



# **RULES**

**Version dated January 2018**

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## Update history

| <b>Date</b>  | <b>Changes made</b>   |
|--------------|---|
| May 2005     | Original publication  |
| May 2014     | Change to Rule 2 (INTERPRETATION) clause 1 (a) to be gender inclusive<br>Change to Rule 2 (INTERPRETATION) to allow for modern forms of communication including eMail<br>Change to Rule 24 (MEETINGS OF THE EXECUTIVE) to allow for electronic forms of meeting |
| January 2018 | Addition of Life membership category by adding clause 14 to Rule 6.   |

## 1. NAME OF THE ASSOCIATION

(1) The name of the association shall be The Tasmanian Croquet Association Incorporated (in these rules called “the Association”).

## 2. INTERPRETATION

(1) In these rules:

(a) words in the constitution importing any gender shall be construed as including the other genders;

(b) “bank” includes any authorised deposit-taking institution and “banking” refers to business done with any authorised deposit-taking institution;

(c) (i) “Member Club” refer to Associated Incorporations which are members of the Association;  
(c) (ii) Member clubs shall be classed as either full members or associate members. Associate members shall be entitled to all the rights and privileges afforded to full members save for the right to vote at General Meetings. Unless otherwise qualified, any reference to a member club in these rules shall be taken to refer to a full member club.

(d) “Affiliated Member” means any member of a full Member Club who is registered by the Member Club with the Association as a member of the Member Club and for whom a current affiliation fee has been paid;

(e) “Affiliation fee” means the fee determined by an annual general meeting of the Association as the fee payable by a Member Club in respect of each Affiliated Member of that Member Club, and

(f) “Executive” means the Executive of the Association.

(g) A reference to “writing” shall unless the contrary intention appears, be construed as including references to printing, lithography, photography and other modes of representing or reproducing words.

## 3. ASSOCIATION’S OFFICE

(1) The office of the Association shall be at the residence for the time being of the Public Officer or at such other place as the Executive may from time to time determine.

## 4. OBJECTS OF THE ASSOCIATION

(1) The objects of the Association are:

(a) to promote and control the playing of the games of croquet and associated sports in Tasmania in accordance with the Laws as approved from time to time by the Australian Croquet Association;

(b) to affiliate with the Australian Croquet Association;

(c) to conduct State tournaments and competitions and to support such local tournaments and competitions as may be conducted by affiliated clubs and regional groups of clubs, and

(d) to arrange matches in Tasmania with visiting international or interstate players or teams.

## 5. POWERS OF THE ASSOCIATION

(1) In pursuit of its objects the Association shall have power to undertake:

(a) the purchase, taking on lease or in exchange, and the hiring or otherwise acquiring of any real or personal property that may be deemed necessary or convenient for any of the objects or purposes of the Association;

(b) the buying, selling, and supplying of, and dealing in, goods deemed necessary or convenient for any of the objects or purposes of the Association;

(c) the construction, maintenance, and alteration of buildings or works necessary or convenient for any of the objects or purposes of the Association;

(d) the accepting of any gift, whether subject to a special trust or not, for any one or more of the objects or purposes of the Association;

(e) the taking of such steps from time to time as the Executive or members in general meeting may deem expedient for the purpose of procuring contributions to the funds of the Association, whether by way of donations, subscriptions or otherwise;

(f) the printing and publishing of such newspapers, periodicals, books, leaflets, or other documents as the committee or the members in general meeting may think desirable for the promotion of the objects and purposes of the Association;

(g) the borrowing and raising of money in such manner and on such terms as may be approved or directed by resolution passed at a general meeting;

(h) subject to the provisions of the Trustee Act 1898, the investment of any moneys of the Association not immediately required for any of its objects or purposes in such manner as the Executive may from time to time determine;

(i) the making of gifts, subscriptions, or donations to any of the funds, authorities, or institutions to which section 78 (1) (a) of the Income Tax Assessment Act 1936 and the Income Tax Assessment Act 1997 of the Commonwealth relates;

(j) the establishment and support or aiding in the establishment and support, of associations, institutions, funds, trusts, schemes and conveniences calculated to benefit servants or past servants of the Association and their dependants, and the granting of pensions, allowances, or other benefits to servants or past servants of the Association and their dependants, and the making of payments towards insurance in relation to any of those purposes;

