

STAIR CLIMBING AUSTRALIA INC

ASSOCIATION RULES

Incorporated under the *Associations Incorporation Reform Act 2012* (Vic) (**the Act**)

The Association

1. The name of the Association is: Stair Climbing Australia Inc (**the Association**)
2. The purposes of the Association are:
 - a. to promote the sport of stair racing/tower running at all levels throughout Australia
 - b. to organise races for members and non-members
 - c. to liaise with other organisations that organise stair race events to provide assistance and advice
 - d. to provide assistance and advice to Australian athletes competing internationally
 - e. to act as the Australian affiliated member of Towerrunning World Association
 - f. to affiliate with other bodies. (**the Purposes**)
3. The Association has power to do all things that help it to achieve these Purposes.
4. The Association and its Committee may only exercise their powers and use the income and assets of the Association for the Purposes of the Association.

Financial year

5. The financial year of the Association starts on 1 July of each year.

Members

6. Anyone who supports the Purposes of the Association can apply to join the Association as a member.
7. The Committee may determine:
 - a. the amount of any membership fees or joining fees payable by members or prospective members from time to time
 - b. the form of any renewal form to be submitted with the membership fee, which may be in the same form as the application for membership form
 - c. the date for payment of membership fees and submission of any renewal form
 - d. different classes of membership and may determine the membership fees or joining fees that are payable by each class of membership.
8. A person can apply to join the Association by writing to the Secretary and paying the joining fee (if any).
9. The Committee can approve or reject an application to join the Association. If the Committee rejects an application, it is not required to give reasons for that decision, but it must return the joining fee (if any) and write to the person to tell them their application has been rejected.
10. A person becomes a member when:
 - a. the Committee has approved their application to join the Association
 - b. the Association has received the person's joining fee (if any), and

- c. the Secretary has entered the person's name, address and date they became a member on the members register.

Note: CAV has indicated that an email address may be sufficient to meet the Act's requirement that members provide an address for the members register

The Association must inform the person when their membership has started, and if they have to pay any annual subscription fee (which will be calculated in proportion to the remaining financial year at the time they become a member). That fee (if any) must be paid within 28 days.

- 11. Members can choose to stop being a member of the Association at any time by writing to the Secretary. The Association will not refund any joining and subscription fees already paid.
- 12. Members must pay the annual subscription fee (if any) within one month of being asked. If a member does not pay in time, their membership will be suspended (when membership is suspended, a member cannot exercise their members' rights such as voting at the Annual General Meeting (**AGM**)).
- 13. Members have rights and liabilities as set out in the Act and in these rules.
- 14. Each member's liability is limited to the joining and annual subscription fees (if any).
- 15. Associate members
 - a. Associate members of the Association include:
 - i. any members under the age of 15 years
 - ii. any other category of member as determined by special resolution at a general meeting, and
 - iii. a person or an organisation.
 - b. An associate member must not vote but may have other rights as determined by the Committee or by resolution at a general meeting.

Members' access to documents

- 16. A member may, subject to rules 17 to 19, inspect the rules of the Association, general meeting minutes, relevant documents (as defined in the Act) and the members register at a reasonable time.

Note: "relevant documents" includes documents such as financial records, contracts and asset records of the Association.
- 17. A member can write to the Secretary asking for copies of these documents (with the exception of the members register). The Secretary can charge a reasonable fee for providing copies.
- 18. The Secretary can refuse a request to inspect or get copies of relevant documents, or provide only limited access, if the documents contain confidential, personal, employment, commercial or legal matters, or if granting the request would breach a law or may cause damage or harm to the Association.
- 19. Members cannot inspect or get copies of Committee meeting minutes or parts of the minutes, unless the Committee specifically allows it.
- 20. Members can write to the Secretary to ask that the Secretary restrict access to their details on the members register if they have special circumstances. The Secretary will decide if there are special circumstances, and will write to the member outlining their decision.

