liable for such subscriptions and fees as may be fixed in accordance with the Constitution;

7. CESSATION OF MEMBERSHIP

A person ceases to be a Member of the Association if the person:

- (17) Dies
- (18) Resigns that Membership
- (19) Is expelled from the Association
- (20) Fails to pay the appropriate Membership fees within 35 days of such fees falling due.

All fees fall due on 1st July each year.

8. MEMBERSHIP ENTITLEMENTS (NOT TRANSFERABLE)

- (21) A right, privilege or obligation which an Ordinary Member has by reason of being a Member of the Association, except for voting as described in Rule 35.
 - (a) is not capable of being transferred or transmitted to another Member or person; and
 - (b) terminates on cessation of Membership of the Association.

9. RESIGNATION OF MEMBERSHIP

- (22) A Member of the Association is not entitled to resign that Membership except in accordance with this rule.
- (23) A Member of the Association who has paid all amounts payable by the Member to the Association in respect of the Member's membership may resign from membership of the Association by first giving to the Secretary written notice of a least one month (or such other period as the Committee may determine) of the Member's intention to resign and, on expiration of the period of notice the Member ceases to be a Member.
- (24) If a member of the Association ceases to be a Member under clause (2), and in every other case where a Member ceases to hold membership, the Secretary shall make an appropriate entry in the register of Members recording the date on which the Member ceased to be a Member.
- (25) A Member, upon resigning that membership, forfeits all fees and contributions paid to the Association.

10. REGISTER OF MEMBERS

- (26) The Public Officer of the Association shall establish and maintain a register of the Members of the Association specifying the name and address of each person who is a Member of the Association together with the date on which the person became a Member.
- (27) The Register of Members shall be kept by the Public Officer and shall be open for inspection, free of charge, by any Member of the Association at any reasonable hour
- (28) A Member of the Association may obtain a copy of any part of the register on payment of a fee as determined by the Committee.

11. FEES, SUBSCRIPTIONS ETC

- (29) A Member of the Association shall, upon admission to Membership, pay to the Association a fee as determined by the Committee, being the "joining fee".
- (30) An Ordinary Member of the Association shall pay the Association an annual Membership fee as determined by the Annual General Meeting, being the "annual dues".
 - (a) The annual dues comprise the following parts:
 - i) Association Membership Fee,
 - ii) Fees as set by the New South Wales state and Federal bodies as appropriate for third party insurance and other administrative costs or levies.
- (31) Dues are payable on the 1st July in each succeeding calendar year. This is to ensure that Members are insured at all times. Any Member in default for more than 35 days with his/her subscription shall be deemed to have left the Association and may be subject to a joining fee.
- (32) "Annual dues and fees" shall be set by the Annual General Meeting of the Association. The Annual General Meeting shall be held in June.

12. MEMBER'S LIABILITIES

The liability of a Member of the Association to contribute towards the payment of the debts and liabilities of the Association or the cost, charges and expenses of the winding up of the Association is limited to the amount, if any, unpaid by the Member in respect of Membership of the Association as required by Rule 11

13. RESOLUTION OF INTERNAL DISPUTES

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- (33) Disputes between Members (in their capacity as Members) of the Association, and disputes between Members and the Association, are to be referred to a community justice centre for mediation in accordance with the Community Justice Centres Act 1983.
- (34) At least 7 days before a mediation session is to commence, the parties are to exchange statements of the issues that are in dispute between them and supply copies to the mediator.

14. DISCIPLINING OF MEMBERS

- (35) A complaint may be made to the Committee by any person that a Member of the Association:
 - (a) has persistently refused or neglected to comply with a provision or provisions of the rules; or
 - (b) has persistently and willfully acted in a manner prejudicial to the interests of the Association;
- (36) On receiving such a complaint, the Committee:
 - (a) must cause notice of the complaint to be served on the Member concerned, and
 - (b) must give the Member at least 14 days from the time the notice was served within which to make submissions to the Committee in the connection with the complaint, and
 - (c) must take into consideration any submissions made by the Member in connection with the complaint.
- (37) The Committee may, by resolution, expel the Member from the Association or suspend the Member from membership of the Association if, after considering the complaint and any submissions made in connection with the complaint, it is satisfied that the facts alleged in the complaint have been proved.
- (38) If the Committee expels or suspends a Member, the Secretary must, within 7 days after the action is taken, cause written notice to be given to the Member of the action taken, of the reasons given by the Committee for having taken that action and of the Members right to appeal under rule 12.
- (39) The expulsion or suspension does not take effect:
 - (a) until the expiration of the period within which the Member is entitled to appeal against the resolution concerned, or

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- (b) if within that period the Member exercises the right of appeal, unless and until the Association confirms the resolution under rule 12(5), whichever is the later.

