

RULES OF THE APPLE MACINTOSH USERS GROUP (Sydney), Incorporated

1. OBJECTIVES

- 1.1 The primary objective of the Association shall be to serve the needs of its members, through education, in the use and modification of "APPLE" microcomputers, and any other computers of interest; and such other activities as the Association may determine.
- 1.2 The name of the Association shall be the Apple Macintosh Users Group (Sydney), Incorporated, and shall be known colloquially as AMUG.

2. MEMBERSHIP QUALIFICATIONS

- 2.1 A person is qualified to be a member of the Association if, but only if –
 - (a) the person is a person referred to in Section 15 (1) (a), (b) or (c) of the Associations Incorporation Act and has not ceased to be a member of the Association at any time after the incorporation of the Association under the Act; or
 - (b) the person is a natural person who –
 - (i) has been nominated for membership of the Association as provided by rule 3; and
 - (ii) has been approved for membership of the Association by the committee
 - (c) the person is a member of a microcomputer users' group which has subscribed to associated membership of the Association and may become an associate member by paying only the annual fee. An associate member shall have all the rights of a full member with the exception of voting rights.
- 2.2 There shall be no discrimination against or between members or prospective members on grounds of race, ethnic origin, sex, religion, politics, marital status or sexual orientation; nor shall there be any distinction of rights, privileges or responsibilities; except as may be specified by the rules, or the Law.

3. NOMINATION FOR MEMBERSHIP

- 3.1 A nomination of a person for membership of the Association –
 - (a) shall be made in writing in the form set out by the Association; and
 - (b) shall be lodged with the secretary of the Association together with necessary subscriptions.
- 3.2 As soon as practicable after receiving a nomination for membership, the secretary shall refer the nomination to the committee which shall determine whether to approve or reject the nomination.
- 3.3 The secretary shall then enter the nominee's name in the register of members and, upon the name being entered, the nominee becomes a member of the Association.

4. CESSATION OF MEMBERSHIP

- 4.1 A person ceases to be a member of the Association if the person –
 - (a) dies;
 - (b) resigns that membership;
 - (c) is expelled from the Association; or
 - (d) is unfinancial for more than 2 calendar months.

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5. MEMBERSHIP ENTITLEMENTS NOT TRANSFERABLE

- 5.1 A right, privilege or obligation which a person has by reason of being a member of the Association:
- (a) is not capable of being transferred or transmitted to another person; and
 - (b) terminates upon cessation of the person's membership.

6. RESIGNATION OF MEMBERSHIP

- 6.1 A member of the Association is not entitled to resign that membership except in accordance with this rule.
- 6.2 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 notice (being no less than 1 month or less than such other period as the committee may determine) in writing to the secretary of the member's intention to resign and, upon the expiration of the period of notice, the member ceases to be a member.
- 6.3 Where a member of the Association ceases to be a member pursuant to clause 6.2, 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.

7. REGISTER OF NAMES

- 7.1 The public officer of the Association shall establish and maintain a register of members of the Association specifying the name and address of each person who is a member of the Association together with the date which the person became a member.
- 7.2 The register of members shall be kept at the principal place of administration of the Association and shall be open for inspection, free of charge, by any member of the Association at any reasonable hour.
- 7.3 The register of names is to be confidential to the Association and may not be supplied to any person, private, or corporate;