The Committee

21. The Association is governed by a management committee (the **Committee**) that is made up of committee members (**Committee Members**).
22. The Committee can exercise all powers and functions of the Association (consistently with these Rules and the Act), except for powers and functions that the members are required to exercise at a general meeting (under these Rules or the Act).
23. The Committee can delegate any of its powers and functions to a committee member, a sub-committee, a staff member or a member other than the power of delegation or a duty imposed by the Act. The delegation must be in writing and can be revoked by the committee in writing.
24. The Committee may make, amend or withdraw bylaws of the Association that are consistent with these Rules.
25. Committee Members are elected by members of the Association at the AGM by ballot.
26. The Committee is made up of the following roles:
 - a. The President
 - b. The Vice President
 - c. The Treasurer
 - d. The Secretary
(these are the **Offices**)
 - e. Up to three Ordinary Committee Members.
27. At the annual general meeting:
 - a. separate elections must be held for each of the following positions:
 - i. President;
 - ii. Vice-President;
 - iii. Secretary;
 - iv. Treasurer.
 - b. If only one member is nominated for the position, the Chairperson of the meeting must declare the member elected to the position.
 - c. If more than one member is nominated, a ballot must be held in accordance with rule 35.
 - d. On his or her election, the new President may take over as Chairperson of the meeting.
28. The Secretary must be over 18 years of age, and live in Australia.
29. If the Secretary stops living in Australia, they cannot remain the Secretary.
30. If the Secretary stops being the Secretary, the Committee must appoint a new Secretary within 14 days.

Note: You must inform CAV of a change of Secretary within 14 days.
31. Each Committee Member finishes their time on the Committee (term) at the next AGM after they were appointed, but they can be elected again.
32. A member can nominate to be on the Committee by writing to the Secretary, and another member must support their nomination in writing. The supported nomination must be received at least 1 day before the AGM.
33. If the number of members nominated to be Committee Members is equal to the number of Committee Members, the AGM Chair may declare the positions filled without holding a ballot.

34. If the number of applicants for the Committee is less than the number of positions, other members of the Association can nominate themselves at the AGM.
35. If the number of applicants for the Committee is more than the number of positions, a ballot must take place where
 - a. the voter must write on the ballot paper the name of each candidate for whom they wish to vote;
 - b. the voter must not write the names of more candidates than the number to be elected.
36. A Committee Member stops being on the Committee if they:
 - a. resign, by writing to the Committee or the Secretary
 - b. are removed by a special resolution of members of the Association
 - c. become insolvent (as the term is used in the *Corporations Act 2001*)
 - d. become a represented person (under the *Guardianship and Administration Act 1986*), or
 - e. die.
37. If a Committee Member stops being on the Committee before the end of their term in accordance with rule 33, the Committee can temporarily appoint a member of the Association to fill the vacancy on the Committee until the next AGM.
38. The Committee may appoint an eligible member of the Association to fill a position on the Committee that was not filled by election at the last annual general meeting.
39. Among its other responsibilities, the Committee is responsible for making sure that:
 - a. accurate minutes of general meetings and Committee meetings of the Association are made and kept, and
 - b. all records, securities and relevant documents of the Association are kept properly.

Committee Meetings

40. The Secretary must give 7 days' notice of a Committee meeting to Committee Members unless the meeting is an urgent meeting.
Note: At an urgent meeting, only the issues for which the meeting was called can be considered.
41. The Committee can decide how often it meets.
42. Committee Members may attend meetings through technology (such as phone or video conferencing) so long as everyone can hear and be heard at the same time.
43. The Chair of Committee Meetings is the President, or if the President cannot attend, the Vice President, and if the President and Vice President cannot attend, the Committee Members can choose who will be Chair for that meeting.
44. If a vote of the Committee is tied, the Chair of the meeting has the deciding vote.
45. The majority (more than half) of Committee Members must be present (either in person or through the use of technology) for the meeting to be validly held (the quorum).

