



AAFDA
Association of Agricultural Field Days of Australasia

CONSTITUTION

Under the *Associations Incorporation Act 2009*

NAME

The name of the association shall be 'Association of Agricultural Field Days of Australasia'.

OBJECTIVES

1. To provide a forum for member association delegates to discuss matters relating to the organisation and running of agricultural field days.
2. To promote the interests and conduct of agricultural field days.

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Part 1 Preliminary

1 Definitions

(1) In this Constitution:

ordinary board member means a member of the board who is not an office-bearer of the association.

organisation means an organisation, association, society or body corporate that is or seeks to become a member of the association.

member means an organisation that has been accepted by the association as a member.

secretary means:

- (a) the person holding office under this Constitution as secretary of the association, or
- (b) if no person holds that office - the public officer of the association.

the Act means the *Associations Incorporation Act 2009*.

the association means the Association of Agricultural Field Days of Australasia.

the Regulation means the *Associations Incorporation Regulation 2016*.

(2) In this Constitution:

- (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, if the function is a duty, a reference to the performance of the duty.

(3) The provisions of the *Interpretation Act 1987* apply to and in respect of this Constitution in the same manner as those provisions would so apply if this Constitution were an instrument made under the Act.

Part 2 Membership

2 Membership

- (1) An organisation or body corporate is eligible to be a member of the association if:
 - (a) the organisation is an incorporated body under respective state or territory legislation,
 - (b) the organisation holds an agricultural field day annually or biennially,
 - (c) the organisation holds their field day for the purpose of:
 - (i) demonstrating agricultural machinery and allied equipment, and dissemination of information about products, technologies and services pertinent to the agricultural industry.
 - (ii) providing a platform for agricultural businesses to sell their goods and services to the rural market and meet with their customers.
 - (iii) promoting the agricultural industry by holding field days that are regarded as a focal point for agricultural information/technologies/goods and services.
 - (d) the organisation has applied and been approved for membership of the association in accordance with clause 3.
- (2) An organisation is taken to be a member of the association if:
 - (a) the organisation was a member of the Association of Agricultural Field Days of Australasia organisation immediately before the adoption and registration of this Constitution.
- (3) Each member of the association can appoint up to two delegates to represent and speak on behalf of the member association at an annual general or special general meeting of the association.

3 Application for membership

- (1) An application by an organisation for membership of the association:
 - (a) must be made in writing (including by email or other electronic means, if the association so determines) in the form determined by the association, and
 - (b) must be lodged (including by electronic means, if the association so determines) with the secretary of the association.
 - (c) must pay on the application for membership being accepted by the association, the joining fee due as determined by the association and set out in clause 7(1).
- (2) An organisation seeking membership must be nominated by a member of the association and must provide a full written report describing their event, with their application for membership.
 - (a) on receiving an application for membership, the secretary shall send the application and all supporting information to all members of the association.
 - (b) If no adversities are received, the application can be tabled at the next board meeting to be accepted and ratified.

4 Cessation of membership

An organisation ceases to be a member of the association if the organisation:

- (a) resigns their membership, or
- (b) is expelled from the association, or
- (c) fails to pay the joining fee under clause 7(1) and other membership fees under clause 7 (2) within three months after the fees are due.

5 Resignation of membership

- (1) A member of the association may resign from membership of the association by giving to the secretary written notice of at least one month (or any other period that the association may determine) of the member's intention to resign and, on the expiration of the period of notice, the member ceases to be a member.
- (2) If a member of the association ceases to be a member under subclause (1), and in every other case where a member ceases to hold membership, the secretary must make an appropriate entry in the register of members recording the date on which the member ceased to be a member.
- (3) There will be no refund of fees paid once the member resigns from the association.

6 Register of members

- (1) The secretary must establish and maintain a register of members of the association (whether in written or electronic form) specifying the name, postal and email address of each member of the association together with the date on which the member became a member.
- (2) The register of members must be kept with the secretary:
- (3) The register of members must be open for inspection, free of charge, by any member of the association at any reasonable hour.
- (4) If the register of members is kept in electronic form:
 - (a) it must be converted into a hard copy, and
 - (b) the requirements in subclauses (2) and (3) apply as if a reference to the register of members, is a reference to a current hard copy of the register of members.
 - (c) approved registered members list to be accessible via the association website.

