



RETIRE POLICE ASSOCIATION OF TASMANIA

RULES

December 2023

INDEX

- 1. NAME OF ASSOCIATION**
- 2. INTERPRETATION**
- 3. ASSOCIATION'S OFFICE**
- 4. GUIDING PRINCIPLES AND OBJECTIVES OF THE ASSOCIATION**
- 5. ASSOCIATION MEMBERSHIP**
- 6. TYPES OF MEMBERSHIP**
- 7. ORDINARY MEMBERS**
- 8. LIFE MEMBERS**
- 9. HONORARY MEMBERS**
- 10. MEMBERS WITHOUT FEES**
- 11. ASSOCIATE MEMBERS**
- 12. FORFEITURE OF MEMBERSHIP**
- 13. SERVICE OF NOTICES AND REQUISITIONS**
- 14. EXPULSION OF MEMBERS**
- 15. INCOME AND PROPERTY OF ASSOCIATION**
- 16. ACCOUNTS OF RECEIPTS AND EXPENDITURE**
- 17. BANKING AND FINANCE**
- 18. AUDITORS**
- 19. AUDIT OF ACCOUNTS**
- 20. ANNUAL GENERAL MEETING**
- 21. SPECIAL GENERAL MEETINGS**
- 22. NOTICES OF GENERAL MEETINGS**
- 23. BUSINESS AND QUORUM AT GENERAL MEETINGS**
- 24. CHAIRPERSON AT GENERAL MEETINGS**
- 25. ADJOURNMENT OF GENERAL MEETINGS**
- 26. DETERMINATION OF QUESTIONS ARISING AT GENERAL MEETINGS**
- 27. VOTES**
- 28. TAKING OF POLL**
- 29. WHEN POLL TO BE TAKEN**
- 30. AFFAIRS OF ASSOCIATION TO BE MANAGED BY EXECUTIVE COMMITTEE**
- 31. OFFICERS OF THE ASSOCIATION**
- 32. CONSTITUTION OF THE EXECUTIVE COMMITTEE**
- 33. ELECTION OF MEMBERS OF EXECUTIVE COMMITTEE**

- 34. VACATION OF OFFICE**
- 35. MEETINGS OF THE EXECUTIVE COMMITTEE**
- 36. DISCLOSURE OF INTERESTS**
- 37 SUB-BRANCHES**
- 38. ANNUAL SUBSCRIPTION**
- 39. PATRON**
- 40. DISPUTES**
- 41. SEAL OF ASSOCIATION**

RETIRED POLICE ASSOCIATION OF TASMANIA

RULES

1. NAME OF ASSOCIATION

The name of the association is as follows:

The Retired Police Association of Tasmania Incorporated.

2. INTERPRETATION

In these rules, unless the context otherwise requires –

accounting records has the same meaning as in the Act;

Act means the [Associations Incorporation Act 1964](#);

annual general meeting means an annual general meeting of the Association held under [rule 20](#);

association means the Association referred to in [rule 1](#);

auditors means the persons appointed as the auditors of the Association under [rule 18](#);

authorised deposit-taking institution means a body corporate that is an authorised deposit-taking institution for the purposes of the *Banking Act 1959* of the Commonwealth;

executive committee or committee means the Committee referred to in [rule 30](#);

financial year means the period commencing on the 1st day of November in one year and concluding on the 31st day of October in the following year;

general meeting means –

(a) an annual general meeting; or

(b) a special general meeting;

objectives of the Association means the objectives and purposes of the Association as stated in an application under [section 7](#) of the Act for the incorporation of the Association;

officer of the Association means a person elected as an officer of the Association at an annual general meeting or appointed as an officer of the Association under [rule 31\(4\)](#);

ordinary business of an annual general meeting means the business specified in [rule 20\(4\)](#);

special committee meeting means a meeting of the Executive Committee that is convened under [rule 35\(2\)](#) by the President or any 4 of the members of the Executive Committee;

special general meeting means a meeting of the Association, other than an annual general meeting, convened under [rule 21](#);

special resolution has the same meaning as in the Act;

trustees includes the Treasurer and the Secretary as mentioned in [rule 17](#).