15. RIGHT OF APPEAL OF DISCIPLINED MEMBER

- (40) A Member may appeal to the Association at a General Meeting against a resolution of the Committee which is confirmed under rule 11, within 7 days after notice of the resolution is served on the Member by lodging with the Secretary a notice to that effect.
- (41) The notice may, but need not, be accompanied by a statement of the grounds on which the Member intends to rely for the purposes of the appeal.
- (42) Upon receipt of a notice from a Member under clause (1), the Secretary shall notify the Committee which shall convene a General Meeting of the Association to be held within 28 days after the date on which the Secretary received the notice.
- (43) At a General Meeting of the Association convened under clause (3),
 - (a) no business other than the question of the appeal shall be transacted;
 - (b) the Committee and the Member shall be given the opportunity to state their respective cases orally or in writing, or both; and
 - (c) the Members present shall vote by secret ballot on the question of whether the resolution should be confirmed or revoked
- (44) If at the General Meeting the Association passes a special resolution in favour of the confirmation of the resolution, the resolution is confirmed.

PART III THE COMMITTEE

16. POWERS OF THE COMMITTEE

- (45) The Committee shall be called the "Committee of Management" of the Association and alternatively referred to as the Executive Committee and, subject to the Act, the regulations and these rules and any resolution passed by the Association in General Meeting:
- (a) Shall control and manage the affairs of the Association;
 - (b) May exercise all such functions as may be exercised by the Association other than those functions that are required by these rules to be exercised by a Special General Meeting of Ordinary Members of the Association; and
 - (c) Has the power to perform all such acts and do all things that appear to the Committee of management to be necessary or desirable for the proper management of the affairs of the Association.
 - (d) The Committee reserves the right to co-opt any Member of the Association it may deem necessary to perform a function.

17. CONSTITUTION AND MEMBERSHIP

- (46) Subject in the case of the first Members of the Committee to section 21 of the Act, the Committee shall consist of:
- (a) The office-bearers of the Association; and
 - (b) One safety Officer; and
 - (c) 3 Ordinary Members, each of whom shall be elected at the Annual General Meeting of the Association pursuant to rule 15.

Note: In the event that the association has separate Secretary and Treasurer Positions only 2 ordinary members will be elected to ensure that there is always an odd number on the committee.

- (47) The office-bearers of the Association shall fulfill the roles of.
- (a) the President;
 - (b) the Vice-President
 - (c) the Secretary; and
 - (d) the Treasurer.

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- (e) the following positions shall be appointed by the Committee:
- (48) Two Delegates to the New South Wales state body,
- (49) One Safety Officer to assist the Committee Safety Officer.

NOTE: Safety will be the responsibility of all affiliated and non-affiliated Members of the Association.

- (50) Each Member of the Committee shall, subject to these rules, hold office until the conclusion of the Annual General Meeting following the date of the Member's election, but is eligible for re-election.
- (51) In the event of a casual vacancy occurring in the Membership of the Committee, 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 the appointment.

18. ELECTION OF MEMBERS

- (52) Nominations of candidates for election as office-bearers of the Association or as any ordinary Member of the Committee:
 - (a) shall be made in writing, signed by 2 Full 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 Secretary of the Association not less than 14 days before the date fixed for the holding of the Annual General Meeting at which the election is to take place.
- (53) If insufficient nominations are received to fill the vacancies on the Committee, the candidates nominated shall be deemed to be elected and further nominations shall be received at the Annual General Meeting.
- (54) If insufficient further nominations are received any vacant positions remaining on the Committee shall be deemed to be casual vacancies.
- (55) 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.
- (56) If the number of nominations received exceeds the number of vacancies to be filled, a ballot shall be held
- (57) The ballot for the election of office-bearers and ordinary Members of the Committee shall be conducted at the Annual General Meeting in such usual and proper manner as the Committee may direct.

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- (58) A nomination of a candidate for election is not valid if the candidate has been nominated for election to more than one other position at the same election.

