RULES OF THE SPORTS ASSOCIATION OF

CATHOLIC CO-EDUCATIONAL SECONDARY SCHOOLS

(SACCSS)

AN INCORPORATED ASSOCIATION

1 Name

The name of the incorporated association is the Sports Association of Catholic Co-educational Secondary Schools (SACCSS) Incorporated (in these rules called ***"the Association"***).

2 Definitions

(1) In these rules unless the contrary intention appears:

**"Act"** means the *Associations Incorporation Reform Act 2012* (Vic);

***"college"*** means a secondary college of education;

***"committee"*** means the committee of management of the Association;

***"financial year"*** means the year ending 31 December;

***"general meeting"*** means a general meeting of members convened in accordance with rule 15;

***"member"*** means a member of the Association;

***"ordinary member of the committee"*** means a member of the committee who is not an officer of the Association under rule 25 or the SACCSS Chairperson;

***"Principal"*** means the head of a member college who acts as the representative of the member college on the committee;

***"Registrar"*** means the Registrar of Incorporated Associations;

***"Regulations"*** means regulations under the Act; and

***"relevant documents"*** has the same meaning as in the Act.

(2) In these Rules:

(a) a reference to the Executive Officer of the Association is a reference to the Secretary of the Association;

(b) a reference to the Executive Officer of the Association in the singular includes a reference to the plural where there are two or more Executive Officers of the Association appointed pursuant to sub-rule 27(3); and

(c) a reference to the Executive Officer of the Association in the plural is a reference to the Secretary of the Association in the plural.

3 Purposes

The purposes for which the Association is established are to advance education by providing sporting activities and inter-school sporting events to students of member colleges and in particular to:

 (a) encourage an interest in sport amongst competing schools;

(b) foster school spirit through co-operative endeavour in the sporting fields;

(c) encourage participation of all students in sport;

(d) encourage positive interaction between staff and students of member colleges;

 (e) develop qualities of good sportsmanship amongst students;

 (f) allow for recognition of those students with special talent(s) in sport; and

(g) encourage students to strive towards excellence in sport and sports organization.

### **4 Alteration of the rules**

These rules and the statement of purposes of the Association must not be altered except in accordance with the Act.

5 Not for profit organisation

(1) The Association must not distribute any surplus, income or assets directly or indirectly to its members, except as provide in sub-rule (2) and rule 41.

(2) Sub-rule (1) does not prevent the Association from paying a member:

 (a) reimbursement for expenses properly incurred by the member; or

 (b) for goods or services provided by the member,

if this is done in good faith on terms no more favourable than if the member was not a member.

6 Membership, entry fees and subscription

(1) A college which applies and is approved for membership as provided in these rules is eligible to be a member of the Association on payment of an annual levy. The amount and terms of the levy will be determined on an annual basis by the committee.

(2) A college which is not a member of the Association at the time of incorporation of the Association (or who was a member at that time but has ceased to be a member) must not be admitted to membership unless:

 (a) the college applies for membership in accordance with sub-rule (3); and

 (b) the admission as a member is approved by the committee.

(3) An application of a college for membership of the Association must:

(a) be made in writing; and

(b) be lodged with the Executive Officer at least 9 months prior to the start of the school year for and from which membership is sought.

(4) As soon as practicable after the receipt of an application, the Executive Officer must refer the application to the committee.

(5) The committee must determine whether to approve or reject the application.

(6) If the committee unanimously approves the application for membership, the Executive Officer must, as soon as practicable:

 (a) notify the applicant in writing of the approval for membership; and

(b) request payment within 28 days after the receipt of the invoice detailing the sum payable under these Rules as the first year's annual levy.

(7) The Executive Officer must, within 28 days after receipt of the amount referred to in sub-rule (6), enter the applicant's name in the register of members.

(8) Subject to sub-rule (9), an applicant for membership becomes a member and is entitled to exercise the rights of membership when the college name is entered in the register of members.