8. FEES. SUBSCRIPTIONS. ETC

- 8.1 A member of the Association shall, upon admission to membership, pay to the Association a fee of \$20 or, where some other amounts determined by the committee, of that other amount.
- 8.2 In addition to any amount payable by the member under clause 8.1, a member of the Association shall pay to the Association an annual membership fee of \$48 or, where some other amount is determined by the committee, of that other amount. Additionally, from 1 July, 2000 a Goods and Service Tax (GST) will be payable and added to the fee.
- 8.3 Annual membership fees will be payable, and renewable, at the 30th of June of each year. Members renewing in the months prior to the 30 June, 2000 will pay a pro-rata amount based on a one-twelfth of the fee according to each of the months prior to that date, taking into account the conditions determined in clause 8.2. New members joining at any time during the year will be levied a pro-rata fee based on the number of months prior to June 30th, and will pay the full fee, as determined in clause 8.2, from the 30th of June in succeeding years.
- 8.4 The postage rate for overseas members will be \$12 per annum or, where some other amount is determined by the committee, of that other amount, and will be levied on a pro-rata basis until the 30th of June following initial membership, and then at the current rate. Additionally, from 1 July, 2000 a Goods and Service Tax (GST) will be payable and added to the fee.

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9. MEMBER'S LIABILITIES

- 9.1 The liability of a member of the Association to contribute towards the payment of the debts and liabilities of the Association or the costs, charges and expenses of the winding up of the Association is limited to the amount, unpaid by the member in respect of membership of the Association as required by rule 8.

10. DISCIPLINING OF MEMBERS

- 10.1 Where the committee is of the opinion that a member of the Association –
- (a) has persistently refused or neglected to comply with a provision of these rules; or
 - (b) has persistently and willfully acted in a manner prejudicial to the interests of the Association; the committee may by resolution:
 - (i) expel the member from the Association; or
 - (ii) suspend the member from membership of the Association for a specified period.
- 10.2 A resolution of the committee under clause 10.1 is of no effect unless the committee, at a meeting held not earlier than 14 days and no later than 28 days after service on the member of a notice under clause 10.3 confirms the resolution in accordance with this rule.
- 10.3 Where a committee passes a resolution under clause 10.1, the secretary shall, as soon as practicable, notice in writing to be served on the member –
- (a) setting out the resolution of the committee and the grounds on which it is based;
 - (b) stating that the member may address the committee at a meeting to be held not earlier than 14 days and not later than 28 days after service of the notice;
 - (c) stating the date, place and time of that meeting; and
 - (d) informing the member that the member may do either or both of the following:
 - (i) attend and speak at that meeting;
 - (ii) submit to the committee at or prior to the date of that meeting written representations relating to the resolution.
- 10.4 At a meeting of the committee held as referred to in clause 10.3, the committee shall –
- (a) give to the member an opportunity to make oral representations;
 - (b) give due consideration to any written representations submitted to the committee by the member at or prior to the meeting; and
 - (c) by resolution determine whether to confirm or revoke the resolution.
- 10.5 Where the committee confirms the resolution under clause 10.4, the secretary shall, within 7 days after that confirmation by notice in writing inform the member of the fact and of the member's right of appeal under rule 1 1.
- 10.6 A resolution confirmed by the committee under clause 10.4 does not take effect –
- (a) until the expiration of the period within which the member is entitled to appeal against the resolution where the member does not exercise the right of appeal within that period; or

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- (b) where within that period the member exercises the right of appeal, unless and until the Association confirms the resolution pursuant to rule 11.4.

11. RIGHT OF APPEAL OF DISCIPLINED MEMBER

- 11.1 A member may appeal to the Association in a general meeting against a resolution of the committee which is confirmed under rule 10.4 within 7 days after the notice of the resolution is served on the member, by lodging with the secretary a notice to that effect.
- 11.2 Upon receipt of a notice from a member under clause 11.1, the secretary shall notify the committee shall convene a general meeting of the Association to be held within 60 days after the date on which the secretary received the notice.
- 11.3 At a general meeting of the Association convened under clause 11.2 –
 - (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.
- 11.4 If, at the general meeting, the Association passes a special resolution in favour of the confirmation resolution, then the resolution is confirmed.

12. POWERS.-ETC. OF THE COMMITTEE

- 12.1 The committee shall be called the committee of management of the Association and, subject to the Act, Regulation and these rules and to any resolution passed by the Association in a 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 general meeting of members of the Association; and
 - (c) has power to perform all such acts and do all such things as appear to the committee to be necessary or desirable for the proper management of the affairs of the Association.