3. ASSOCIATION'S OFFICE

The office of the Association is to be at the following place or at any other place the Committee determines:

107 New Town Road, New Town Tasmania 7008.

4. GUIDING PRINCIPLES AND OBJECTIVES OF THE ASSOCIATION

(1) The guiding principles of the Retired Police Association of Tasmania are that the Association comprises members who share a mutually proud background in delivering quality policing to the community they swore to serve and protect and an ongoing commitment to the fellowship the Association provides.

(2) The Objectives of the Retired Police Association of Tasmania shall be-

- (a)** the mutual benefit of members by fostering a spirit of comradeship;
- (b)** the promotion of friendly interaction and a spirit of good fellowship amongst its members by arranging periodic meetings for conversational and social gain;
- (c)** by every legitimate means protect and advance the interests of its members;
- (d)** to show consideration and comradeship between members at all times, particularly in cases of sickness or death;
- (e)** to arrange visits to members when they are sick and to render them any such assistance as may be practicable;
- (f)** to show respect by attending the funeral of any deceased member and to tender sympathy and consolation to the bereaved relatives;
- (g)** the participation in any other movement pertaining to the welfare of members; and
- (h)** by every legitimate means protect and advance the interest of its members to maintain their current entitlements and privileges in respect to the Retirement Benefits Fund.

5. ASSOCIATION MEMBERSHIP

(1) A person who applies and is approved for membership in accordance with this rule is eligible to be a member of the Association on payment of the annual subscription specified in [rule 38](#).

(2) A person who is not a member of the Association at the time of the incorporation of the Association is not to be admitted as a member of the Association unless –

(a) the person applies for membership in accordance with [sub-rule \(3\)](#); and

(b) the person is approved for membership by the Executive Committee.

(3) An application by a person for membership is to be –

(a) made in writing and signed, or forwarded electronically to the Association's email address; and

(b) lodged with the Secretary of the Association.

(4) As soon as practicable after the receipt of an application, the Secretary is to refer the application to the Committee.

(5) If an application is approved by the Committee, the Secretary is to –

(a) notify the applicant, in writing, that the applicant has been approved for membership of the Association; and

(b) on receipt of the amount payable by the applicant as the first annual subscription, enter the applicant's name in a register of members.

(6) A member of the Association may resign by serving on the Secretary a written notice of resignation, or by forwarding an electronic notice of resignation to the Association's email address.

(7) On receipt of a notice from a member of the Association under [sub-rule \(6\)](#), the Secretary is to remove the name of the member from the register of members.

(8) A person –

(a) becomes a member of the Association when their name is entered in the register of members; and

(b) ceases to be a member of the Association when their name is removed from the register of members.

(9) Any right, privilege or obligation of a person as a member of the Association –

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

(b) terminates on the cessation of the membership.

(10) If the Association is wound up, each member of the Association, and each person who was a member of the Association within the period of 12 months immediately preceding the commencement of the winding-up, is liable to contribute –

(a) to the assets of the Association for payment of the liabilities of the Association; and

(b) for the costs, charges and expenses of the winding-up; and

(c) for the adjustment of the rights of the contributors among themselves.

(11) Any liability under [sub-rule \(10\)](#) is not to exceed ten dollars.

(12) Despite [sub-rule \(10\)](#), a former member of the Association is not liable to contribute under that sub-rule in respect of any liability of the Association incurred after they ceased to be a member.

6. TYPES OF MEMBERSHIP

(1) Membership of the Association shall consist of the following types-

(a) Ordinary Members;

(b) Life Members;

(c) Honorary Members;

(d) Members without fee (age qualified); and

(e) Associate Members

(2) Honorary and Associate Members will not have voting rights. Benefits for Honorary and Associate Members will be as periodically determined by the Executive Committee

7. ORDINARY MEMBERS

(1) Any retired member of Tasmania Police Service, or any other police service, who is of good character and repute shall be eligible to apply to become an ordinary member, subject to approval by the Executive Committee.