(9) Unless otherwise agreed by the committee, an applicant for membership whose name is entered on the register of members shall not be entitled to participate in activities organised or facilitated by or on behalf of the Association until the commencement of the financial year immediately following the date of entry of the member's name in the register of members.

(10) If the committee rejects an application, the committee must, as soon as practicable, notify the applicant in writing that the application has been rejected.

(11) A right, privilege or obligation of a college by reason of membership of the Association:

(a) is not capable of being transferred or transmitted to another college or person; and

(b) terminates upon the cessation of membership whether by resignation or otherwise.

7 Register of members

(1) The Executive Officer must keep and maintain a register of members containing:

 (a) the name and address of each member; and

 (b) the date on which each member's name was entered in the register.

(2) Subject to the Act, the register is available for inspection free of charge by any member upon request.

(3) Subject to the Act, a member may make a copy of entries in the register.

8 Ceasing membership

(1) A member of the Association which has paid all moneys due and payable by a member to the Association may resign from the Association by giving six months' notice in writing to the Executive Officer of its intention to resign.

(2) After the expiry of the period referred to in sub-rule (1):

 (a) the member ceases to be a member; and

(b) the Executive Officer, as soon as practicable, must record in the register of members the date on which the member ceased to be a member.

9 General rights and obligations of members

(1) A member of the Association who is entitled to vote has the right:

(a) to receive notice of general meetings and of proposed special resolutions in the manner and time prescribed by these rules; and

(b) subject to sub-rule 15(5),to submit items of business for consideration at a general meeting; and

 (c) to attend and be heard at general meetings; and

 (d) to vote at a general meeting; and

(e) to have access to the minutes of general meetings and other documents of the Association as provided under these rules; and

(f) to inspect the register of members.

(2) A member of the Association shall make payment in the manner determined by the Association of the annual levy determined in these Rules.

(3) The rights of a member (including the right to vote) which has not paid the annual levy by the due date are suspended until the annual levy is paid.

(4) Subject to sub-rule 6(9) and unless otherwise agreed by the committee or the Executive, each member of the Association shall participate fully in all activities organised or facilitated by or on behalf of the Association as, when and where those activities occur.

10 Discipline, suspension and expulsion of members

(1) Subject to these Rules, if the committee is of the opinion that a member has refused or neglected to comply with these Rules, or has been guilty of conduct unbecoming a member or prejudicial to the interests of the Association, the committee may by resolution:

(a) suspend that member from membership of the Association for a specified period; or

(b) expel that member from the Association.

(2) A resolution of the committee under sub-rule (1) does not take effect unless:

(a) at a meeting held in accordance with sub-rule (3), the committee confirms the resolution; and

(b) if the member exercises a right of appeal to the Association under this rule, the Association confirms the resolution in accordance with this rule.

(3) A meeting of the committee to confirm or revoke a resolution passed under sub-rule (1) must be held not earlier than 14 days, and not later than 28 days, after notice has been given to the member in accordance with sub-rule (4).

(4) For the purposes of giving notice in accordance with sub-rule (3), the Executive Officer must, as soon as practicable, cause to be given to the member a written notice:

(a) setting out the resolution of the committee and the grounds on which it is based;

(b) stating that the Principal of the member (or other representative) may address the committee at a meeting to be held not earlier than 14 days and not later than 28 days after the notice has been given to that member;

(c) stating the date, place and time of that meeting;

 (d) informing the member that it may do one or both of the following:

(i) have its Principal (or other representative) attend that meeting;

(ii) give to the committee before the date of that meeting a written statement seeking the revocation of the resolution; and

(e) informing the member that, if at that meeting, the committee confirms the resolution, it may, not later than 48 hours after that meeting, give the Executive Officer a notice to the effect that it wishes to appeal to the Association in a general meeting against the resolution.

(5) At a meeting of the committee to confirm or revoke a resolution passed under sub-rule (1), the committee must:

(a) give the Principal of the member (or other representative) an opportunity to be heard; and

(b) give due consideration to any written statement submitted by the member; and

 (c) determine by resolution whether to confirm or to revoke the resolution.