19. SECRETARY

- (59) The Secretary of the Association shall, as soon as practicable after being appointed as Secretary, lodge notice with the Association of his or her address.
- (60) It is the duty of the Secretary to keep minutes of:
- (a) all appointments of office-bearers and Members of the Committee;
 - (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
- (61) Minutes of proceedings at a meeting shall be signed by the chairperson of the meeting or by the chairperson of the next succeeding meeting.
- (62) The Secretary shall also be the Public Officer of the Association.

20. TREASURER

- (63) It is the duty of the Treasurer of the Association to ensure that:
- (a) all money due to the Association is collected and received and that all payments authorised by the Association are made; and
 - (b) correct books and accounts are kept showing the financial affairs of the Association including full details of all receipts and expenditure connected with the activities of the Association.
 - (c) affiliation registration forms are completed and dispatched promptly.
 - (d) present statements of the Association's financial position to General Meetings and to the Annual General Meeting.

21. CASUAL VACANCIES

- (64) For the purpose of these rules, a casual vacancy in the office of a Member of the Committee occurs if the Member:
- (a) dies;
 - (b) ceases to be a Member of the Association;

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- (c) becomes an insolvent under administration within the meaning of the Companies New South Wales code;
- (d) resigns office by notice in writing given to the Secretary;
- (e) is removed from office under rule 19;
- (f) becomes a mentally incapacitated person, or
- (g) is absent without the consent of the Committee from all meetings of the Committee held during a period of 6 months

22. REMOVAL OF MEMBER

- (65) The Association in a General Meeting may by resolution remove any Member of the Committee from the office of the Member before the expiration of the Member's term of office and by resolution appoint another person to hold office until the expiration of the term of office of the Member so removed.
- (66) If a Member of the Committee to whom a proposed resolution referred to in clause (1) relates makes representations in writing to the Secretary or President (not exceeding a reasonable length) and requests that the representations be notified to the Members of the Association, the Secretary or the President may send a copy of the representations to each Member of the Association or, if they are not so sent, the Member is entitled to require that the representations be read out at the meeting at which the resolution is considered.

23. MEETINGS AND QUORUMS

- (67) The Committee shall meet at least 3 times in each period of 12 months at such place and time as the committee may determine.
- (68) Additional meetings of the Committee may be convened by the President or by any Member of the Committee.
- (69) Oral or written notice of a meeting of the Committee shall be given by the Secretary to each Member of the Committee at least 48 hours (or such a period as may be unanimously agreed upon by the Members of the Committee) before the time appointed for the holding of the meeting.
- (70) Notice of a meeting given under clause (3) shall specify the general nature of the business to be transacted at the meeting and no business other than that business shall be transacted at the meeting, except business which the Committee Members present at the meeting unanimously agree to treat as urgent business.

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- (71) Any 3 Members of the Committee constitute a quorum for the transaction of the business of a meeting of the Committee.
- (72) No business shall be transacted by the Committee 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 stands adjourned.
- (73) If at the adjourned meeting a quorum is not present within half an hour of the time appointed for the meeting, the meeting shall be dissolved.
- (74) At a meeting of the Committee:
 - (a) The President or, in the president's absence, the Vice-President shall preside; or
 - (b) if the President and Vice-President are absent or unwilling to act such one of the remaining Members of the Committee as may be chosen by the members present at the meeting shall preside.

24. DELEGATION BY EXECUTIVE TO SUB-COMMITTEE

- (75) The Committee may, by instrument in writing, delegate to one or more Sub-committees (consisting of such member or members of the Association as the Committee thinks fit) the exercise of such of the functions of the Committee as are specified in the instrument, other than:
 - (a) this power of delegation; and
 - (b) a function which is a duty imposed on the Committee by the Act or by any other law.
- (76) A function, the exercise of which has been delegated to a sub-committee under this rule may, while the delegation remains unrevoked, be exercised from time to time by the sub-committee in accordance with the terms of the delegation.
- (77) A delegation under this section may be made subject to such conditions or limitations as to the exercise of any function, or as to time or circumstances, as may be specified in the instrument of delegation
- (78) Despite any delegation under this rule, the committee may continue to exercise any function delegated.
- (79) Any Act or thing done or suffered by a sub-committee acting in the exercise of a delegation under this rule has the same force and effect as it would if it had been done or suffered by the Committee.