(2) Any former member of Tasmania Police Service who has served at least five years who is of good character and repute shall be eligible to apply to become an ordinary member, subject to approval by the Executive Committee.

(3) Any former member of Tasmania Police Service who was invalided out of the service having served a lesser period than five years and who is of good character and repute, shall be eligible to be considered by the Executive Committee for Ordinary Membership.

(4) Any former member of any other recognised police service who has served at least five years and who is of good character and repute shall be eligible to become an ordinary member, provided that such a person desirous of membership delivers to the Secretary a completed and signed application form. Such application shall be supported by documentation showing previous police service that would enable the Executive Committee to decide on the applicant's suitability for membership. The Executive Committee shall subsequently decide on election or otherwise.

(5) Any former member of any other recognised police service who was invalided out of the service having served a lesser period than five (5) years shall be eligible to be considered for ordinary membership provided that person delivers to the Secretary a completed and signed application form in which they can prove they were honourably discharged subject to approval by the Executive Committee.

8. LIFE MEMBERS

(1) Any two financial members may nominate in writing the name of any member for Life Membership who has, in their opinion, rendered outstanding service to the Association over a considerable period.

(2) Such application shall be considered by the Executive Committee with majority approval.

(3) Any person granted Life Membership shall not be liable to pay annual subscriptions.

9. HONORARY MEMBERS

(1) Any two financial members may nominate any person who has, in their opinion, been of assistance or could be of assistance to the Association for Honorary Membership.

(2) Such application shall be considered at a meeting of the Executive Committee with majority approval.

(3) Any person granted Honorary Membership shall not be liable to pay annual subscriptions.

(4) Honorary Membership may also be extended to current members where the Executive Committee believes that the member is suffering from a serious mental or physical condition; or in such other exceptional circumstance that prevent that person from paying subscriptions.

(5) Any decision taken under this section may be overturned at an AGM or Special General Meeting by a two thirds majority vote by the members in attendance.

10. MEMBERS WITHOUT FEES

(1) Any person who has been a financial member for a period of five years and has reached the age of eighty years shall be exempt from paying any subscription.

(2) Any Associate Member, whose spouse or partner is exempted from paying subscriptions, in accordance with Rule 8(3) or Rule 10 (1), shall similarly be exempted from paying Associate Member subscription fees.

11. ASSOCIATE MEMBERS

(1) A spouse or partner of a Life Member, Ordinary Member, Honorary Member or Member without fee may be admitted to membership as an Associate member. An Associate member may also include the spouse or partner of a deceased member who was at the time of death a financial member of the Association.

(2) A spouse or partner of a Serving Tasmania Police Officer, may be admitted to membership as an Associate member should that Serving Police Officer pass away.

(3) Any two financial members may nominate any person who doesn't meet the criteria as outlined in Rule 7, but has in their opinion been of assistance or could be of assistance to the Association, or has demonstrated long term support of police for Associate Membership.

(4) Such application shall be considered at a meeting of the Executive Committee with majority approval.

(5) Any decision taken under Rule 11 (3) may be overturned at an AGM or Special General Meeting by a two thirds majority vote by the members in attendance.

12. FORFEITURE OF MEMBERSHIP

(1) A member whose annual subscriptions remain unpaid after a period of ten months or more from 31 December shall cease to be a member.

(2) Such a member, after being sent a notice, will be removed from the Register of Members and their name will be placed onto an unattached list for a further twelve month period.

(3) Whilst on the unattached list the member shall not be entitled to any privileges of membership including voting rights, discount offers or invitations to functions.

(4) Such a member may, at any future time, regain their membership by paying all outstanding dues. Where the outstanding dues are in excess of two years subscriptions they may be reduced with the approval of the Executive Committee

13. SERVICE OF NOTICES AND REQUISITIONS

(1) Except as otherwise provided by these rules, a document may be served under these rules on a person by –

(a) giving it to the person; or

(b) leaving it at, or sending it by post to, the person's postal or residential address or place or address of business or employment last known to the server of the document; or

(c) faxing it to the person's fax number; or

(d) emailing it to the person's email address.