(6) If at the meeting of the committee, the committee confirms the resolution, the member may, not later than 48 hours after that meeting, give the Executive Officer a notice to the effect that it wishes to appeal to the Association in a general meeting against the resolution.

(7) If the Executive Officer receives a notice under sub-rule (6), he or she must notify the committee and the committee must convene a general meeting of the Association to be held within 21 days after the date on which the Executive Officer received the notice.

(8) At a general meeting of the Association convened under sub-rule (7):

(a) no business other than the question of the appeal may be conducted; and

(b) the committee may place before the meeting details of the grounds for the resolution and the reasons for the passing of the resolution; and

(c) the Principal of the member (or other representative) must be given the opportunity to be heard; and

(d) the members present must vote by secret ballot on the question whether the resolution should be confirmed or revoked.

(9) A resolution is confirmed if, at the general meeting, not less than two-thirds of the members vote in person, or by proxy, in favour of the resolution. In any other case, the resolution is revoked.

11 Disputes and mediation

(1) The grievance procedure set out in this rule applies to disputes under these Rules between:

(a) a member and another member; or

(b) a member and the Association.

(2) The parties to the dispute must meet and discuss the matter in dispute, and, if possible, resolve the dispute within 14 days after the dispute comes to the attention of all of the parties.

(3) If the parties are unable to resolve the dispute at the meeting, or if a party fails to attend that meeting, then the parties must, within 10 days, hold the meeting in presence of a mediator.

(4) The mediator must be:

(a) a person chosen by agreement between the parties; or

(b) in the absence of an agreement:

(i) in the case of a dispute between a member and another member, a person appointed by the committee of the Association; or

(ii) in case of a dispute between a member and the Association, a person who is a mediator appointed or employed by the Dispute Settlement Centre of Victoria (Department of Justice).

(5) A member of the Association can be a mediator.

(6) The mediator cannot be a member who is a party to the dispute, have a personal interest in the dispute or be biased in favour of or against any party.

(7) The parties to the dispute must, in good faith, attempt to settle the dispute by the mediation.

(8) The mediator, in conducting the mediation, must:

(a) give the parties to the mediation process every opportunity to be heard; and

(b) allow due consideration by all parties of any written statement submitted by any party.

(9) The mediator must not determine the dispute.

(10) If the mediation process does not result in the dispute being resolved, the parties may seek to resolve the dispute in accordance with the Act or otherwise at law.

12 Annual general meetings

(1) The committee must convene an annual general meeting of the Association to be held within 5 months after the end of each financial year.

(2) Subject to sub-rule (1), the committee may determine the date, time and place of the annual general meeting of the Association.

(3) The notice convening the annual general meeting must specify that the meeting is an annual general meeting.

(4) The ordinary business of the annual general meeting shall be:

(a) to confirm the minutes of the previous annual general meeting and of any general meeting held since that meeting; and

(b) to introduce the Executive Officer and the SACCSS Chairperson, elect officers of the Association and the ordinary members of the committee; and

(c) to receive and consider:

(i) the annual report of the Executive Officer on the activities of the Association during the preceding financial year; and

(ii) the financial statement of the Association for the preceding financial year submitted by the committee in accordance with Part 7 of the Act; and

(d) to confirm and vary the amount of the annual levy and the manner in which the annual levy shall be paid.

(5) The annual general meeting may conduct any special business of which notice has been given in accordance with these Rules.

13 Special general meetings

(1) In addition to the annual general meeting, any other general meetings may be held in the same year.

(2) All general meetings other than the annual general meeting are special general meetings.

(3) The committee may, whenever it thinks fit, convene a special general meeting of the Association.

(4) If, but for this sub-rule, more than 15 months would elapse between annual general meetings, the committee must convene a special general meeting of the Association before the expiration of that period.

(5) The committee must, on request in writing of at least four members, convene a special general meeting of the Association.