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- (80) The Committee may, by instrument in writing, revoke wholly or in part any delegation under this rule.
- (81) A sub-committee may meet and adjourn, as it thinks proper

25. VOTING AND DECISIONS

- (82) Questions arising at a meeting of the Committee or of any Sub-committee appointed by the Committee shall be determined by a majority of the votes of Members of the Committee or Sub-committee present at the meeting.
- (83) Each Member present at a meeting of the Committee or of any Subcommittee (including the person presiding at the meeting) is entitled to one vote but, in the event of an equality of votes on any question, the person presiding may exercise a second or casting vote.

Note: in the event that a casting vote is used it is normal procedure that a casting vote will be used to allow further discussion, if this is possible, and otherwise to vote against the proposal concerned.

- (84) Subject to rule 20(5), the Committee may act notwithstanding any vacancy on the Committee.
- (85) Any act or thing done or suffered, or purporting to have been done or suffered, by the Committee or by a Sub-committee appointed by the Committee, is valid and effectual notwithstanding any defect that may afterwards be discovered in the appointment or qualification of any Member of the Committee or Sub-committee.

PART IV GENERAL MEETINGS

26. ANNUAL GENERAL MEETINGS (HOLDING OF)

- (86) With the exception of the first annual general meeting of the Association, The Association must, at least once in each calendar year and within the period of 6 months after the expiration of each financial year of the Association, convene an annual general meeting of its Members.
- (87) The Association must hold its first annual general meeting
 - (a) Within the period of 18 months after its incorporation under the Act, and
 - (b) Within the period of the period of six months after the expiration of the first financial year of the Association.
- (88) Clauses (1) and (2) have effect subject to any extension or permission granted by the Director-General under section 26(3) of the Act.

27. ANNUAL GENERAL MEETINGS, (CALLING OF AND BUSINESS AT)

- (89) The Annual General Meeting of the Association shall, subject to the Act and rule 22, be convened on such a date and such a place and time the Committee thinks fit.
- (90) In addition to any other business that may be transacted at an Annual General Meeting, the business of an Annual General Meeting shall be:
 - (a) to confirm the minutes of the preceding Annual General Meeting and of any Special General Meeting held since that meeting;
 - (b) to receive from the Executive reports upon the activities of the Association during the preceding financial year;
 - (c) to elect the office-bearers of the Association and ordinary Members of the Committee;
 - (d) to receive and consider the statement which is required to be submitted to Members under 26(6) of the Act. (Financial)
 - (e) consider nominations for Life and Honorary Membership of the Association.
- (91) An Annual General Meeting shall be specified as such in the notice convening it.

28. SPECIAL GENERAL MEETINGS (CALLING OF)

- (92) The Committee may whenever it thinks fit, convene a Special General Meeting of the Association.
- (93) The Committee shall, on the requisition in writing of not less than 5 per cent of the total number of Ordinary Members, convene a Special General Meeting of the Association.
- (94) Requisition by Members for a Special General Meeting:
 - (a) shall state the purpose or purposes of the meeting;
 - (b) shall be signed by the Members making the requisition;
 - (c) shall 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.
- (95) If the Executive fails to convene a Special General Meeting to be held within 30 days after the date on which a requisition of Ordinary Members for the meeting is lodged with the Secretary, any one or more of the Ordinary Members who made the requisition may convene a Special General Meeting to be held not later than 90 days after that date.
- (96) A Special General Meeting convened by a Member or Members as referred to in clause (4) shall be convened as nearly as is practicable in the same manner as General Meetings are convened by the Committee and any Member who thereby incurs expense is entitled to be reimbursed by the Association for any expense so incurred.

29. NOTICE

- (97) Except where the nature of the business proposed to be dealt with at a General Meeting requires a special resolution of the Association, the Secretary shall, at least 14 days before the date fixed for the holding of the General Meeting, give a notice to each Member specifying the place, date and time of the meeting and the nature of the business proposed to be transacted at the meeting.
- (98) If the nature of the business proposed to be dealt with at a General Meeting requires a special resolution of the Association, the Secretary shall, at least 21 days before the date fixed for the holding of the General Meeting, cause notice to be sent to each Member specifying in addition to the matter required under clause (1), the intention to propose the resolution as a special resolution.