(k) the establishment and support, or aiding in the establishment and support, of any other association formed for any of the basic objects of the Association;

(l) the purchase or acquisition, and undertaking, of all or any part of the property, assets, liabilities, and engagements of any association with which the Association may at any time become

amalgamated in accordance with the provisions of the Act and the rules of the Association; and

(m) the doing of all such other lawful things as are incidental or conducive to the attainment of the objects of the Association or of any of the objects and purposes specified in the foregoing provisions of this sub-rule.

## 6. MEMBERSHIP OF THE ASSOCIATION

- (1) Every Member Club shall be a member of the Association.
- (2) On the commencement of these Rules the Member Clubs of the Association shall be Derwent Valley Croquet Club Inc, the Croquet Division of the Devonport Bowls and Croquet Club Inc, East Launceston Croquet Club Inc, Eastern Shore Croquet Club Inc, Kingston Croquet Club Inc, New Town Croquet Club Inc, Royal Park Croquet Club Inc, St Helens Croquet Club Inc and Sandy Bay Croquet Club Inc.
- (3) In each year each Member Club shall pay an affiliation fee calculated by multiplying the per capita fee determined in general meeting by the Association by the number of Affiliated Members.
- (4) Payment of the annual affiliation fee relating to Affiliated Members as fixed under these rules shall be collected by and paid through the Member Club concerned, and the names of such affiliates shall be entered in a Register of Affiliated Members to be kept by the Public Officer of the Association.
- (5) Any club incorporated under the provisions of the Associations Incorporation Act which is not a member of the Association may be admitted to membership:
  - (a) on its acceptance by the Executive as a club the objects and purposes of which are compatible with and supportive of the objects of the Association; and
  - (b) on payment of a Club Registration Fee of \$5.00 or such other amount as the Association shall from time to time prescribe.
- (6) An application from a club for membership of the Association:
  - (a) shall be made in writing and include a list of all members;
  - (b) shall be signed by two officers of the club; and
  - (c) shall be lodged with the Public Officer of the Association.
- (7) As soon as practicable after receipt of an application the Public Officer shall refer the application to the Executive.
- (8) Upon an application being approved by the Executive, the Public Officer shall, with as little delay as possible, notify the Club, in writing, that it has been accepted for membership of the Association and, upon receipt of the registration fee, shall enter the name of the Club in the Register of Members and the names of the Club members in the Register of Affiliated Members and thereon the applicant shall become a Member Club.
- (9) Upon a Club ceasing to be qualified to be a member of the Association:
  - (a) the Public Officer shall remove the name of the Club from the Register of Members

whereupon that Club ceases to be a Member Club of the Association; and

(b) the members of that Club cease to be Associate Members of the Association.

(10) A Member Club, at any time after paying all amounts due by it in respect of itself and its Affiliated Members, may resign from the Association by delivering to the Public Officer a written notice of resignation signed by two officers of that Club.

(11) Upon receipt of a notice under sub-rule (10) of this rule and payment of all moneys due to the Association by that Club, the Public Officer shall remove:

(a) the name of that Club from the Register of Members; and

(b) the names of the members of that Club from the Register of Associated Members.

(12) A right, privilege, or obligation arising by virtue of membership of the Association:

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

(b) terminates upon the cessation of membership however arising.

(13) In the event of the Association being wound up:

(a) every Member Club of the Association; and

(b) every club which, within the period of twelve months immediately preceding the commencement of the winding up, was a member of the Association; is liable to contribute to the assets of the Association for payment of the debts or liabilities of the Association and for the costs, charges, and expenses of the winding up and for the adjustment of the rights of the contributories among themselves such sum, not exceeding five dollars, as may be required, but a former member is not liable so to contribute to respect of any debt or liability of the Association contracted after it ceased to be a member.

14) Life Members

(a) A member club may nominate a person who has rendered distinguished or special service to the Association for life membership. The nomination must be on the prescribed form (if any) and must be submitted to the Secretary.