(6) The request for a special general meeting must:

(a) state the objects of the meeting; and

(b) be signed by the members requesting the meeting; and

(c) be sent to the address of the Executive Officer.

(7) If the committees does not cause a special general meeting to be held within one month after the date on which the request is sent to the address of the Executive Officer, the members making the request, or any of them, may convene a special general meeting to be held not later than 3 months after that date.

(8) If a special general meeting is convened by members in accordance with this rule it must be convened in the same manner so far as possible as a meeting convened by the committee and all reasonable expenses incurred in convening the special general meeting must be refunded by the Association to persons incurring the expenses.

14 Special business

All business that is conducted at a special general meeting and all business that is conducted at the annual general meeting, except for business conducted under the Rules as ordinary business of the annual general meeting, is deemed to be special business.

15 Notice of general meetings

(1) The Executive Officer of the Association, at least 14 days, or if a special resolution has been proposed, at least 21 days before the date fixed for holding a general meeting of the Association, must cause to be sent to each member of the Association, a notice stating:

(a) the place, date and time of the meeting; and

 (b) the nature of the business to be conducted at the meeting; and

 (c) if a special resolution is to be proposed:

(i) state in full the proposed resolution; and

(ii) state the intention to propose the resolution as a special resolution.

(2) Notice may be sent:

 (a) by prepaid post to the address appearing of the register of members; or

 (b) if the member requests, by facsimile transmission or electronic transmission.

(3) Notice must include a copy of the relevant Notice appointing a proxy set out in rule 22.

(4) No business other than that set out in the notice convening the meeting may be conducted in the meeting.

(5) A member intending to bring any business before a meeting may notify in writing, or by electronic transmission, to the Executive Officer of that business, who must include that business in the notice calling the next general meeting.

16 Quorum at general meetings

(1) No item of business may be conducted at a general meeting unless a quorum of members entitled under these Rules to vote is present at the time when the meeting is considering that item.

(2) Eight members personally present (being from members entitled under these Rules to vote at a general meeting) constitute a quorum for the conduct of the business of a general meeting.

(3) If, within half an hour after the appointed time for the commencement of a general meeting, a quorum is not present:

(a) in the case of a meeting convened upon the request of members, the meeting must be dissolved; and

(b) in any other case, the meeting shall stand adjourned to the same day next week at the same time and (unless another placed is specified by the Chairperson at the time of the adjournment or by written notice to members given before the day to which the meeting is adjourned) at the same place.

(4) If at the adjourned meeting the quorum is not present within half an hour after the time appointed for the commencement of the meeting, the members personally present (not being less than five) shall be a quorum.

17 Presiding at general meetings

(1) The SACCSS Chairperson, or in the SACCSS Chairperson's absence, the President, shall preside as Chairperson at each general meeting of the Association.

(2) If the SACCSS Chairperson and President are absent from the general meeting, or are unable to preside, the members present must select one of their numbers to preside as Chairperson.

18 Adjournment of meetings

(1) The person presiding may, with the consent of a majority of Principals present at the meeting, adjourn the meeting from time to time and place to place.

(2) No business may be conducted at an adjourned meeting other than unfinished business from the meeting that was adjourned.

(3) If a meeting is adjourned for 14 days or more, notice of the adjourned meeting must be given in accordance with rule 15.

(4) Except as provided in sub-rule (3), it is not necessary to give notice of an adjournment or of the business to be conducted at an adjourned meeting.

19 Voting at general meeting

(1) Upon any question arising at a general meeting of the Association, a member has one vote only.

(2) In the case of equality of voting on a question:

(a) the President of the Association is entitled to exercise a second or casting vote. If the President is absent from the general meeting, the members present must select one of their numbers to exercise a second or casting vote.

(3) A member is not entitled to vote at a general meeting unless:

(a) all moneys due and payable by the member to the Association have been paid, other than the amount of the annual levy payable in respect to the current financial year; and

(b) the member's membership rights are not suspended for any reason.