7 Fees and subscriptions

- (1) A member of the association must, on admission to membership, pay to the association a joining fee of A\$1000.00 or, if some other amount is determined by the association, that other amount. This amount is payable at the time of joining.
- (2) In addition to any amount payable by the member under subclause (1), a member of the association must pay to the association an annual membership fee.
- (3) The association may fix a once off levy on members for special purposes if it is passed by a 75% majority of the members at an annual general or special general meeting.
- (4) The annual membership fee will be determined from time to time.

8 Members' liabilities

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, if any, unpaid by the member in respect of membership of the association as required by clause 7.

9 Resolution of disputes

- (1) A dispute between a member and another member (in their capacity as members) of the association, or a dispute between a member or members and the association, are to be referred to a Community Justice Centre for mediation under the *Community Justice Centres Act 1983*.
- (2) If a dispute is not resolved by mediation within three months of the referral to a Community Justice Centre, the dispute is to be referred to arbitration.
- (3) The *Commercial Arbitration Act 2010* applies to a dispute referred to arbitration.

10 Disciplining of members

- (1) A complaint may be made to the association by any member that a member of the association:
 - (a) has refused or neglected to comply with a provision or provisions of this Constitution, or
 - (b) has wilfully acted in a manner prejudicial to the interests of the association.
 - (c) that a member of the association brings the association into disrepute.
- (2) The complaint shall be received by the board in the first instance, and if the board considers the complaint to be trivial or vexatious in nature may dismiss the complaint.
- (3) The board shall refer a complaint, not dismissed under subsection 2, to the next special general meeting of the association to deal with the complaint, and the association:
 - (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 is served within which to make submissions to the association in connection with the complaint, and
 - (c) must take into consideration any submissions made by the member in connection with the complaint.
- (4) The association may, by resolution, expel a 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 and the expulsion or suspension is warranted in the circumstances.
- (5) If the association expels or suspends a member, the secretary must, within seven 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 association for having taken that action and of the member's right of appeal under clause 11.
- (6) 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

- (b) if within that period the member exercises the right of appeal, unless and until the association confirms the resolution under clause 11, whichever is the later.

11 Right of appeal of disciplined member

- (1) A member may appeal to the association at a special general meeting against a resolution of the association under clause 10, within seven days after notice of the resolution is served on the member, by lodging with the secretary a notice to that effect.
- (2) 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.
- (3) On receipt of a notice from a member under subclause (1), the secretary must notify the association, which is to convene a special general meeting of the association to be held within 28 days after the date on which the secretary received the notice.
- (4) At a special general meeting of the association convened under subclause (3):
 - (a) no business other than the question of the appeal is to be transacted, and
 - (b) the association and the member must be given the opportunity to state their respective cases orally or in writing, or both, and
 - (c) the members present are to vote by secret ballot on the question of whether the resolution should be confirmed or revoked.
- (5) The appeal is to be determined by a simple majority of votes cast by members of the association.

Part 3 The board

12 Powers of the board

Subject to the Act, the Regulation, this Constitution and any resolution passed by the association at an annual general or special general meeting, the powers of the board are:

- (a) to undertake and manage the administrative and financial affairs of the association, and
- (b) to perform all the acts and do all things that appear to the board to be necessary or desirable for the proper management of the affairs of the association.
- (c) to carry out those things which are delegated to the board by the association at an annual general or special general meeting.