(b) The nomination for Life Member shall be considered by the Executive. A resolution to confer life membership must be passed by the Executive without dissent. The vote on such resolution will be taken by secret ballot.

(c) Conditions, obligations and privileges of life membership shall be as prescribed in the By-Laws.

## 7. INCOME AND PROPERTY OF THE ASSOCIATION

(1) The income and property of the Association shall be applied solely towards the promotion of the objects of the Association.

(2) Except as directed by a General Meeting of the Association shall not:

- (a) appoint a person who is a member of the Executive to any office in the gift of the Association to the holder of which there is payable any remuneration by way of salary, fees, or allowances; or
  - (b) pay to any such person any remuneration or other benefit in money or money's worth (other than the repayment of out-of-pocket expenses).
- (3) Nothing in the foregoing provisions of this rule prevents the payment in good faith to a servant or member of the Association of:
- (a) remuneration in return for services actually rendered to the Association or for goods supplied to the Association by the servant in the ordinary course of business; or
  - (b) interest at a rate not exceeding seven and one quarter per cent on moneys lent to the Association by a servant or member of the Association; or
  - (c) a reasonable and proper sum by way of rent for premises let to the Association by a servant or member of the Association.

## 8. ACCOUNTS OF RECEIPTS AND EXPENDITURE

- (1) True accounts shall be kept by the Treasurer:
- (a) of all sums of money received and expended by the Association and of the matter in respect of which the receipt or expenditure takes place; and
  - (b) of the property, assets and liabilities of the Association.
- (2) Subject to any reasonable restrictions as to time and manner of inspecting them that may be imposed by the Association for the time being, those accounts shall be open to the inspection by representatives of any member of the Association appointed in writing by the member under the hand of the President or Secretary of the Member Club.
- (3) The Treasurer of the Association shall faithfully keep all general records, accounting books and records of receipts and expenditure connected with the operations and business of the Association in such form and manner as any General Meeting or the Executive may direct.
- (4) The accounts, books, and records referred to in this rule shall be kept at the Association's office or at such other place as the Executive may from time to time decide.

## 9. BANKING AND FINANCE

- (1) The Treasurer of the Association shall receive all moneys paid to the Association and forthwith after receipt thereof issue official receipts therefor.
- (2) The Executive shall cause to be opened with such one or more accounts with authorised deposit-taking institutions (hereafter referred to as a "bank") as the Executive selects in the name of the Association into which all moneys received shall be paid by the Treasurer as soon as possible after receipt.
- (3) Except with the authority of the Executive, no payment of a sum exceeding fifty dollars shall be



made from the funds of the Association otherwise than by drawing in writing on a bank account of the Association.

- (4) Subject to the observance of such conditions in relation to the use and expenditure thereof as the Executive may impose the Executive may provide the Secretary and the Treasurer with sums to meet urgent expenditure.
- (5) No moneys shall be withdrawn from any account of the Association except for the purposes that have been authorised by the Executive.
- (6) All withdrawals from any bank account of the Association shall be sufficiently authorised if authorised in writing by any two members of the Executive and effected pursuant to the authority of a minuted resolution of the Executive.

## 10. AUDITOR

- (1) At each annual general meeting the Association shall appoint a person as the Auditor of the Association.
- (2) A person so appointed shall hold office until the annual general meeting next after that at which he is appointed, and is eligible for re-appointment.
- (3) If an appointment is not made at the annual general meeting the Executive shall appoint an auditor of the Association for the then current financial year.
- (4) The auditor may only be removed from office by special resolution of a general meeting.
- (5) If a casual vacancy occurs in the office of auditor during the course of a financial year of the Association, the Executive may appoint a person as the auditor and the person so appointed shall hold office until the next succeeding annual general meeting.

## 11. AUDIT OF ACCOUNTS

- (1) At the end of each financial year of the Association, the accounts of the Association shall be examined by the auditor.
- (2) The auditor shall certify as to the correctness of the accounts of the Association.
- (3) In certifying to the accounts, the auditor shall state:
  - (a) whether he has obtained the information required by him;
  - (b) whether, in his opinion, the accounts are properly drawn up so as to exhibit a true and correct view of the financial position of the Association according to the information at his disposal and the explanations given to him and as shown by the books of the Association; and
  - (c) whether the rules relating to the administration of the funds of the Association have been observed.
- (4) The Public Officer of the Association shall cause to be delivered to the auditor a list of all the accounts, books, and records of the Association.