(4) For the avoidance of doubt, the SACCSS Chairperson is entitled to attend and chair general meetings of the Association (in accordance with Rule 17) but is not entitled to vote on any matters arising at a general meeting of the Association, other than in their role as Chairperson in accordance with Rule 19(2)(a).

20 Poll at general meetings

(1) If at a meeting a poll on any question is demanded by not less than 3 members, it must be taken at that meeting in such manner as the Chairperson may direct and the resolution of the poll shall be deemed to be a resolution of the meeting on that question.

(2) A poll that is demanded on the election of a Chairperson or on a question of an adjournment must be taken immediately and a poll that is demanded on any other question must be taken at such time before the close of the meeting as the Chairperson may direct.

21 Manner of determining whether resolution carried

If a question arising at a general meeting of the Association is determined on a show of hands:

(a) a declaration by the Chairperson that a resolution has been:

(i) carried; or

(ii) carried unanimously; or

(iii) carried by a particular majority; or

(iv) lost; and

(b) 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, the resolution.

22 Proxies

(1) Each member is entitled to appoint another member as a proxy by notice received by the Executive Officer no later than 24 hours before the time of the meeting in respect of which the proxy is appointed.

23 Use of technology – General Meetings

(1) A member not physically present at a general meeting may be permitted to participate in the meeting by the use of technology that allows that member and the members present at the meeting to clearly and simultaneously communicate with each other.

(2) A member participating in a general meeting as permitted in sub-rule (1) is taken to be personally present at the meeting and, if the member votes at the meeting, is taken to have voted in person.

24 Committee of Management

(1) The affairs of the Association shall be managed by the committee of management.

(2) The committee:

(a) shall control and manage the business and affairs of the Association; and

(b) may, subject to these Rules, the Act and the Regulations, 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 the members of the Association.

(3) The committee shall consist of:

(a) the officers of the Association;

(b) all Principals who are not officers of the Association; and

(c) the SACCSS Chairperson (non-voting).

25 Office holders

(1) The officers of the Association shall be:

(a) a President; and

(b) the President immediately preceding the current President ("***the Outgoing President"***); and

(c) the President that will immediately succeed the current President (***"the*** ***Incoming President"***); and

(d) the Executive Officer (non-voting and ex-officio),

(collectively ***"the Executive"***).

 (2) The provisions of rule 27, so far as they are applicable and with the necessary modifications, apply to and in relation to the election of persons to any offices referred to in sub-rule (1).

(3) Save for an appointment made under sub-rule (4), each officer of the Association shall hold office until the annual general meeting next after the date of his or her election.

(4) In the event the Executive Officer is not a member of the Association, the Executive Officer shall hold office until otherwise removed by the Association.

(5) In the event of a casual vacancy of any office referred to in sub-rule (1), the committee may appoint one of its members to the vacant office and the member appointed may continue in office up to and including the conclusion of the annual general meeting next following the date of appointment.

 (6) The Executive is responsible for preparation of committee meeting agendas and the management of any relevant business of the Association requiring deliberation of the committee.

(7) The role of the Executive includes:

(a) providing support to the Executive Officers in the day-to-day operations of the Association;

(b) providing support to the President;

(c) assisting with the management of the resolution of any significant incidents involving the Association;

(d) assisting with the resolution of disputes in accordance with rule 11;

(e) planning and facilitating work on the strategic plans of the Association; and

(f) providing a presence at major carnivals and events.

26 Ordinary members of the committee

(1) A Principal shall hold office as ordinary member of the committee while acting in that capacity. If replaced, the new Principal becomes an ordinary member of the committee automatically.

27 Election of officers and ordinary committee members

(1) The President is to be rotated annually as determined by the committee (generally, for example, a Principal will be an ordinary committee member in the first year, will be appointed Incoming President in the second year, President in the third year, Outgoing President in the fourth year, and will be an ordinary committee member in the fifth year).