13. CONSTITUTION AND MEMBERSHIP OF THE COMMITTEE

- 13.1 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) up to three (3) ordinary members, each of whom shall be elected at the annual general meeting of the Association pursuant to rule 14.
- 13.2 The office-bearers of the Association shall be –
 - (a) the president;
 - (b) the vice president;
 - (c) the treasurer;

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- (d) the secretary;
- (e) the magazine editor;
- (f) the equipment officer.

13.3 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.

13.4 A casual vacancy occurring in the membership of the committee shall be filled by simple majority vote of financial members present at the general meeting subsequent to 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 appointment.

14. ELECTION OF MEMBERS OF THE COMMITTEE

14.1 Nomination of candidates for election as office-bearers of the Association or as ordinary members committee shall be proposed and seconded at an annual general meeting.

14.2 If insufficient nominations are received to fill all vacancies on the committee, the candidates nominated shall be deemed to be elected and further nominations shall be received at the annual general meeting.

14.3 If insufficient further nominations are received, any vacant positions remaining on the committee shall be deemed to be casual vacancies.

14.4 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.

14.5 If the number of nominations received exceeds the number of vacancies to be filled, a ballot shall be held.

14.6 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.

15. MEETINGS

15.1 For the purpose of this constitution, all monthly meetings of the Association will be known as general meetings.

15.2 Notwithstanding the definition in clause 15.1, all other meetings will be governed by the definition of such meetings in this constitution.

16. OFFICE BEARERS

16.1 PRESIDENT

- (a) The president shall be responsible for the smooth running of all activities of the Association and shall be the representative of the Association when dealing with other organisations.
- (b) The president shall chair all meetings of the Association but will devolve that responsibility to the vice-president during the running of the monthly general meetings. In the notified absence of the president the running of meetings will automatically devolve to the next committee person in the order listed in clause 13.2.

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16.2 VICE PRESIDENT

- (a) The vice president shall be responsible, with the assistance of the other committee members, for the running of the monthly general meetings.
- (b) After approval by the committee, the vice president will be responsible for organising and liaising with guest speakers and organisations at the monthly general meetings.
- (c) As the next senior member of the committee, in the absence of the president the vice president will assume the responsibilities of the president.

16.3 TREASURER

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;
- (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) the provision of prizes, raffle tickets, and the conduct of such raffles that may occur during the monthly general meetings.
- (d) The treasurer is required to present a balance statement at all committee meetings.
- (e) The treasurer is to maintain control of the the Association cheque account and is required to make arrangements for two other signatories to cheques issued. These signatories will be the president, vice-president, secretary and treasurer – any two to sign.

16.4 SECRETARY

- (a) 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.
- (b) It is the duty of the secretary to keep minutes of –
 - (i) all appointments of office-bearers and members of the committee;
 - (ii) the names of members of the committee present at a committee meeting or a general meeting; and
 - (iii) all proceedings at committee meetings and general meetings, other than the monthly general meetings, however, where policy matters are determined in a monthly general meeting, these are to be minuted.
- (c) Minutes of proceedings of such meetings as defined in clause 16d.2(c) shall be signed by the chairperson of the next succeeding meeting.
- (d) The secretary will keep a record of the addresses, telephone numbers and, where possible, the email addresses, of all members.
- (e) It will be the duty of the secretary to inform the members of all meetings and to ensure that the correct notice, in accordance with this constitution, is adhered to.

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16.5 MAGAZINE EDITOR

- (a) It is the duty of the magazine editor is to produce a club magazine each month, or as otherwise directed by the committee. The magazine editor will be responsible for soliciting articles from members and any other source that is appropriate.
- (b) The magazine is to be provided to the printer in sufficient time for it to be printed and issued to members each month, prior to the next monthly meeting.
- (c) The magazine editor is responsible for mailing the magazine on time to the members.

