

RULES OF ASSOCIATION

1. Name of Association

The name of the Association is:

KALAMUNDA & DISTRICTS BASKETBALL ASSOCIATION

2. Definitions

In these rules, unless the contrary intention appears —

Act means the *Associations Incorporation Act 2015*;

administrator means the committee member holding office as the administrator of the Association as referred to in rule 10(1)(c);

annual general meeting is the meeting convened under rule 16(1)(b);

Association means the incorporated association to which these rules apply as referred to in rule 1;

Commissioner means the person for the time being designated as the Commissioner under section 153 of the Act;

committee means the management committee of the Association;

committee meeting means a meeting of the committee;

committee member means a member of the committee;

financial year means the period starting the 1st July and concluding on 30th June of the following year;

general meeting of the Association means a meeting of the Association that all members are entitled to receive notice of and to attend;

member means a member of the Association;

ordinary resolution means resolution other than a special resolution;

poll means the process of voting in relation to a matter that is conducted in writing;

president means-

- (a) in relation to the proceedings at a committee meeting or general meeting, the person presiding at the committee meeting or general meeting in accordance with rule 11; or
- (b) otherwise than in relation to the proceedings referred to in paragraph (a), the person referred to in paragraph 10(1)(a) or, if that person is unable to perform his or her functions, the vice-president;

special general meeting means a general meeting other than the annual general meeting;

special resolution has the meaning given by the Act, that is-

treasurer means the treasurer referred to in rule 10(1)(d);

vice-president means the vice-president referred to in rule 10(1)(b).

3. Objects of Association

(1) The objects of the Association are-

- (a) Regulate, encourage, administer, promote and advance Basketball through participation, Development, competition and commercial means.
- (b) To be affiliated with organisations as determined by the management committee.

(2) The property and income of the Association shall be applied solely towards the promotion of the objects of the Association and no part of that property or income may be paid or otherwise distributed, directly or indirectly, to members, except in good faith in the promotion of those objects.

4. Powers of Association

The powers conferred on the Association are the same as those conferred by the Act.

5. Qualifications for membership of Association

(1) Membership of the Association is open to-

- (a) all persons subscribing to the objects of the Association. The committee may, at its discretion, accept or reject the application; or
- (b) Persons automatically become a member when the association accepts a team nomination (including players and Coaches as listed on the nomination form) to play in the local competition, or any representative competition that the Association competes in. If the player is under 16 then one of their parents or guardian becomes the member; or
- (c) Persons automatically become a member when they are a registered referee for the Association; or
- (d) The management committee may provide life membership to anyone appropriate to the values of the Association. This can only be done at an Annual General meeting and is limited to 2 persons at any annual general meeting.

(2) A person who wishes to become a member must-

- (a) apply for membership to the committee in writing-

(i) signed by that person and by both of the members referred to in paragraph (b); and

(ii) in such form as the committee from time to time directs; and

(b) be proposed by one member and seconded by another member.

- (3) The committee members must consider each application made under sub-rule (2) at a committee meeting and must at the committee meeting or the next committee meeting accept or reject that application.
- (4) An applicant whose application for membership of the Association is rejected under sub-rule (3) must, if he or she wishes to appeal against that decision, give notice to the administrator of his or her intention to do so within a period of 14 days from the date he or she is advised of the rejection.
- (5) When notice is given under sub-rule (4), the Association in a general meeting no later than the next annual general meeting, must either confirm or set aside the decision of the committee to reject the application, after having afforded the applicant who gave that notice a reasonable opportunity to be heard by, or to make representations in writing to, the Association in the general meeting.

6. Register of members of Association

- (1) The administrator (or person directed to do so by the management committee), on behalf of the Association, must comply with the Act by keeping and maintaining in an up to date condition, a register of the members of the Association and their postal or residential addresses and, upon the request of a member of the Association, shall make the register available for the inspection of the member and the member may make a copy of or take an extract from the register but shall have no right to remove the register for that purpose. When providing the register to a member the Association should protect the privacy of children.
- (2) The register must be so kept and maintained by the administrator (or person directed to do so by the management committee) and kept at a place as agreed to by the management committee.
- (3) The administrator (or person directed to do so by the management committee) must cause the name of a person who dies or who ceases to be a member under rule 8 to be deleted from the register of members referred to in sub-rule (1).