(2) The Executive Officer will be appointed by the President on such terms and conditions as are ratified by the majority of Principals or their delegates at the October general meeting.

(3) More than one person can be appointed to the role of Executive Officer on a job-share basis.

(4) An on-going roster of the appointments of the Executive shall be held and may be reviewed and amended by the committee from time to time.

(5) The ordinary members of the committee are the Principals who do not form the Executive.

28 Vacancies

The office of an officer of the Association, or of an ordinary member of the committee, becomes vacant if the officer or member:

(a) is removed by way of special resolution in accordance with these Rules; or

(b) ceases to be a member of the Association; or

(c) becomes an insolvent under administration within the meaning of the Corporations Law; or

(d) resigns from office by notice in writing given to the Executive Officer; or

(e) otherwise ceases to be a committee member by operation of rule 26 or section 78 of the Act.

28A SACCSS Chairperson

(1) The committee may appoint a person to the office of SACCSS Chairperson on any terms as they think fit, including as to tenure and remuneration, provided that, if required by the committee, that person has duly executed a contract with the Association in respect of their position as SACCSS Chairperson (on terms acceptable to the committee).

(2) A person appointed under rule 28A(1) is referred to in these Rules as the SACCSS Chairperson.

(3) For the avoidance of doubt, the SACCSS Chairperson must not be a member of the Association or a Principal.

(4) The responsibilities of the SACCSS Chairperson may be determined by the President (in consultation with the committee) from time to time.

(5) The role of the SACCSS Chairperson includes (amongst other matters):

(a) attending and chairing meetings of the committee, Executive Group and Executive Officers;

(b) attending and chairing general meetings of the Association;

(c) providing support to the President and Executive in the operations of the Association;

(d) providing strategic leadership and consulting on the strategic decision making of the Association;

(e) overseeing the financial management of the Association and preparation of budgets and financial plans for consideration by the committee;

(f) promoting good governance within the Association and overseeing the development of governance policies and risk register;

(g) guiding and monitoring the performance of Executive Officers and conducting annual reviews of the Executive Officers; and

(f) providing a presence at major carnivals and events.

(6) The committee may, subject to the terms of the SACCSS Chairperson's contract with the Association, suspend, remove or dismiss him or her from that office and appoint another person to be the SACCSS Chairperson.

29 Meetings of the committee

(1) The committee must meet at least 2 times in each year at such places and such times as the committee may determine.

(2) Special meetings of the committee may be convened by the President or by any 4 members of the committee.

30 Notice of committee meetings

(1) Written notice of each committee meeting must be given to each member of the committee at least one week before the date of the meeting.

(2) Written notice must be given to members of the committee of any special meeting specifying the general nature of the business to be conducted and no other business may be conducted at such a meeting.

31 Quorum for committee meetings

(1) Any eight members of the committee constitute a quorum for the conduct of the business of a meeting of the committee.

(2) No business may be conducted unless a quorum is present.

(3) If within half an hour of the time appointed for the meeting a quorum is not present:

(a) in the case of a special meeting, the meeting lapses;

(b) in any other case, the meeting shall stand adjourned to the same place and the same time and day in the following week.

(4) The committee may act notwithstanding any vacancy on the committee.

32 Presiding at committee meetings

At meetings of the committee:

(a) the SACCSS Chairperson or, in the SACCSS Chairperson's absence, the President presides; or

(b) if the SACCSS Chairperson and the President are absent, or are unable to preside, the members present must choose one of their number to preside.

33 Voting at committee meetings

(1) Questions arising at a meeting of the committee, or at a meeting of any sub-committee appointed by the committee, shall be determined on a show of hands or, if a member requests, by a poll taken in such manner as the person presiding in that meeting may determine.

(2) Each member present at a meeting of the committee, or at a meeting 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:

(a) the person presiding may exercise a second or casting vote excluding the SACCSS Chairperson. In the event that the SACCSS Chairperson is presiding, the members present must select one of their numbers to exercise a second or casting vote.