16.6 EQUIPMENT OFFICER

- (a) The equipment officer is responsible to maintain a record of all the Association property, other than stationery, and, subject to the concurrence of the committee, to arrange for maintenance, replacement and sale of equipment.
- (b) The equipment officer is establish a loans book and all pieces of the Association equipment on loan is to be registered and signed for in the loans book. Equipment will only be loaned to those Committee members, who acting in the capacity of their appointment, have a requirement to use Association equipment. Committee members who have the Association equipment on loan are responsible for the safe keeping of such equipment and for its replacement in case of loss or damage.

17. CASUAL VACANCIES OF THE COMMITTEE

- 17.1 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;
 - (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 18;
 - (f) becomes of unsound mind or a person whose person or estate is liable to be dealt with under the law relating to mental health; or
 - (g) is absent without the consent of the committee for more than 3 consecutive committee meetings.

18. REMOVAL OF A COMMITTEE MEMBER

- 18.1 The Association in a special general meeting may by resolution remove any member of the committee from the office of committee member before all the expiration of the member's term of office and may by resolution appoint another person to hold office until the expiration of the term of office of the member so removed.
- 18.2 Where a member of the committee, to whom a proposed resolution referred to in clause 18.1 relates, makes representations in writing to the secretary or president (not exceeding a reasonable length) and requests 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 these 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.

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19. MEETINGS AND QUORUM OF THE COMMITTEE

- 19.1 The committee shall meet monthly at such place and time as the committee may determine.
- 19.2 Additional meetings of the committee may be convened by the president or by any member of the committee through a request to the president.
- 19.3 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 other period as may be unanimously agreed upon by the members of the committee) before the time appointed for the holding of the meeting.
- 19.4 Notice of a meeting given under clause 19.3 shall specify the general nature of the business to be transacted, 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.
- 19.5 Any 3 office-bearers of the committee including the president, constitute a quorum for the transaction of the business of a meeting the committee.
- 19.6 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 to the same place and at the same hour of the same day in the following week.
- 19.7 If at the appointed meeting established in accordance with clause 19.6, a quorum is not present within half an hour of the time appointed for the meeting, the meeting shall be dissolved.
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 the 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.

20. VOTING AND DECISIONS OF THE COMMITTEE

- 20.1 Questions arising at a meeting of the committee appointed by the committee shall be determined by a majority of the votes of the members of the committee present at the meeting.
- 20.2 Each member present at the meeting of the committee is entitled to one vote but, in the event of an equal votes on any question, the person presiding may exercise a second or casting vote.
- 20.3 Subject to rule 19.5, the committee may act notwithstanding any vacancy on the committee.
- 20.4 Any act or thing done or suffered, or purporting to have been done or suffered by the committee, is valid and effectual notwithstanding any defect that may afterwards be discovered in the appointment of any member of the committee.

21. ANNUAL GENERAL MEETING – HOLDING OF

- 21.1 With the exception of the first annual general meeting of the Association, the Association shall, at least 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.
- 21.2 The Association shall 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 12 months after the expiration of the first financial year of the Association.

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- 21.3 Clauses 21.1 and 21.2 have effect subject to any extension or permission granted by the Commission under section 26 (3) of the Act.

22. ANNUAL GENERAL MEETING – CALLING OF AND BUSINESS AT

- 22.1 The annual general meeting of the Association shall, subject to the Act and rule 21, be convened on such date and at such place and time as the committee thinks fit.
- 22.2 In addition to any other business which may be transacted at an annual general meeting, the business of an annual general meeting shall be
- (a) to confirm the minutes of the last preceding annual general meeting and of any special general meeting held since that meeting;
 - (b) to receive from the committee reports upon activities of the Association during the last preceding financial year;
 - (c) to elect office-bearers of the Association and ordinary members of the committee; and
 - (d) to receive and consider the financial statement which is required to be submitted pursuant to section 26 (6) of the Act.
- 22.3 An annual general meeting shall be specified as such in the notice convening it.