7. Subscriptions of members of Association

- (1) The members may from time to time at a general meeting determine the amount of the subscription to be paid by each member.
- (2) Each member must pay to the treasurer, annually on or before 1 July or such other date as the committee from time to time determines, the amount of the subscription determined under sub-rule (1).
- (3) Subject to sub-rule (4), a member whose subscription is not paid within 3 months after the relevant date fixed by or under sub-rule (2) ceases on the expiry of that period to be a member, unless the committee decides otherwise.

- (4) A person exercises all the rights and obligations of a member for the purposes of these rules if his or her subscription is paid on or before the relevant date fixed by or under sub-rule (2) or within 3 months thereafter, or such other time as the committee allows.

8. Termination of membership of the Association

Membership of the Association may be terminated upon-

- (a) receipt by the administrator or another committee member of a notice in writing from a member of his or her resignation from the Association. Such person remains liable to pay to the Association the amount of any subscription due and payable by that person to the Association but unpaid at the date of termination; or
- (b) non-payment by a member of his or her subscription within three months of the date fixed by the committee for subscriptions to be paid, unless the committee decides otherwise in accordance with rule 7(3); or
- (c) expulsion of a member in accordance with rule 9.

9. Suspension or expulsion of members of Association

- (1) If the committee considers that a member should be suspended or expelled from membership of the Association because his or her conduct is detrimental to the interests of the Association, the committee must communicate, either orally or in writing, to the member-

- (a) notice of the proposed suspension or expulsion and of the time, date and place of the committee meeting at which the question of that suspension or expulsion will be decided; and
- (b) particulars of that conduct,

not less than 30 days before the date of the committee meeting referred to in paragraph (a).

- (2) At the committee meeting referred to in a notice communicated under sub-rule (1), the committee may, having afforded the member concerned a reasonable opportunity to be heard by, or to make representations in writing to, the committee, suspend or expel or decline to suspend or expel that member from membership of the Association and must, forthwith after deciding whether or not to suspend or expel that member, communicate that decision in writing to that member within 7 days.
- (3) Subject to sub-rule (5), a member has his or her membership suspended or ceases to be a member 14 days after the day on which the decision to suspend or expel a member is communicated to him or her under sub-rule (2).
- (4) A member who is suspended or expelled under sub-rule (2) must, if he or she wishes to appeal against that suspension or expulsion, give notice to the administrator of his or her intention to do so within the period of 14 days referred to in sub-rule (3).
- (5) When notice is given under sub-rule (4)-

- (a) the Association in a general meeting, must either confirm or set aside the decision of the committee to suspend or expel the member, after having afforded the member who gave that notice a reasonable opportunity to be heard by, or to make representations in writing to, the Association in the general meeting; and
- (b) the member who gave that notice is not suspended or does not cease to be a member unless and until the decision of the committee to suspend or expel him or her is confirmed under this sub-rule; and
- (c) Any monies or property owed to the Association by the member who is expelled is still a debt and recoverable in a court of law.

10. Committee of Management

- (1) Subject to sub-rule (9), the affairs of the Association will be managed exclusively by a committee of Management consisting of-
 - (a) a president;
 - (b) a vice-president;
 - (c) an administrator;
 - (d) a treasurer;
 - (e) not less than 6 and not more than 12 persons, all of whom must be members of the Association.
- (2) Under Section 39 of the Act the following persons must not, without leave of the Commissioner, accept an appointment or act as a member of a management committee or association:
 - (a) a person who is, according to the *Interpretation Act 1984* section 13D, a bankrupt or person whose affairs are under insolvency laws;
 - (b) a person who has been convicted within or outside the State, of-
 - (i) an indictable offence in relation to the promotion, formation or management of a body corporate; or
 - (ii) an offence involving fraud or dishonesty punishable by imprisonment for a period of not less than three months; or
 - (iii) an offence under Part 4 Division 3 or Section 127 of the Act

Section 39 only applies to a person who has been convicted of the above offences only for a period of 5 years from the time of the person's conviction, or if the conviction results in a term of imprisonment, from the time of the person's release from custody.