13 Composition and membership of board

- (1) The board is to consist of:
 - (a) the chairperson, secretary and treasurer of the association, and
 - (b) at least one ordinary board member, who is to be elected at the annual general meeting of the association under clause 14, and who shall be a representative of the member hosting the next annual general meeting and conference.
- (2) The maximum number of board members is to be four.
- (3) The office-bearers of the association are as follows:
 - (a) chairperson,
 - (b) secretary (who can also act as the public officer)
 - (c) treasurer
 - (d) member of the forthcoming host Field Day
- (4) No officer can hold a position on the board for more than three consecutive years.
- (5) Each member of the board is, subject to this Constitution, to hold office until immediately before the election of board members at the annual general meeting next following the date of the member's election and is eligible for re-election.
- (6) Each position on the board must be held by a different association member.

14 Election of board members

- (1) Nominations of candidates for election as office-bearers of the association or as ordinary board members:
 - (a) must be made in writing, signed by two members of the association and accompanied by the written consent of the candidate (which may be endorsed on the form of the nomination), and
 - (b) must be delivered to the secretary of the association at least seven days before the date fixed for the holding of the annual general meeting at which the election is to take place.
- (2) If insufficient nominations are received to fill all vacancies on the board, the candidates nominated are taken to be elected and further nominations are to be received at the annual general meeting.

- (3) If insufficient further nominations are received, any vacant positions remaining on the board are taken to be casual vacancies.
- (4) If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated are taken to be elected.
- (5) If the number of nominations received exceeds the number of vacancies to be filled, a ballot is to be held.
- (6) The ballot for the election of office-bearers and ordinary board members of the board is to be conducted at the annual general meeting in any usual and proper manner that the association directs.
- (7) A person nominated as a candidate for election as an office-bearer or as an ordinary board member of the association must be a member of the association.

15 Secretary

- (1) The secretary of the association must, as soon as practicable after being appointed as secretary, lodge notice with the association of his or her address.
- (2) It is the duty of the secretary to keep minutes (whether in written or electronic form) of:
 - (a) all appointments of office-bearers and members of the board, and
 - (b) the names of members of the board present at a board meeting, annual general or a special general meeting, and
 - (c) all proceedings at board meetings, annual general and special general meetings.
- (3) Minutes of proceedings at a meeting must be signed by the chairperson of the meeting or by the chairperson of the next succeeding meeting.
- (4) The signature of the chairperson may be transmitted by electronic means for the purposes of subclause (3).

16 Treasurer

It is the duty of the treasurer of the association to ensure:

- (a) that all money due to the association is collected and received and that all payments authorised by the association are made, and
- (b) that 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.

17 Casual vacancies

- (1) In the event of a casual vacancy occurring within the board,, the board may second a member of the association to fill the vacancy and the member so appointed is to hold office, subject to this Constitution, until the annual general meeting next following the date of the appointment.
- (2) A casual vacancy in the office of a member of the board occurs if the member:
 - (a) dies, or
 - (b) ceases to be an appointed representative of a member of the association, or
 - (c) the organisation that the board member is a member of ceases to be a member of the association, or

- (d) is or becomes an insolvent under administration within the meaning of the *Corporations Act 2001* of the Commonwealth, or
- (e) resigns office by notice in writing given to the secretary, or
- (f) is removed from office under clause 18, or
- (g) becomes a mentally incapacitated person, or
- (h) is absent without the consent of the board from three consecutive meetings of the board, or
- (i) is convicted of an offence involving fraud or dishonesty for which the maximum penalty on conviction is imprisonment for not less than three months, or
- (j) is prohibited from being a director of a company under Part 2D.6 (Disqualification from managing corporations) of the *Corporations Act 2001* of the Commonwealth.

18 Removal of board members

- (1) The association at a special general meeting may by resolution remove any member of the board from office before 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 the removed member.
- (2) If a member of the board to whom a proposed resolution referred to in subclause (1) relates makes representations in writing to the secretary or chairperson (not exceeding a reasonable length) and requests that the representations be notified to the members of the association, the secretary or the chairperson may send a copy of the representations to each member of the association or, if the representations 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.