14. EXPULSION OF MEMBERS

(1) The Executive Committee shall have the power to expel or suspend any member for conduct which the Executive Committee may consider unbecoming or in serious contravention to the Principles or Objectives of the Association.

(2) Such member is to be notified by the Secretary in writing, detailing the alleged conduct and inviting the member to show cause in writing why they should not be expelled or suspended.

(3) With the approval of the Executive Committee the member may also appear in person before the Executive Committee to offer any explanation or defence to such conduct.

15. INCOME AND PROPERTY OF ASSOCIATION

(1) The income and property of the Association is to be applied solely towards the promotion of the objectives of the Association.

(2) No portion of the income or property of the Association is to be paid or transferred to any member of the Association unless the payment or transfer is made in accordance with this rule.

(3) The Association may –

(a) pay a member of the Association –

(i) remuneration in return for services rendered to the Association, or for goods supplied to the Association, in the ordinary course of business of the servant or member; or

(ii) remuneration that constitutes a reimbursement for out-of-pocket expenses incurred by the member for any of the objectives or purposes of the Association; and

(b) if so requested by or on behalf of any other association, organisation or body, appoint or nominate a member of the Association to an office in that other association, organisation or body.

(4) Despite [sub-rule \(3\)\(b\)](#), the Association is not to appoint or nominate a member of the Association under that sub-rule to an office in respect of which remuneration is payable unless the Association or Executive Committee has first approved that appointment or application.

16. ACCOUNTS OF RECEIPTS AND EXPENDITURE

(1) True accounts are to be kept of the following-

(a) each receipt or payment of money by the Association and the matter in respect of which the money was received or paid; and

(b) each asset or liability of the Association.

(2) The accounts are to be open to inspection by the members of the Association at any reasonable time, and in any reasonable manner, determined by the Committee.

(3) The Treasurer of the Association is to keep all records of receipts and payments, connected with the business of the Association in the form and manner the Committee determines.

(4) The records are to be kept at the Association's office or at any other place the Committee determines.

17. BANKING AND FINANCE

(1) The Committee is to open with an authorised deposit-taking institution an account in the name of the Association. The Treasurer of the Association is to cause any money received to be paid into that account as soon as practicable after it is received.

(2) Where a Vice-President of the Association is authorised by the Executive Committee to hold and expend funds on behalf of a Sub-branch, he is to open with an authorised deposit-taking institution an account in the name of the Sub-branch and is to cause any money received to be paid into that account as soon as practicable after it is received.

(3) The Committee may provide the Treasurer with an amount of money to meet urgent expenditure, subject to any conditions the Committee may impose in relation to the expenditure.

(4) The Secretary and the Treasurer as Trustees of the Association, shall exercise general and special supervision over the Association's financial affairs and be empowered to deposit money and invest funds under the direction of the Executive Committee. The funds may be invested by the said Trustees in Government Securities, any approved bank and any approved credit union, for and on behalf of the members, as directed by the Executive Committee from time to time.

(5) On the resignation, removal or death of any Trustee, full power of action shall devolve on the other surviving Trustee until a new appointment is made.

(6) The Trustees shall have power to vote on all matters.

18. AUDITORS

The Committee is to appoint, as soon as practicable after the annual general meeting, two people who are not members of the Committee as the auditors of the Association.

19. AUDIT OF ACCOUNTS

(1) The auditors are to audit the financial affairs of the Association including sub-branches at least once in each financial year of the Association and within one month prior to the annual general meeting.

(2) The auditors, after auditing the financial affairs of the Association for a particular financial year of the Association, are to –

(a) certify as to the correctness of the accounts of the Association; and

(b) at the next annual general meeting, provide a written report to the members of the Association present at that meeting.

(3) In the report and in certifying to the accounts, the auditors are to –

(a) specify the information, if any, that they have required under [sub-rule \(5\)\(b\)](#) and obtained; and

(b) state whether, in their opinion, the accounts exhibit a true and correct view of the financial position of the Association according to the information at their disposal; and

(c) state whether the rules relating to the administration of the funds of the Association have been observed.

(4) The Secretary of the Association is to deliver to the auditors a list of all the accounting records, books and accounts of the Association.