- (3) committee members (except the administrator) must be elected to membership of the committee at an annual general meeting or appointed under sub-rule (8). The president must be elected at the annual general meeting every 2 years. The vice-president is elected by the committee at the first committee meeting after the annual general meeting.

- (4) The appointment of the treasurer will be made by the management committee and can be an elected committee member, if decided by the management committee, for a period that they see fit but for no longer than 2 years. He or she may be appointed for more than one term.
- (5) The administrator will be appointed by the management committee for a period that they see fit but for no longer than 2 years. He or she may be appointed for more than one term.
- (6) Subject to rule 8, a committee member's term will be for no longer than 2 years and will end when their position on the committee is declared vacant at the second annual general meeting after his or her election to committee at an annual general meeting. It is preferred that approximately 50% of the committee will be elected at each annual general meeting. He or she is eligible for re-election to membership of the committee once their term has expired.
- (7) Except for nominees under sub-rule (10), a person is not eligible for election to membership of the committee unless a member has nominated him or her for election by delivering notice in writing of that nomination, signed by-
- (a) the nominator; and
 - (b) the nominee to signify his or her willingness to stand for election,
- to the administrator not less than 7 days before the day on which the annual general meeting concerned is to be held.
- (8) A person who is eligible for election or re-election under this rule may –
- (a) propose or second himself or herself for election or re-election; and
 - (b) vote for himself or herself.
- (9) If the number of persons nominated in accordance with sub-rule (8) for election to membership of the committee does not exceed the number of vacancies in that membership to be filled-
- (a) the administrator must report accordingly to; and
 - (b) the president must declare those persons to be duly elected as members of the committee at,
- the annual general meeting concerned.
- (10) If vacancies remain on the committee after the declaration under sub-rule (8), additional nominations of committee members may be accepted from the floor of the annual general meeting. If such nominations from the floor do not exceed the number of vacancies the president must declare those persons to be duly elected as members of committee. Where the number of nominations from the floor exceeds the remaining number of vacancies on the committee, elections for those positions must be conducted.
- (11) If a vacancy remains on the committee after the application of sub-rule (9), or when a casual vacancy within the meaning of rule 14 occurs in the membership of the committee-
- (a) the committee may appoint a member to fill that vacancy to complete the term; and
 - (b) a member appointed under this sub-rule will -

- (i) hold office until the election referred to in sub-rule (2) and sub-rule (3); and
 - (ii) be eligible for election to membership of the committee, at the next appropriate annual general meeting.
- (12) The committee may delegate, in writing, to one or more sub-committees (consisting of such member or members of the association as the committee thinks fit) the exercise of such functions of the committee as are specified in the delegation other than-
 - (a) the power of delegation; and
 - (b) a function which is a duty imposed on the committee by the Act or any other law.
- (13) Any delegation under sub-rule (12) may be subject to such conditions and limitations as to the exercise of that function or as to time and circumstances as are specified in the written delegation and the committee may continue to exercise any function delegated.
- (14) The committee may, in writing, revoke wholly or in part any delegation under sub-rule (12).

11. President and Vice-President

- (1) Subject to this rule, the president must preside at all general meetings and committee meetings.
- (2) In the event of the absence from a general meeting of-
 - (a) the president, the vice-president; or
 - (b) both the president and the vice-president, a member elected by the other members present at the general meeting,must preside at the general meeting.
- (3) In the event of the absence from a committee meeting of-
 - (a) the president, the vice-president; or
 - (b) both the president and the vice-president, a committee member elected by the other committee members present at the committee meeting,must preside at the committee meeting.