General Meetings

46. The Association must hold an AGM within five months of the end of the Association's financial year.
47. The ordinary business of the AGM is to confirm the minutes of the previous AGM, receive reports and statements on the previous financial year, and elect Committee Members. The notice of AGM must include any special business or motions to be considered.
48. The Committee or a group of at least 10% of all members may call a Special General Meeting.
49. At least 10% of the members (a quorum) must be present at a general meeting (either in person or through the use of technology, [or by proxy]) for the meeting to be held.
50. Members may not vote by proxy at general meetings.
51. Notice of general meetings must be provided to members at least 21 days before the meeting in writing to each member's postal or email address listed on the members register (in the case of email addresses, so long as the email address was provided for receiving notices).
52. Notices of general meetings must include proposed matters to be dealt with at that meeting.
Note: Your group can choose whether you wish to allow other business to be addressed at meetings. If your group wishes to leave open an option to consider other business at a meeting, the notice should include "other business" as an item for consideration.
53. The Chair of a general meeting will be the President, or if the President is not in attendance, the Vice President, or if the President and Vice President are not in attendance, the members at the meeting can choose another Committee Member to be Chair.
54. Votes may be held by a show of hands or written ballot, or another method determined by the Chair that is fair and reasonable in the circumstances. If a vote is held initially by show of hands, any member may request a vote be held again by written ballot.
55. If a vote of the members is tied, the Chair of the meeting has the deciding vote.
56. The Chair may adjourn the meeting if there are not enough members at the meeting (see rule 49) within 30 minutes of the meeting time, or if there is not enough time at a meeting to address all business. A new notice must be sent to members before the adjourned meeting (but does not have to comply with time for notice requirements, unless the adjourned meeting is more than 21 days after the original meeting date).

Grievance disputes

57. If there is a dispute between a member and another member, a member and the Association, or a member and the Committee, the parties involved must first attempt to resolve the dispute between themselves for at least 14 days from the date the dispute is known to all parties involved.
58. If the dispute cannot be resolved between the people involved, the following grievance procedure must be followed:
 - a. the party with a grievance must write to the Association and any other people affected, and explain what they are unhappy about
 - b. the Committee must appoint an unbiased mediator to hear from all the parties involved and try to find a solution. The Committee must give the people involved reasonable notice of the time and place of the hearing
 - c. at the hearing, each party must have an opportunity to be heard and agrees to do their best to resolve the dispute, and

- d. if the parties cannot resolve the dispute with the assistance of the mediator, then an unbiased decision-maker must determine the outcome of the dispute.

Note: The mediator does not have to be a professional mediator, but it can be a good idea to use a professional mediator. The mediator and unbiased decision-maker can be the same person but do not have to be. The unbiased decision-maker must also hear from all the parties. The parties to a grievance procedure may still be able to go to Court.

Disciplining members

59. The Committee can discipline a member of the Association if it considers the member has breached these Rules or if the member's behaviour is causing (or has caused) damage or harm to the Association.
60. The Committee must write to the member to tell them why disciplinary action is proposed to be taken.
61. The Committee must arrange a disciplinary procedure that meets these requirements:
 - a. the outcome must be determined by a unbiased decision-maker
 - b. the member must have opportunity to be heard, and
 - c. the disciplinary procedure must be completed as soon as reasonably practicable.
62. The outcome of a disciplinary procedure can be that the member must leave the Association, for a period of time or indefinitely. The Association cannot fine a member.

Note: parties to a disciplinary procedure may still be able to go to Court

Funds

63. The Association must not distribute funds, income or assets to members except as reasonable compensation for services provided or expenses incurred on behalf of the organisation.
64. The Association may derive or generate funds from joining and annual subscription fees, donations, grants, fundraising, interests, and any other sources approved by the Committee that are consistent with furthering the Association's Purposes.
65. Cheques, EFT transfers or cash payments made from the Association's funds must be authorised by two members of the Committee.
66. Financial records must be kept and stored for 7 years, and in accordance with any other applicable laws.
67. The Association does not have a common seal.

Alteration of rules

68. These Rules may be changed, added to, or replaced by special resolution of the Association's members at a general meeting.

Note: to pass a special resolution, 75% of votes cast by members present at a meeting and eligible to vote must be in favour of the resolution. There are extra notice requirements when a special resolution is proposed.

Winding Up

69. The members may vote by special resolution at a general meeting to wind up the Association.
70. If the Association is wound up, any surplus assets must not be distributed to the members or former members of the Associations, and (subject to the Act and any Court order) must be distributed to another organisation or organisations, so long as that other organisation or organisations are not carried on for the profit or gain of its members.