(3) For the avoidance of doubt, the SACCSS Chairperson is entitled to attend and preside at committee meetings (in accordance with Rule 32) but is not entitled to vote on any matters arising at a committee meeting, other than in their role as the person presiding in accordance with Rule 33(2)(a).

34 Use of technology – Committee Meetings

(1) A committee member not physically present at a committee meeting may be permitted to participate in the meeting by the use of technology that allows that committee member and the committee members present at the meeting to clearly and simultaneously communicate with each other.

(2) A committee member participating in a committee meeting as permitted under sub-rule (1) is taken to be present at the meeting and, if the member votes at the meeting, is taken to have voted in person.

36 Executive Officer

(1) The Executive Officer of the Association must perform any duty or function required under the Act to be performed by the Secretary of an incorporated association.

(2) The Executive Officer of the Association must:

(a) maintain the register of members in accordance with Rule 7; and

(b) subject to the Act and these Rules, provide members with access to the register of members, the minutes of general meetings and other books and documents; and

(c) perform any other duty or function imposed on the Secretary by these Rules.

37 Minutes of meetings

The Executive Officer of the Association must keep minutes of the resolutions and proceedings of each general meeting, and each committee meeting, together with a record of the names of persons present at committee meetings.

38 Funds

(1) The Executive Officer of the Association must:

(a) collect and receive all moneys due to the Association and make all payments authorised by the Association; and

(b) keep correct accounts and books showing the financial affairs of the Association with full details of all receipts and expenditure connected with the activities of the Association.

(2) Prior to being made, all payments (whether by electronic funds transfer, BPAY, credit card, cash or other methods of payment) must be authorised by any two persons who are an Executive Officer, the current President or the SACCSS Chairperson.

(3) All payments requiring signatures on the face of the document (such as cheques, drafts, bills of exchange, promissory notes and other negotiable instruments) must be authorised by two signatures out of any person who is an Executive Officer, the current President or the SACCSS Chairperson.

(4) The funds of the Association shall be derived from annual levies, reimbursement costs from member colleges, sponsorship, donations and such other sources as the committee determines.

39 Seal

(1) The common seal of the Association must be kept in the custody of the Executive Officer.

(2) The common seal must not be affixed to any instrument except by the authority of the committee and the affixing of the common seal must be attested by the signatures either of two members of the committee or, of one member of the committee and of the public officer of the Association.

40 Notice to members

Except for the requirement in rule 15, any notice that is required to be given to a member, by on behalf of the Association, under these Rules may be given by:

(a) delivering the notice to the member personally; or

(b) sending it by prepaid post addressed to the member at that member's address shown in the register of members; or

(c) facsimile transmission, if the member has requested that the notice be given to him or her in this manner; or

(d) electronic transmission, if the member has requested that the notice be given to him or her in this manner

41 Winding up and cancellation

(1) The Association may be wound up voluntarily by special resolution.

(2) In the event of the winding up or cancellation of the incorporation of the Association, the surplus assets of the Association must not be distributed to any member or former member of the Association, unless that member or former member is a charity as described in sub-rule (3).

(3) Subject to the Act and any court order made under section 133 of the Act, the surplus assets must be distributed to one or more charities:

(a) with charitable purpose(s) similar to or inclusive of, the purposes in Rule 3; and

(b) which also prohibit the distribution of any surplus asset to its members to at least the same extent as the Association.

(4) The body to which the surplus assets are to be distributed must be decided by special resolution.

42 Custody and inspection of books and records

(1) Except as otherwise provided in these Rules, the Executive Officer must keep in his or her custody or under his or her control all books, documents, securities and other relevant records of the Association.

(2) All accounts, books, securities and any other relevant documents of the Association, including but not limited to minutes of General Meetings, minutes of Special Meetings, and minutes of Committee Meetings must be available for inspection free of charge by any member upon request.

(3) A member may make a copy of any accounts, books, securities and any other relevant documents of the Association.