12. Administrator

The administrator must-

- (a) co-ordinate the correspondence of the Association;
- (b) keep full and correct minutes of the proceedings of the committee and of the Association;
- (c) on behalf of the Association, comply with-

- (i) the Act with respect to the register of members of the Association, as referred to in rule 6;
- (ii) the Act by keeping and maintaining in an up to date condition the rules of the Association and, upon the request of a member of the Association, must make available those rules for the inspection of the member and the member may make a copy of or take an extract from the rules but will have no right to remove the rules for that purpose; and
- (iii) the Act by maintaining a record of –
 - A. the names and residential or postal addresses of the persons who hold the offices of the Association provided for by these rules, including all offices held by the persons who constitute the committee and persons who are authorised to use the common seal of the Association under rule 22; and
 - B. the names and residential or postal addresses of any persons who are appointed or act as trustees on behalf of the Association,

and the administrator must, upon the request of a member of the Association, make available the record for the inspection of the member and the member may make a copy of or take an extract from the record but will have no right to remove the record for that purpose; The requestor may be asked to reveal what purpose the register is to be used for and to provide a Statutory Declaration confirming that. The requestor must agree to not supply third parties, who are not members of the Association, with any copies of the names and contact details on the Register unless required to do so by a legal requirement.

- (d) unless the members resolve otherwise at a general meeting, have custody of all books, documents, records and registers of the Association, including those referred to in paragraph (c) but other than those required by rule 13 to be kept and maintained by, or in the custody of, the treasurer; and
- (e) ensure the Association maintains a register of Working With Children registrations; and
- (f) perform such other duties as are imposed by these rules on the administrator.

13. Treasurer

The treasurer must-

- (a) be responsible for the receipt of all moneys paid to or received by, or by him or her on behalf of, the Association and must issue receipts for those moneys in the name of the Association;
- (b) pay all moneys referred to in paragraph (a) into such account or accounts of the Association as the committee may from time to time direct;
- (c) make payments from the funds of the Association with the authority of a general meeting or of the committee or of the person appointed to manage that portfolio budget allowance and in so doing ensure that all cheques, bank transfers, internet payments, are signed by himself or herself and at least one other authorised committee member, or by any two others who are authorised by the committee;

- (d) comply on behalf of the Association with the Act with respect to the accounting records of the Association by-
 - (i) keeping such accounting records as a correct correctly record and explain the financial transactions and financial position of the Association;
 - (ii) keeping its accounting records in such manner as will enable true and fair accounts of the Association to be prepared from time to time;
 - (iii) keeping its accounting records in such manner as will enable true and fair accounts of the Association to be conveniently and properly audited; and
 - (iv) submitting to members at each annual general meeting of the Association accounts of the Association showing the financial position of the Association at the end of the immediately preceding financial year.
 - (v) The Financial Year shall be from July 1st to June 30th of any given year.
- (e) whenever directed to do so by the president, submit to the committee a report, balance sheet or financial statement in accordance with that direction;
- (f) unless the members resolve otherwise at a general meeting, have custody of all securities, books and documents of a financial nature and accounting records of the Association, including those referred to in paragraphs (d) and (e); and
- (g) perform such other duties as are imposed by these rules on the treasurer.

14. Casual vacancies in membership of committee

A casual vacancy occurs in the office of a committee member and that office becomes vacant if the committee member-

- (a) dies;
- (b) resigns by notice in writing delivered to the president or, if the committee member is the president, to the vice-president and that resignation is accepted by resolution of the committee;
- (c) is convicted of an offence under the Act;
- (d) is permanently incapacitated by mental or physical ill-health;
- (e) is absent from more than-
- (f) 3 consecutive committee meetings; or
- (g) 3 committee meetings in the same financial year without tendering an apology to the person presiding at each of those committee meetings;
- (h) of which meetings the member received notice, and the committee has resolved to declare the office vacant;

- (i) ceases to be a member of the Association; or
- (j) is the subject of a resolution passed by a general meeting of members terminating his or her appointment as a committee member.