23. SPECIAL GENERAL MEETINGS – CALLING OF

- 23.1 The committee may, whenever it thinks fit, convene a Special General Meeting of the Association.
- 23.2 The committee shall, on the requisition in writing of not less than 10 per cent of the total number of members or 20 members (whichever is the lesser) convene a special general meeting of the Association.
- 23.3 A requisition of 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.
- 23.4 If the committee fails to convene a special general meeting to be held within 1 month after that date on a requisition of members for the meeting is lodged with the secretary, any one or more of the members who have made the requisition may convene a special general meeting to be held not later than 3 months after that date.

24. NOTICE

- 24.1 Except where the nature of the business proposed to be dealt with at an annual or special general meeting requires a special resolution of the Association, the secretary shall, at least 14 days before the date fixed for the holding of such meeting, cause to be sent by pre-paid post to each member at the member's address appearing in the register of members, a notice specifying the place, date and time of the meeting and the nature of the business proposed to be transacted at the meeting.
- 24.2 Where the nature of the business proposed to be dealt with at an annual or special general meeting requires a special resolution of the Association, the secretary shall, at least 21 days before the date

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fixed for the holding of such meeting, cause notice to be sent to each member in the manner provided in clause 24.1 specifying, in addition to the matter required under clause 24.1, the intention to propose the resolution as a special resolution.

- 24.3 No business other than that specified on the notice convening a special general meeting shall be transacted at the meeting except, in the case of an annual general meeting, business which may be transacted pursuant to rule 22.2.
- 24.4 A member desiring to bring any business before a general meeting may give notice 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.

25. PROCEDURE OF GENERAL MEETINGS

- 25.1 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.
- 25.2 Twenty per cent of the members or at least 20 members (whichever is the lesser) present in person (being members entitled under these rules, to vote at a general meeting) constitute a quorum for the transaction of business of a general meeting.
- 25.3 If within half an hour after the appointed time for the commencement of the 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.
- 25.4 If at the appointed 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.

26. PRESIDING MEMBER

- 26.1 The president or, in the president's absence, the vice-president shall preside as chairperson at each general meeting of the Association.
- 26.2 If the president and the vice-president are absent from a general meeting or unwilling to act, the members present shall elect one of their number to preside as chairperson at the meeting

27. ADJOURNMENT

- 27.1 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 transacted at an adjourned meeting other than the business left unfinished at the meeting at which the adjournment took place.
- 27.2 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.
- 27.3 Except as provided in clause 27.1 and 27.2, notice of adjournment of a general meeting or of the business to be transacted at an adjourned meeting is not required to be given.

28. MAKING OF DECISIONS

- 28.1 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 a show of hands a poll is demanded, a declaration by the

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chairperson that a resolution has, on a show of hands, been carried or carried unanimously or carried by 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.

- 28.2 At a general meeting of the Association, a poll may be demanded by the chairperson or by not less 3 members present in person or by proxy at the meeting.
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 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 so directs; and the resolution of the poll on the matter shall be deemed to be the resolution of the meeting on that matter.

29. SPECIAL RESOLUTION

- 29.1 A resolution of the Association is a special resolution if –
- (a) 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 days written notice specifying the intention to propose the resolution as a special resolution was given in accordance with these rules; or
 - (b) where it is made to appear to the Commission that it is not possible or practicable for the resolution to be passed in the manner specified in paragraph 29 (a) – the resolution is passed in a manner specified by the Commission.

30. VOTING

- 30.1 Upon any question arising at a general meeting of the Association a member has one vote.
- 30.2 All votes shall be given personally or by proxy but no member may hold more than 5 proxies.
- 30.3 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.
- 30.4 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.