- (5) The auditor:
  - (a) has a right of access to the accounts, books, records, vouchers and documents of the Association; and
  - (b) may require from the servants of the Association such information and explanations as may be necessary for the performance of his duties a auditor; and
  - (c) may employ persons to assist him in investigating the accounts of the Association; and
  - (d) may, in relation to the accounts of the Association, examine any member of the Executive.

## 12. ANNUAL GENERAL MEETING

- (1) The Association shall, in each year, hold an annual general meeting.
- (2) The annual general meeting shall be held on such day (being not later than three months after the close of the financial year of the Association) as the Executive may determine.
- (3) The annual general meeting shall be identified as such in the notice convening it.
- (4) Notice of business for the Annual General Meeting shall be forwarded to be in the hands of the Secretary at least one calendar month prior to the date fixed for the meeting.
- (5) The ordinary business of the annual general meeting shall include:
  - (a) confirming the minutes of the last preceding annual general meeting and of any general meeting held since that meeting;
  - (b) receiving from the Executive and the auditor reports upon the operations and transactions of the Association during the last preceding financial year;
  - (c) election of the officers of the Association;
  - (d) appointment of the auditor and determination of his remuneration;
  - (e) determining the per capita affiliation fee and other fees payable by Member Clubs in respect of their members for the current financial year;
  - (f) transacting special business of which notice is given in accordance with these rules.

## 13. SPECIAL GENERAL MEETINGS

- (1) All general meetings other than the annual general meeting shall be called special general meetings.
- (2) The Executive may, whenever it thinks fit, convene a special general meeting of the Association. A notice shall be issued to all Member Clubs and the date of the meeting shall be not less than 28 days or more than 42 days after the date of issue of the notice of meeting.

- (3) The Executive shall, on the requisition in writing of not less than two of the Delegates of the Member Clubs, convene a special general meeting of the Association. The notice of such meeting shall be issued within 14 days of receipt of the requisition and the special general meeting shall be held not less than 28 days and not more than 42 days after the issue of the notice of meeting.
- (4) A requisition for a special general meeting shall state the objects of the meeting and shall be signed by the requisitionists and delivered to any Officer of the Association and may consist of several documents in the like form, each signed by one or more of the requisitionists.
- (5) If the Executive does not cause a special general meeting to be held within this period provided for (4) in sub-rules 13.(2) and 13.(3) of this rule, the requisitionists, or any of them, may convene the meeting; but any meeting so convened shall not be held more than three months from the date of delivery of the requisition.
- (6) A special general meeting convened by requisitionists in pursuance of these rules shall be convened in the same manner as nearly as possible as that in which those meetings are convened by the Executive, and all reasonable expenses incurred in convening the meeting shall be refunded by the Association to the persons incurring them.

## 14. NOTICES OF GENERAL MEETINGS

- (1) The Public Officer of the Association shall, at least twenty-eight days before the date fixed for the holding of any general meeting of the Association, notify each Member Club, in writing,
  - (a) specifying the place, day and time for the holding of the meeting, and
  - (b) the nature of the business to be transacted.
- (2) Any such notice shall be sufficiently given if posted by pre-paid post to the last registered address of the Member Club for service of notices.

## 15. BUSINESS AND QUORUMS AT GENERAL MEETINGS

- (1) All business that is transacted at special general meetings and all business that is transacted at the annual general meeting, with the exception of that specially referred to in these rules as being ordinary business of the annual general meeting, shall be deemed to be special business.
- (2) No item of business shall be transacted at a general meeting unless a quorum of members entitled under these rules to vote is present during the time when the meeting is considering that item.
- (3) At any general meeting of the Association Member Clubs shall be entitled to be represented by an Affiliated Member who is a member of that club nominated in writing for that purpose by the President or Secretary of the Member Club.
- (4) A quorum for the transaction of business of a general meeting is half the delegates of the Member Clubs present and entitled to vote.
- (5) If within one hour after the appointed time for the commencement of a general meeting a quorum is not present, the meeting:
  - (a) if convened on a requisition of members, shall be dissolved; and
  - (b) in any other case it shall stand adjourned to the same day in the next week, at the same time

and (unless another place is specified by the chairman at the time of the adjournment) at the same place, and if at the adjourned meeting a quorum is not present within one hour after the time appointed for the commencement of the meeting, the meeting shall be dissolved.