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- (99) No business other than that specified in the notice convening a general meeting is to be transacted at the meeting except, in the case of an annual general meeting, business which may be transacted under rule 24(2).
- (100) A Member desiring to bring any business before a General Meeting may give notice, verbally or in writing, of that business to the Secretary who shall include that business in the next notice calling a General Meeting given after receipt of the notice from the Member

30. GENERAL MEETING PROCEDURE

- (101) 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 the meeting is considering that item.
- (102) Five Members present in person (being Members entitled under these rules to vote at a General Meeting) constitute a quorum for the transaction of the business of the General Meeting.
- (103) If within half an hour after the appointed time for the commencement of a General Meeting a quorum is not present, the meeting if convened upon the requisition of Members shall be dissolved and in any other case shall stand adjourned to the same day in the following week at the same time and (unless another place is specified at the time of the adjournment by the person presiding at the meeting or communicated by written notice to Members given before the day to which the meeting is adjourned) at the same place.
- (104) If at the adjourned meeting a quorum is not present within half an hour after the time appointed for the commencement of the meeting, the Members present (being not less than 3) shall constitute a quorum.

31. PRESIDING MEMBER

- (105) The President or, in the President's absence, the Vice-President, shall preside as chairperson at each General Meeting of the Association.
- (106) If the President and the Vice-President are absent from a General Meeting or are unwilling to act, the Members present shall elect one of their number to preside as chairperson at the meeting.

32. ADJOURNMENT

- (107) The chairperson of a General Meeting at which a quorum is present may, with the consent of the majority of Members present at the meeting, adjourn the meeting from time to time and place to place, but no business shall be

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

- (108) Where a General Meeting is adjourned for 14 days or more, the Secretary shall give written or oral notice of the adjourned meeting to each Member of the Association stating the place, date and time of the meeting and the nature of the business to be transacted at the meeting.
- (109) Except as provided in clauses 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.

33. MAKING OF DECISIONS

- (110) A question arising at a General Meeting of the Association shall be determined on a show of hands and, unless before or on the declaration of the show of hands a poll is demanded, a declaration by the chairperson that a resolution has, on a show of hands been carried or carried unanimously or carried by a particular majority or lost, or an entry to that effect in the minute book of the Association, is evidence of the fact without proof of the number or proportion of the votes recorded in favour of or against that resolution.
- (111) At a General Meeting of the Association, a poll may be demanded by the chairperson or by not less than 3 Members present in person or by proxy at the meeting.
- (112) Where a poll is demanded at a General Meeting, the poll shall be taken:
 - (a) immediately in the case of a poll which relates to the election of the chairperson of the meeting or to the question of an adjournment; or
 - (b) in any other case, in such manner and at such time before the close of the meeting as the chairperson directs, and the resolution of the poll on the matter shall be deemed to be the resolution of the meeting on that matter.

34. SPECIAL RESOLUTION

A resolution of the Association is a special resolution if:

- (c) it is passed by a majority which comprises not less than three quarters of such Members of the Association as, being entitled under these rules so to do, vote in person or by proxy at a General Meeting of which not less than 21 day's written notice specifying the intention to propose the resolution as a special resolution was given in accordance with these rules; or

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- (d) where it is made to appear to the Director-General that it is not possible or practicable for the resolution to be passed in the manner specified in paragraph (a), the resolution is passed in a manner specified by the Director-General.

35. VOTING

- (113) Upon any question arising at a General Meeting of the Association a Member has one vote only.
- (114) All votes shall be given personally or by proxy but no Member may hold more than 5 proxies.
- (115) In the case of an equality of votes on a question at a General Meeting, the chairperson of the meeting is entitled to exercise a second or casting vote.
- (116) A Member or proxy is not entitled to vote at any General Meeting of the Association unless all money due and payable by the Member or proxy to the Association has been paid, other than the amount of the annual subscription payable in respect of the then current year.

36. APPOINTMENT OF PROXIES

- (117) Each Member shall be entitled to appoint another Member as proxy by notice given to the Secretary no later than 24 hours before the time of the meeting in respect of which the proxy is appointed.
- (118) The notice appointing the proxy shall be in the form set out in appendix B to these rules.

PART V MISCELLANEOUS

37. INSURANCE

- (119) The Association shall effect and maintain insurance under section 44 of the Act.
- (120) Insurance is available to each Member on becoming a Member of the Association. Each individual Member, who participates in the flying of model aircraft, shall be insured.
- (121) In addition to the insurance required under clause (1), the Association may effect and maintain other insurance.