31. APPOINTMENT OF PROXIES

- 31.1 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.
- 31.2 The notice appointing the proxy shall be in the form of Appendix I to these rules.

32. INSURANCE

- 32.1 The Association shall effect and maintain insurance pursuant to section 44 of the Act.
- 32.2 In addition to the insurance required under clause 32.1, the Association may effect and maintain other insurance.

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33. FUNDS – SOURCE

- 33.1 The funds of the Association shall be derived from entrance fees and annual subscriptions of members, donations and, subject to any resolution passed by the Association in general meeting, such other sources as the committee determines.
- 33.2 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.
- 33.3 The Association shall, as soon as practicable after receiving any money, issue an appropriate receipt.

34. FUNDS – MANAGEMENT

- 34.1 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 manner as the committee determines.
- 34.2 All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments shall be signed by the treasurer and 1 of the president and secretary.

35. ALTERATION OF OBJECTIVES AND RULES

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

36. COMMON SEAL

- 36.1 The common seal of the Association shall be kept in the custody of the public officer.
- 36.2 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 one member of the committee and of the public officer or secretary.

37. CUSTODY OF BOOKS. ETC.

- 37.1 Except as otherwise provided by these rules, the public officer shall keep in his or her custody or under his or her control all records, books and other documents relating to the Association.

38. INSPECTION OF BOOKS. ETC

- 38.1 The records, books and other documents of the Association shall be open to inspection, free of charge, by a member of the Association at any reasonable hour.

39. SERVICE OF NOTICE

- 39.1 For the purpose of these rules, a notice may be served by or on behalf of the Association upon any member either personally, by email, or by sending it by post to the member at the member's address shown in the register of members.
- 39.2 Where a document is sent to a person by properly addressing, pre-paying and posting to the person a letter containing the document shall unless the contrary is proved, be deemed for the purposes of these rules to have been delivered in the ordinary course of post.

40. SURPLUS PROPERTY

- 40.1 At a general meeting of the Association, the association shall pass a special resolution nominating an incorporated Association as the Association in which it is to vest its surplus property pursuant to

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section (2) of the Act in the event of the winding up or the cancellation of the incorporation of the Association.

- 40.2 The incorporated Association so nominated shall be one which fulfills the requirements specified in 53 (2) (a)–(c) of the Act.

41. NON-PROFIT

- 41.1 The assets and income of the Association shall be applied solely in furtherance of its objects and no portion shall be distributed directly or indirectly to its members except as bona fide compensation for services rendered or expenses incurred on behalf of the Association.

42. LIFE MEMBERSHIP

- 42.1 Any current financial member who has been a financial member of the Apple Macintosh Users Group (Sydney), for twelve (12) consecutive years and who, in the committee's opinion has given outstanding service or made a significant contribution in any manner that benefits the Club or its members, shall be eligible for nomination for the position of Life Member, with all the privileges of such membership as determined from time to time by the committee.
- 42.2 A period of service on the Club committee is not a mandatory criteria for nomination but will be highly regarded by the current committee when considering the nomination.
- 42.3 The nomination may be proposed by any financial member of the Club and must be seconded by another financial member and submitted to the Secretary or another committee member in writing.
- 42.4 Nominations are to be considered by the committee at its absolute discretion and may be accepted or rejected without explanation given to the general membership. Acceptance of a proposed member for life membership shall be by simple majority of votes of the committee at its scheduled monthly committee meeting, in accordance with Rule 19 regarding a quorum.
- 42.5 A successful nomination for life membership, once accepted by the committee, will be communicated to members in the next issue of the club magazine and announced to members at the next monthly meeting by the President or his delegate, with the opportunity so given to members to object to the decision if there is reasonable cause to do so. Objections, if any, must be submitted to the Secretary or another committee member in writing, and then be considered by the committee again at its next meeting. If there are no objections, or if the committee rejects them, life membership will be granted and the successful candidate suitably declared.

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