19 Board meetings and quorum

- (1) The board must meet at least twice in each period of 12 months at the place and time that the board may determine.
- (2) Additional meetings of the board may be convened by the chairperson or by any member of the board.
- (3) Oral or written notice of a meeting of the board must be given by the secretary to each member of the board at least 48 hours (or any other period that may be unanimously agreed on by the members of the board) before the time appointed for the holding of the meeting.
- (4) Notice of a meeting given under subclause (3) must specify the general nature of the business to be transacted at the meeting and no business other than that business is to be transacted at the meeting, except business which the board members present at the meeting unanimously agree to treat as urgent business.
- (5) Any two members of the board constitute a quorum for the transaction of the business of a meeting of the board.
- (6) No business is to be transacted by the board 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 is to stand adjourned to the same place and at the same hour of the same day in the following week.
- (7) If at the adjourned meeting a quorum is not present within half an hour of the time appointed for the meeting, the meeting is to be dissolved.
- (8) At a meeting of the board:

- (a) the chairperson or, in the chairperson's absence, or one of the remaining members of the board chosen by the members present at the meeting is to preside.

20 Appointment of association members as board members to constitute quorum

- (1) If at any time the number of board members is less than the number required to constitute a quorum for a board meeting, the existing board members may appoint enough members of the association as board members to enable the quorum to be constituted.
- (2) A member of the board so appointed is to hold office, subject to this Constitution, until the annual general meeting next following the date of the appointment.
- (3) This clause does not apply to the filling of a casual vacancy to which clause 17 applies.

21 Use of technology at board meetings

- (1) A board meeting may be held at two or more venues using any technology approved by the board that gives each of the board's members a reasonable opportunity to participate.
- (2) A board member who participates in a board meeting using that technology is taken to be present at the meeting and, if the member votes at the meeting, is taken to have voted in person.

22 Delegation by board to sub-board

- (1) The board may, by instrument in writing, delegate to one or more sub-boards (consisting of the member or members of the association that the board thinks fit) the exercise of any of the functions of the board that are specified in the instrument, other than:
 - (a) this power of delegation, and
 - (b) a function which is a duty imposed on the board by the Act or by any other law.
- (2) A function the exercise of which has been delegated to a sub-board under this clause may, while the delegation remains unrevoked, be exercised from time to time by the sub-board in accordance with the terms of the delegation.
- (3) A delegation under this clause may be made subject to any conditions or limitations as to the exercise of any function, or as to time or circumstances, that may be specified in the instrument of delegation.
- (4) Despite any delegation under this clause, the board may continue to exercise any function delegated.
- (5) Any act or thing done or suffered by a sub-board acting in the exercise of a delegation under this clause has the same force and effect as it would have if it had been done or suffered by the board.
- (6) The board may, by instrument in writing, revoke wholly or in part any delegation under this clause.
- (7) A sub-board may meet and adjourn as it thinks proper.

23 Voting and decisions

- (1) Questions arising at a meeting of the board are to be determined by a majority of the votes of members of the board or sub-board present at the meeting.
- (2) Each member present at a meeting of the board or of any sub-board appointed by the board (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.
- (3) Subject to clause 19 (5), the board may act despite any vacancy on the board.
- (4) Any act or thing done or suffered, or purporting to have been done or suffered, by the board or by a sub-board appointed by the board, is valid and effectual despite any defect that may afterwards be discovered in the appointment or qualification of any member of the board or sub-board.

Part 4 General meetings

24 Annual general meetings - holding of

- (1) The association must hold its first annual general meeting within 18 months after the registration of this Constitution under the Act.
- (2) The association must hold its annual general meetings:
 - (a) within six months after the close of the association's financial year, or
 - (b) no later than 30 June.

25 Annual general meetings - calling of and business at

- (1) The annual general meeting of the association is, subject to the Act and to clause 24, to be convened on the date and at the place and time that the board thinks fit.
- (2) In addition to any other business which may be transacted at an annual general meeting, the business of an annual general meeting is to include the following:
 - (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 board reports on the activities of the association during the last preceding financial year,
 - (c) to elect office-bearers of the association and ordinary board members,
 - (d) to receive and consider any financial statement or report required to be submitted to members under the Act.
- (3) An annual general meeting must be specified as that type of meeting in the notice convening it.