## 16. PRESIDENT TO PRESIDE AT GENERAL MEETINGS

- (1) The President, or in his absence the Vice-President, shall preside as Chairman at every general meeting of the Association.
- (2) If both the President and Vice-President are absent from a general meeting, the member represented shall elect one of their number to preside as chairman.

## 17. ADJOURNMENT OF GENERAL MEETINGS

- (1) The chairman of a general meeting, at which a quorum is present may, with the consent of the meeting, adjourn the meeting from time to time and place to place, but no business shall be transacted at an adjourned meeting other than the business left unfinished at the meeting at which the adjournment took place.
- (2) Where a meeting is adjourned for twenty-eight days or more, the like notice of the adjourned meeting shall be given as in the case of the original meeting.
- (3) Except as provided in the foregoing provisions of this rule, it is not necessary to give any notice of an adjournment or of the business to be transacted at an adjourned meeting.

## 18. DETERMINATION OF QUESTIONS ARISING AT GENERAL MEETINGS

- (1) Unless a poll is called for or directed, any question arising at a general meeting of the Association shall be determined by a show of hands of the Delegates of Member Clubs.
- (2) Unless before or immediately on the declaration of the result of the show of hands a poll is demanded, a declaration by the chairman that a resolution has, on a show of hands, been carried, or carried unanimously, or carried by a particular majority, or lost, and an entry to that effect in the minutes of the Association is evidence of the fact, without proof of the number or proportion of votes recorded in favour of, or against, that resolution.
- (3) In the event of a tied vote, the Chairman shall decide the question.

## 19. THE EXECUTIVE

- (1) The Association shall be managed by an Executive in accordance with directions of any general meeting of Member Clubs.
- (2) The Executive shall:
  - (a) administer and manage the business and affairs of the Association;

(b) appoint committees (other than the selection committees) and individuals to undertake various functions required for the efficient operations of the Association;

(c) may exercise all such powers and functions as may be exercised by the Association, other than those powers and functions that are required by these rules to be exercised by general meetings of the Association;

(d) subject to these rules, have power to perform all such acts and things as appear to the Executive to be essential for the proper management of the business and affairs of the Association; and

(e) have power to make, repeal or amend any by-laws, consistent with these rules, which it deems necessary for the conduct of its business.

## 20. OFFICERS OF THE ASSOCIATION

(1) The officers of the Association shall be:

(a) the President,

(b) the Vice-President,

(c) the Treasurer,

(d) the Secretary, (who shall also serve as Public Officer); and

(e) the Assistant Secretary.

(2) Each officer shall hold office until the annual general meeting next after the date of their election but is eligible for re-election, provided that the President shall not hold office for more than three consecutive years.

(3) In the event of a casual vacancy in any office mentioned in sub-rule (1) of this rule, the Executive may appoint an Affiliated Member of the Association to the vacant office, and the member so appointed may continue in office up to and including the conclusion of the annual general meeting next following the date of his appointment.

## 21. CONSTITUTION OF THE EXECUTIVE

(1) The Executive shall consist of:

(a) the officers of the Association; and

(b) two additional persons, one representing Clubs based in the Northern region of the State, and one representing Clubs based in the Southern region.

(2) The additional people referred to in sub rule 21 (1) (b) shall:

(a) be Affiliated Members who are a member of a Club based in that region of the state; and

(b) be elected at the Annual General Meeting by delegates of the Clubs of that region.