15. Proceedings of committee

- (1) The committee must meet together for the dispatch of business not less than 6 times in each year and the president, or at least half plus one of the members of the committee, may at any time convene a meeting of the committee.
- (2) The administrator and treasurer do not have votes on committee for their positions. If an administrator or treasurer are also a member of the committee then they have a committee vote. All other committee members have a deliberative vote.
- (3) A question arising at a committee meeting must be decided by a majority of votes, but, if there is no majority, the person presiding at the committee meeting will have a casting vote in addition to his or her deliberative vote.
- (4) At a committee meeting 50% plus 1 of committee members constitute a quorum.
- (5) Subject to these rules, the procedure and order of business to be followed at a committee meeting must be determined by the committee members present at the committee meeting.
- (6) As per section 42 and 43 of the Act, a committee who has a material personal interest in a matter being considered at a committee meeting must -
 - (a) as soon as the member becomes aware of the interest, disclose the nature and extent of the interest to the management committee;
 - (b) disclose the nature and extent of the interest at the next general meeting of the association;
 - (c) Sub-rules (6)(a) and (6)(b) do not apply in respect of a material personal interest -
 - (i) that exists only because the member -
 - A. is an employee of the incorporated association; or
 - B. is a member of a class of persons for whose benefit the association is established; or
 - (ii) that the member has in common with all, or a substantial proportion of, the members of the association.
- (7) If a member of the committee discloses a material personal interest in a contract or proposed contract in accordance with sub-rule (6), and the member has complied with section 43(1) of the Act or the member's interest is not required to be disclosed because of section 42(3) of the Act –
 - (a) the contract is not liable to be avoided by the association on any ground arising from the fiduciary relationship between the member and the association; and
 - (b) the member is not liable to account for profits derived from the contract.

- (8) A disclosure of a material personal interest required by sub-rule (6)(a) or (6)(b) must give details of –
- (a) the nature and extent of the interest; and
 - (b) the relation of the interest to the activities of the incorporated association.
- (9) The details referred to in sub-rule (8) must be recorded in the minutes of the meeting of the management committee at which the disclosure is made.
- (10) A member of the committee who has a material personal interest in a matter being considered at a meeting of the management committee must not –
- (a) be present while the matter is being considered at the meeting; or
 - (b) vote on the matter.
- (11) Sub-rule (10) does not apply in respect of a material personal interest -
- (a) that exists only because the member belongs to a class of person for whose benefit the association is established; or
 - (b) that the member has in common with all, or a substantial proportion of, the members of the association.
- (12) If there are not enough committee members to form a quorum to consider a matter because of sub-rule (10) –
- (a) one or more committee members (including those who have a material personal interest in the matter) may call a general meeting; and
 - (b) the general meeting may pass a resolution to deal with the matter.

16. General meetings

- (1) The committee-
- (a) may at any time convene a special general meeting;
 - (b) must convene annual general meetings within the time limits provided for the holding of such meetings by the Act, preferably, within 4 months after the end of the Association's financial year or within such longer period as may in a particular case be allowed by the Commissioner.
 - (c) must, within 30 days of
 - (i) receiving a request in writing to do so from not less than 50 members, convene a special general meeting for the purpose specified in that request; or
 - (ii) the administrator receiving a notice under rule 9 (4), convene a general meeting to deal with the appeal to which that notice relates.

- (d) must, after receiving a notice under rule 5 (4), convene a general meeting, no later than the next annual general meeting, at which the appeal referred to in the notice will be dealt with. Failing that, the applicant is entitled to address the Association at that next annual general meeting in relation to the committee's rejection of his or her application and the Association at that meeting must confirm or set aside the decision of the committee.
- (2) The members making a request referred to in sub-rule (1) (c) (i) must-
 - (a) state in that request the purpose for which the special general meeting concerned is required; and
 - (b) sign that request.
 - (3) If a special general meeting is not convened within the relevant period of 30 days referred to-
 - (a) in sub-rule (1) (c) (i), the members who made the request concerned may themselves convene a special general meeting as if they were the committee; or
 - (b) in sub-rule (1) (c) (ii), the member who gave the notice concerned may him or herself convene a special general meeting as if he or she were the committee.
 - (4) When a special general meeting is convened under sub-rule (3) (a) or (b) the Association must pay the reasonable expenses of convening and holding the special general meeting.
 - (5) Subject to sub-rule (7), the administrator must give to all members not less than 14 days notice of a special general meeting and that notice must specify-
 - (a) when and where the general meeting concerned is to be held; and
 - (b) particulars of the business to be transacted at the general meeting concerned and of the order in which that business is to be transacted.
 - (6) Subject to sub-rule (7), the administrator must give to all members not less than 21 days notice of an annual general meeting and that notice must specify-
 - (a) when and where the annual general meeting is to be held;
 - (b) the particulars and order in which business is to be transacted, as follows-
 - (i) first, the consideration of the accounts and reports of the committee;
 - (ii) second, the election of president if the prior presidents term has expired or the chair has been vacated
 - (iii) third, the election of committee members to replace outgoing committee members; and
 - (iv) fourth, any other business requiring consideration by the Association at the general meeting.
 - (7) A special resolution may be moved either at a special general meeting or at an annual general meeting, however the administrator must give to all members not less than 21 days notice of the meeting at which a special resolution is to be proposed. In addition to those matters specified in

sub- rule (5) or (6), as relevant, the notice must also include the resolution to be proposed and the intention to propose the resolution as a special resolution.