38. FUNDS-SOURCE

- (122) The funds of the Association shall be derived from entrance fees and annual dues of Members, donations and, subject to any resolution passed by the Association in General Meeting, such other sources as the Committee determines.
- (123) all money received by the Association shall be deposited as soon as practicable and without deduction to the credit of the Association's bank account.
- (124) The Association shall, as soon as practicable after receiving any money, issue an appropriate receipt.

39. FUNDS MANAGEMENT

- (125) Subject to any resolution passed by the Association in General Meeting, the funds of the Association shall be used in pursuance of the objects of the Association in such a manner as the Committee determines.
- (126) All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments shall be signed by any 2 Members of the Committee or employees of the Association, being Members or employees authorised to do so by the -Committee.

40. ALTERATION OF OBJECTS AND RULES

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

41. THE COMMON SEAL

- (127) The common seal of the Association shall be kept in the custody of the Public Officer.
- (128) The common seal shall not be affixed to any instrument except by the authority of the Committee and the affixing of the common seal shall be attested by the signatures either of 2 Members of the Committee or of 1 Member of the Committee and of the Public Officer or Secretary.

42. CUSTODY OF BOOKS

Except as otherwise provided by these rules, the Public Officer shall retain custody and control of all records, books and other documents relating to the Association.

43. INSPECTION OF BOOKS, ETC.

The records, books and other documents of the Association shall be open for inspection, free of charge, by a Member of the Association at any reasonable hour.

44. SERVICE OF NOTICES

- (129) For the purpose of these rules, a notice may be served on or given to a person:
- (a) by delivering it to the person personally, or
 - (b) by sending it by pre-paid post to the address of the person, or
 - (c) by sending it by facsimile transmission or some other form of electronic transmission to an address specified by the person for giving or serving the notice.
- (130) For the purpose of these rules, a notice is taken, unless the contrary is proved, to have been given or served:
- (a) in the case of a notice given or served personally, on the date on which it is received by the addressee, and
 - (b) in the case of a notice sent by pre-paid post, on the date when it would have been delivered in the ordinary course of post, and
 - (c) in the case of a notice sent by facsimile transmission or some other form of electronic transmission, on the date it was sent, or if the machine from which the transmission was sent produces a report indicating that the notice was sent on a later date, on that date.

**HAWKESBURY MODEL AIRSPORTS INC.
MEMBERSHIP APPLICATION FORM**

DATE.....

SURNAME.....

OTHER NAMES.....

ADDRESS.....

.....POSTCODE.....

PHONE (H)..... (W)..... M).....

EMAIL.....

HAVE YOU EVER BELONGED TO AN AEROMODELLING CLUB.....Yes/No

IF SO, WHICH ONE.....

REGISTRATION NUMBER.....

CURRENT EXPERIENCE.....

.....

DATE OF BIRTH.....

PENSION CARD No. (If Pensioner).....

In seeking membership of Hawkesbury Model Air Sports Inc. I acknowledge that I will abide by the Constitution and By-Laws of the Association. My acceptance of membership is subject to a 3 month probation period.

SIGNATURE.....

Date.....

CURRENT SCALE OF FEES APPLICABLE

Senior

Junior

HMAS

STATE BODY

HMAS JOINING FEE

TOTAL

For Club Use

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NAME OF NOMINATING FULL MEMBER.....

DATE OF JOINING.....

FORM OF APPOINTMENT OF PROXY

I,
(full name)

of
(address)

Being a member of Hawkesbury Model Air Sports,

hereby appoint
(full name of proxy)

of.....

being a member of Hawkesbury Model Air Sports, as my proxy to vote for me on my behalf at the General Meeting of the Association (Annual General Meeting or Special General Meeting, as the case may be) to be held on the

day of20..... and at any adjournment of that meeting.

*My Proxy is authorised to vote in favour of/against (delete as appropriate) the resolution (insert details)

* To be inserted if desired

Signature of member appointing proxy.....

Date.....

Note: A proxy vote may not be given to a person who is not a member of the Association.

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NOMINATION FORM

I.....

a member of HAWKESBURY MODEL AIRSPORTS INCORPORATED

nominate

for the position ofon the executive of HMAS Inc.

Signed (Nominator)

Date

Signed (Secunder)

Date.....

The above nomination is accepted by me:

Signed..... (Nominee)

Date.....