## 22. ELECTION OF OFFICERS OF THE ASSOCIATION

- (1) Nominations of candidates for election as officers of the Association:
  - (a) shall be made in writing signed by two Affiliated Members and accompanied by the written consent of the candidate (which may be endorsed on the nomination form); and
  - (b) shall be delivered to the Public Officer of the Association at least twenty-one days before the date fixed for the holding of the annual general meeting.
- (2) If only one nomination is received for an office of the Association, the candidate shall be deemed to be elected.
- (3) If no nominations are received for any office of the Association, nominations shall be received at the annual general meeting.
- (4) If a number of nominations are received for an office of the Association, a ballot shall be held.
- (5) The ballot for the election of officers and positions of the Association shall be conducted at the annual general meeting in such usual and proper manner as the Chairman shall direct.

## 23. VACATION OF OFFICE

- (1) For the purposes of these rules, the office of an officer of the Executive, becomes vacant if the officer:
  - (a) dies; or
  - (b) becomes bankrupt or applies to take advantage of any law relating to bankrupt or insolvent debtors or compounds with his creditors, or makes any assignment of his estate for their benefit; or
  - (c) becomes of unsound mind; or
  - (d) resigns his office by writing under his hand addressed to the President and delivered to the Public Officer; or
  - (e) ceases to be resident in the State; or
  - (f) without prior leave being granted by the Executive, fails to attend two consecutive meetings of the Executive.

## 24. MEETINGS OF THE EXECUTIVE

- (1) The Executive shall meet in such manner and at such places and such times as the Executive may determine.

(a) A member not physically present at a committee meeting may be permitted to participate in

the meeting by the use of technology that allows that member and the members present at the meeting to clearly and simultaneously communicate with each other.

(b) A resolution in writing, signed or assented to by telegram, cablegram, radiogram, facsimile, telex, electronic mail or other form of visible or other electronic communication by the Executive members, shall be as valid and effectual as if it had been passed at a meeting of the Executive duly convened and held. Any such resolution may consist of several documents in like form each signed by one or more of the Executive members.

(c) For the purposes of this Part, a member participating in a meeting as permitted under subrules (1) (a) and/or (1) (b) is taken to be present at the meeting and, if the member votes at the meeting, is taken to have voted in person.

(d) For the purposes of this part, any meeting held where one or more Executive members are not physically present shall be deemed to be held where the Chair is located.

- (2) A quorum for a meeting of the Executive shall be four members.
- (3) The Executive should keep Member Clubs informed of decisions and other matters of interest to those Clubs.

## 25. DISCLOSURE OF INTEREST

- (1) A member of the Executive, who is interested in any contract or arrangement made or proposed with the Association, shall disclose his interest at the first meeting of the Executive at which the contract or arrangement is first taken into consideration, if his interest then exists, or, in any other case, at the first meeting of the Executive after the acquisition of his interest.
- (2) If a member of the Executive becomes interested in a contract or arrangement after it is made or entered into he shall disclose his interest at the first meeting of the Executive after he becomes so interested.
- (3) No member of the Executive shall vote as a member of the Executive in respect of any contract or arrangement in which he is interested and if he does so vote his vote shall not be counted.

## 26. COMMITTEES AND INDIVIDUAL POSITIONS

- (1) The Executive shall prescribe the powers and functions of committees and individual positions appointed pursuant to Rule 19 (2)(b)
- (2) The Executive may co-opt as members of a committee or the occupant of an individual position such persons as it thinks fit, whether or not those persons are Affiliated Members.

## 27. ANNUAL AFFILIATION

- (1) The amount of the annual affiliation fee shall be determined by a resolution of the annual general

meeting.

- (2) The annual affiliation fee shall be payable by January 15 in each financial year or by such later date as may be determined by resolution of the annual general meeting.

## 28. FINANCIAL YEAR

- (1) The financial year of the Association is the period beginning on the first day of April in each year and ending on the thirty-first day of March next following.

## 29. NOTICES

- (1) Notice may be served on or on behalf of the Association upon any member either delivering it to or by sending it addressed to the Secretary of the Member Club through the post in a prepaid letter at the last-known address of the Member Club.
- (2) Notices of the appointment of a Delegate and of an address for service shall remain in force until notice is received of the appointment of another Delegate or another address for service.

## 30. EXPULSION OF A MEMBER CLUB

- (1) Any general meeting by special resolution supported by at least 75% of the delegates of Member Clubs present, may expel a Member Club from the Association if, in the opinion of the Executive, the Member Club has been guilty of conduct detrimental to the interests of the Association.