26 Special general meetings - calling of

- (1) The board may, whenever it thinks fit, or at the forthcoming hosting Field Day event convene a special general meeting of the association.
- (2) The board must, on the requisition of at least 5% of the total number of members, convene a special general meeting of the association.
- (3) A requisition of members for a special general meeting:
 - (a) must be in writing, and
 - (b) must state the purpose or purposes of the meeting, and
 - (c) must be signed by the members making the requisition, and
 - (d) must be lodged with the secretary, and
 - (e) may consist of several documents in a similar form, each signed by one or more of the members making the requisition.
- (4) If the board fails to convene a special general meeting to be held within one month after the date on which a requisition of members for the meeting is lodged with the secretary, any one or more of the members who made the requisition may convene a special general meeting to be held not later than three months after that date.
- (5) A special general meeting convened by a member or members as referred to in subclause (4) must be convened as nearly as is practicable in the same manner as special general meetings are convened by the board.

- (6) For the purposes of subclause (3):
 - (a) a requisition may be in electronic form, and
 - (b) a signature may be transmitted, and a requisition may be lodged, by electronic means.

27 Notice

- (1) Except if the nature of the business proposed to be dealt with at an annual general or special general meeting requires a special resolution of the association, the secretary must, at least 21 days before the date fixed for the holding of the annual general or special 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.
- (2) If the nature of the business proposed to be dealt with at an annual general or special general meeting requires a special resolution of the association, the secretary must, at least 21 days before the date fixed for the holding of the annual general or special general meeting, cause notice to be given to each member specifying, in addition to the matter required under subclause (1), the intention to propose the resolution as a special resolution.
- (3) 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 clause 25 (2).
- (4) A member desiring to bring any business before a general meeting may give notice in writing of that business to the secretary who must include that business in the next notice calling a general meeting given after receipt of the notice from the member.

28 Quorum for annual general or special general meetings

- (1) No item of business is to be transacted at an annual general or special general meeting unless a quorum of members entitled under this Constitution to vote is present during the time the meeting is considering that item.
- (2) A minimum of ten member associations present (being members entitled under this Constitution to vote at an annual general or special general meeting) constitute a quorum for the transaction of the business of an annual general or special general meeting.
- (3) If within half an hour after the appointed time for the commencement of a general meeting a quorum is not present, the meeting:
 - (a) if convened on the requisition of members—is to be dissolved, and
 - (b) in any other case—is to 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.
- (4) 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 at least three) are to constitute a quorum.

29 Presiding member

- (1) If the chairperson is absent or unwilling to act, the members present must elect one of their number to preside as chairperson at the meeting.

30 Adjournment

- (1) The chairperson of an annual general or special 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 is to be transacted at an adjourned meeting other than the business left unfinished at the meeting at which the adjournment took place.
- (2) If an annual general or special general meeting is adjourned for 14 days or more, the secretary must 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.
- (3) Except as provided in subclauses (1) and (2), notice of an adjournment of an annual general or special general meeting or of the business to be transacted at an adjourned meeting is not required to be given.

31 Making of decisions

- (1) A question arising at an annual general or special general meeting of the association is to be determined by:
 - (a) a show of hands or, if the meeting is one to which clause 36 applies, any appropriate corresponding method that the board may determine, or
 - (b) if on the motion of the chairperson or if 10 or more members present at the meeting decide that the question should be determined by a written ballot.
- (2) If the question is to be determined by a show of hands, 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.
- (3) Subclause (2) applies to a method determined by the association under subclause (1) (a) in the same way as it applies to a show of hands.
- (4) If the question is to be determined by a written ballot, the ballot is to be conducted in accordance with the directions of the chairperson.

32 Special resolutions

A special resolution may only be passed by the association in accordance with section 39 of the Act.

33 Voting

- (1) On any question arising at an annual general or special general meeting of the association a member has one vote only.
- (2) In the case of an equality of votes on a question at an annual general or special general meeting, the chairperson of the meeting is entitled to exercise a second or casting vote.
- (3) A member is not entitled to vote at any meeting of the association unless all money due and payable by the member to the association has been paid.