- (8) The administrator must give a notice under sub-rule (5), (6) or (7) by-
- (a) serving it on a member personally; or
 - (b) sending it by post to a member at the address of the member appearing in the register of members kept and maintained under rule 6. or
 - (c) displaying such notice on a notice board in the playing venue and/or website where members would likely see that information. or
 - (d) if electronic communications is available and address is known then the notice can be sent to the members.
- (9) When a notice is sent by post under sub-rule (8) (b), sending of the notice will be deemed to be properly effected if the notice is sufficiently addressed and posted to the member concerned by ordinary prepaid mail.

17. Quorum and proceedings at general meetings

- (1) At a general meeting 20 members present in person constitute a quorum.
- (2) If within 30 minutes after the time specified for the holding of a general meeting in a notice given under rule 16 (5) or (6)-
- (a) as a result of a request or notice referred to in rule 16 (1) (c) or as a result of action taken under rule 16 (3) a quorum is not present, the general meeting lapses; or
 - (b) otherwise than as a result of a request, notice or action referred to in paragraph (a), the general meeting stands adjourned to the same time on the same day in the following week and to the same venue.
- (3) If within 30 minutes of the time appointed by sub-rule (2) (b) for the resumption of an adjourned general meeting a quorum is not present, the members who are present in person may nevertheless proceed with the business of that general meeting as if a quorum were present.
- (4) The president may, with the consent of a general meeting at which a quorum is present, and must, if so directed by such a general meeting, adjourn that general meeting from time to time and from place to place.
- (5) There must not be transacted at an adjourned general meeting any business other than business left unfinished or on the agenda at the time when the general meeting was adjourned.
- (6) When a general meeting is adjourned for a period of 30 days or more, the administrator must give notice under rule 16 of the adjourned general meeting as if that general meeting were a fresh general meeting.
- (7) At a general meeting-
- (a) an ordinary resolution put to the vote will be decided by a majority of votes cast on a show of hands, subject to sub-rule (9); and

- (b) a special resolution put to the vote will be decided in accordance with section 24 of the Act as defined in rule 2, and, if a poll is demanded, in accordance with sub-rules (9) and (11).
- (8) A declaration by the president of a general meeting that a resolution has been passed as an ordinary resolution at the meeting will be evidence of that fact unless, during the general meeting at which the resolution is submitted, a poll is demanded in accordance with sub-rule (9).
- (9) At a general meeting, a poll may be demanded by the president or by three or more members present in person and, if so demanded, must be taken in such manner as the president directs.
- (10) If a poll is demanded and taken under sub-rule (9) in respect of an ordinary resolution, a declaration by the president of the result of the poll is evidence of the matter so declared.
- (11) A poll demanded under sub-rule (9) must be taken immediately on that demand being made.

18. Minutes of meetings of Association

- (1) The administrator must cause proper minutes of all proceedings of all general meetings and committee meetings to be taken and then to be entered within 30 days after the holding of each general meeting or committee meeting, as the case requires, in a minute book kept for that purpose.
- (2) The president must ensure that the minutes taken of a general meeting or committee meeting under sub-rule (1) are checked and signed as correct by the president of the general meeting or committee meeting to which those minutes relate or by the president of the next succeeding general meeting or committee meeting, as the case requires.
- (3) When minutes have been entered and signed as correct under this rule, they are, until the contrary is proved, evidence that-
 - (a) the general meeting or committee meeting to which they relate (in this sub-rule called "the meeting") was duly convened and held;
 - (b) all proceedings recorded as having taken place at the meeting did in fact take place at the meeting; and
 - (c) all appointments or elections purporting to have been made at the meeting have been validly made.