## 31. DISQUALIFICATION OF AN AFFILIATED MEMBER

- (1) Subject to this rule, the Executive may disqualify any Affiliated Member from participating in any tournament competition or game sponsored by the Association if in the opinion of the Executive the Affiliated Member has been guilty of conduct detrimental to the interests of the Association.
- (2) No disqualification of an Affiliated Member shall take effect:
  - (a) until the expiration of fourteen days after the service on the member of a notice under sub-rule (3) of this rule; or
  - (b) if the member exercises his right of appeal under this rule, until the conclusion of the special general meeting convened to hear the appeal, whichever is the later date.
- (3) Where the Executive moves to disqualify an Affiliated Member, the Public Officer of the Association shall, without due delay, cause to be served on that member and the member's Club, a notice in writing:
  - (a) stating that the Executive intends to disqualify the member; and



- (b) specifying the grounds for the disqualification.
- (4) An Affiliated Member on whom a notice under sub-rule (3) of this rule is served may appeal against the disqualification to a special general meeting by delivering or sending by post to the public officer of the Association, within fourteen days after the service of that notice, a requisition in writing demanding the convening of such a meeting for the purpose of hearing his appeal.
- (5) Upon receipt of a requisition under sub-rule (4) of this rule, the public officer shall notify the Executive of its receipt and the Executive shall thereupon cause a special general meeting to be held within twenty-eight days after the date on which the requisition is received by the public officer.
- (6) At a special general meeting convened for the purpose of this rule:
  - (a) no business other than the question of the disqualification shall be transacted;
  - (b) the Executive may place before the meeting details of the grounds of the disqualification and the Executive's reasons for the disqualification;
  - (c) the disqualified member shall be given an opportunity to be heard by two representatives whose appointment is confirmed in writing under the hand of the expelled member within 7 days of the requisition referred to in sub-rule (4) of this rule;
  - (d) the members (other than the disqualified member) present shall vote by secret ballot as on a poll on the question whether the disqualification should be lifted or confirmed; and
  - (e) if a majority of the members present vote in favour of the lifting of the expulsion, the expulsion shall be deemed to have been lifted and the disqualified member is entitled to continue his membership of the Association; and
  - (f) if a majority of the members present vote in favour of the confirmation of the disqualification, the disqualification takes effect immediately.

## 32. DOPING

- (1) The anti-doping policy of the Association shall be in accordance with that adopted from time to time by the Australian Croquet Association.

## 33. PRIVACY

- (1) Privacy legislation provides that Associations such as the TCA may use personal information relative to its members only for the purposes of administration of the sport of croquet.
- (2) All Member Clubs shall obtain approval from each of its members for the Club to pass on personal information to the Association to be used only as provided for in sub-rule (1) of this rule.

## 34. ETHICS

- (1) The Association encourages a high level of ethics in its Member Clubs and their individual members.
- (2) The Association policy prohibits:
  - (a) verbal, physical and emotional abuse; and
  - (b) harassment contrary to any anti harassment policy adopted from time to time by the Australian Croquet Association.
- (3) The Association encourages Clubs to provide the safest possible environment for training, social play and competition.

## 35. SEAL OF THE ASSOCIATION

- (1) The seal of the Association shall be in the form of a rubber stamp, inscribed with the name of the Association encircling the stamp, encircling the word “seal”.
- (2) The seal of the Association shall not be affixed to any instrument except by the authority of the Executive and the affixing thereof shall be attested by the signatures either of two members of the Executive or of one member of the Executive and the public officer of the Association or such other person as the Executive may appoint for that purpose, and that attestation is sufficient for all purposes that the seal was affixed by authority of the Executive.
- (3) The seal shall remain in the custody of the Public Officer.

## 36. CHANGES TO THE RULES

- (1) The Rules of the Association may not be changed except by resolution of:
    - (a) an Annual General Meeting subject to Rule 12; or
    - (b) a Special General Meeting subject to Rule 13.
  - (2) The resolution referred to in sub rule 36 (1) is subject to an affirmative vote by at least three-quarters of those present and entitled to vote.
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