- (4) Each member association is entitled to one vote at any annual general or special general meeting of the association.
- (5) Where a member association is represented by only one delegate at a general or special meeting, that delegate shall be entitled to two votes.
- (6) A member is not entitled to vote at any general meeting of the association if the member is under 18 years of age.

34 Proxy votes permitted

Where a member association is not represented at a general or special meeting that member association may authorise another member association to give their vote by proxy provided that such authorisation is in writing and given to the secretary prior to that general or special meeting.

35 Postal or electronic ballots

- (1) The association may hold a postal or electronic ballot (as the board determines) to determine any issue or proposal (other than an appeal under clause 11).
- (2) A postal or electronic ballot is to be conducted in accordance with Schedule 3 to the Regulation.

36 Use of technology at meetings

- (1) A meeting may be held at two or more venues using any technology approved by the association that gives each of the association's members a reasonable opportunity to participate.
- (2) A member of an association who participates in a meeting using that technology is taken to be present at the meeting and, if the member votes at the meeting, is taken to have voted in person.

Part 5 Miscellaneous

37 Administration

The administration of the affairs of the association shall be undertaken by the member organisation, or other external party or organisation, appointed at the annual general meeting of the association approved by a 75% majority vote.

38 Funds

- (1) The funds of the association are to be derived from annual subscriptions of members, donations and, subject to any resolution passed by the association at an annual general or special general meeting, and any other sources that the association determines.
- (2) All money received by the association must be deposited as soon as practicable and without deduction to the credit of the association's bank or other authorised deposit-taking institution account.
- (3) The association must, as soon as practicable after receiving any money, issue an appropriate receipt.

39 Funds - management

- (1) Subject to any resolution passed by the association at an annual general or special general meeting, the funds of the association are to be used solely in pursuance of the objects of the association in the manner that the board determines.
- (2) All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments must be signed by two authorised signatories.
- (3) A bank account in the name of the association shall be opened with the signatories being the chairperson, secretary/treasurer and an immediate past signatory.
- (4) A full audit must be completed prior to the annual general or special general meeting.

40 Association is non-profit

Subject to the Act and the Regulation, the association must apply its funds and assets solely in pursuance of the objects of the association and must not conduct its affairs to provide a pecuniary gain for any of its members.

41 Distribution of property on winding up of association

- (1) Subject to the Act and the Regulation, in a winding up of the association, any surplus property of the association is to be distributed equally to all members of the association at the time of the winding up.
- (2) In this clause, a reference to the surplus property of an association is a reference to that property of the association remaining after satisfaction of the debts and liabilities of the association and the costs, charges and expenses of the winding up of the association.

42 Change of name, objects and Constitution

An application for registration of a change in the association's name, objects or Constitution in accordance with Section 10 of the Act is to be made by the public officer or a board member.

43 Custody of books

Except as otherwise provided by this Constitution, all records, books and other documents relating to the association must be kept in New South Wales:

- (a) at the main premises of the association, in the custody of the public officer or a member of the association (as the board determines), or
- (b) if the association has no premises, at the association's official address, in the custody of the public officer.

44 Inspection of books

- (1) The following documents must be open to inspection, free of charge, by a member of the association at any reasonable hour:
 - (a) records, books and other financial documents of the association,
 - (b) this Constitution,
 - (c) minutes of all board meetings and general meetings of the association.
- (2) A member of the association may obtain a copy of any of the documents referred to in subclause (1) on payment of a fee of not more than \$1 for each page copied.
- (3) Despite subclauses (1) and (2), the association may refuse to permit a member of the association to inspect or obtain a copy of records of the association that relate to confidential, personal, employment, commercial or legal matters or where to do so may be prejudicial to the interests of the association.

45 Service of notices

- (1) For the purpose of this Constitution, 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 email or some other form of electronic transmission to an address specified by the person for giving or serving the notice.
- (2) For the purpose of this Constitution, 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 email 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.

46 Financial year

The financial year of the association shall commence on the 1st January.