19. Voting rights of members of Association

Subject to these rules, each member present in person at a general meeting is entitled to one deliberative vote.

20. Rules of Association

If the Association wants to alter or rescind any of these rules, or to make additional rules, the Association may do so only by special resolution and by otherwise complying with Part 3 Division 2 of the Act.

21. Common seal of Association

- (1) The Association must have a common seal on which its corporate name appears in legible characters.
- (2) The common seal of the Association must not be used without the express authority of the committee and every use of that common seal must be recorded in the minute book referred to in rule 18.
- (3) The affixing of the common seal of the Association must be witnessed by any two of the persons holding the positions of president, the administrator or treasurer.
- (4) The common seal of the Association must be kept in the custody of the administrator or of such other person as the committee from time to time decides.

22. Inspection of records, etc. of Association

- (1) A member may at any reasonable time inspect without charge the books, documents, records and securities of the Association provided that –
 - (a) The member may make a copy of or take an extract from the record but will have no right to remove the record for that purpose;
 - (b) The member may be asked to reveal what purpose the inspection is for and to provide a Statutory Declaration confirming that; and
 - (c) The member must agree to not supply third parties, who are not members of the Association, with any copies of the names and contact details on the record unless required to do so by a legal requirement.

23. 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; or
 - (c) if the Association provides services to non-members, those non-members who receive services from the Association, 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 a meeting in the presence of a mediator.
- (4) The mediator must be-
 - (a) a person chosen by agreement between the parties; or
 - (b) in the absence of agreement-

- (i) in the case of a dispute between a member and another member, a person appointed by the committee of the Association;
 - (ii) in the case of a dispute between a member or relevant non-member (as defined by sub-rule (1) (c)) and the Association, a person who is a mediator appointed to, or employed with, a not for profit organisation.
- (5) A member of the Association can be a mediator.
- (6) The mediator cannot be a member who is a party to the dispute.
- (7) The parties to the dispute must, in good faith, attempt to settle the dispute by mediation.
- (8) The mediator, in conducting the mediation, must-
- (a) give the parties to the mediation process every opportunity to be heard;
 - (b) allow due consideration by all parties of any written statement submitted by any party; and
 - (c) ensure that natural justice is accorded to the parties to the dispute throughout the mediation process.
- (9) The mediator must not determine the dispute.
- (10) The mediation must be confidential and without prejudice.
- (11) 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.

24. Judicial Tribunals

- (1) At the first committee Meeting after the Annual General Meeting the Management committee will appoint a number of non-affiliated arbitrators who can be called upon to sit on Judicial Tribunals.
- (2) The Judiciary Tribunals have the power to reprimand, suspend or disqualify any members of the Association.
- (3) Each hearing of the Judiciary Tribunal shall consist of the administrator and the Rules Advisor, each of whom shall attend only in an advisory capacity to three non-affiliated Arbitrators.
- (4) In the event of an appeal against a decision of the Judiciary Tribunal a Judiciary Appeals Tribunal will be set up which will consist of the president or vice-president and the Rules Advisor, each of whom shall attend only in an advisory capacity to five non- affiliated Arbitrators.
- (5) A majority decision of the Arbitrators of either of the Tribunals shall be deemed to be the decision of the committee.
- (6) In an administrative matter any decision of the Management committee may be appealed to the Judiciary committee whose decision will be final and absolute.

- (7) In a match report matter any decision of the Judiciary may be appealed to the Judiciary Appeals committee whose decisions shall be final and absolute.
- (8) In the event of the non-availability of the Rules Advisor a District Rules Advisor or delegate shall attend.
- (9) The Management committee shall have the power to disqualify or suspend any club, player or member of the association for conduct it considers detrimental to the objects of the Association.

25. Winding up of Association

- (1) At a Special Meeting called for the purpose of winding up of the Association, a majority of 75% of the members of the Association may resolve to wind up the Association.
- (2) The members of the Association by a simple majority shall appoint a receiver for the purpose of winding up the Association and vest in the receiver, the power to dispose of the assets of the Association and to discharge the liabilities of the Association and further to pay any surplus funds or transfer any assets of the Association to sporting bodies in City of Kalamunda who are eligible under Section 24(1) of the Act.