(5) The auditors may –

(a) have access to the accounting records, books and accounts of the Association; and

(b) require from any officer, member or servant of the Association any information the auditors consider necessary for the performance of their duties; and

(c) examine any member of the Committee, or any servant of the Association, in relation to the accounting records, books and accounts of the Association.

20. ANNUAL GENERAL MEETING

(1) Whenever possible, the annual general meeting is to be held on a day in December (being not later than 3 months after the end of the financial year of the Association) as the Committee determines.

(2) The annual general meeting is to be in addition to any other general meeting that may be held in the same year.

(3) The notice convening an annual general meeting is to specify the purpose of the meeting.

(4) The ordinary business of an annual general meeting is to be as follows-

(a) to confirm the minutes of the last preceding annual general meeting and of any general meeting held since that meeting;

(b) to receive from the Committee and auditor of the Association reports on the transactions of the Association during the last preceding financial year of the Association; and

(c) to elect the officers of the Association and the ordinary Committee members.

(5) An annual general meeting may transact special business of which notice is given in accordance with [rule 22](#).

21. SPECIAL GENERAL MEETINGS

(1) The Committee may convene a special general meeting of the Association at any time.

(2) The Committee, on the requisition in writing of not less than 10 per cent of the members of the Association, is to convene a special general meeting of the Association.

(3) A requisition for a special general meeting –

(a) is to state the objectives of the meeting; and

(b) is to be signed by each of the requisitionists; and

(c) is to be deposited at the office of the Association; and

(d) may consist of several documents, each signed by one or more of the requisitionists.

(4) If the Committee does not cause a special general meeting to be held within 21 days after the day on which a requisition is deposited at the office of the Association, any one or more of the requisitionists may convene the meeting within 3 months after the day of the deposit of the requisition.

(5) A special general meeting convened by requisitionists is to be convened in the same manner, as nearly as practicable, as the manner in which a special general meeting would be convened by the Committee.

22. NOTICES OF GENERAL MEETINGS

(1) At least 14 days notice must be given by the Secretary before the day on which a general meeting of the Association is to be held.

(2) Notice is to be in the form of advice in the Newsletter of the Association.

(3) This notice is to specify –

(a) the place, day and time at which the meeting is to be held; and

(b) the nature of the business that is to be transacted at the meeting.

23. BUSINESS AND QUORUM AT GENERAL MEETINGS

(1) All business transacted at a general meeting, other than the ordinary business of an annual general meeting, is special business.

(2) Business is not to be transacted at a general meeting unless a quorum of members of the Association entitled to vote is present at the time the meeting considers that business.

(3) A quorum for the transaction of the business of a general meeting is 10 members of the Association entitled to vote.

(4) If a quorum is not present within one hour after the time appointed for the commencement of a general meeting, the meeting –

(a) if convened on the requisition of members of the Association, is dissolved; or

(b) if convened by the Committee, is to be adjourned to the same day in the next week at the same time and –

(i) at the same place; or

(ii) at any other place specified by the chairperson –

(A) at the time of the adjournment; or

(B) by notice in a manner determined by the chairperson.

(5) If at an adjourned general meeting a quorum is not present within one hour after the time appointed for the commencement of the meeting, the meeting is dissolved.

24. CHAIRPERSON AT GENERAL MEETINGS

(1) At each general meeting of the Association, the chairperson is to be –

(a) the President; or

(b) in the absence of the President, a Vice-President; or

(c) in the absence of the President and all Vice-Presidents, a member of the Association elected to preside as chairperson by the members of the Association present and entitled to vote at the general meeting.

25. ADJOURNMENT OF GENERAL MEETINGS

(1) The chairperson of a general meeting at which a quorum is present may adjourn the meeting with the consent of the members of the Association who are present and entitled to vote at the meeting, 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 a meeting is adjourned for 14 days or more, notice of the adjourned meeting is to be given in the same manner as the notice of the original meeting.

(3) If a meeting is adjourned for less than 14 days, it is not necessary to give any notice of the adjournment or of the business to be transacted at the adjourned meeting.

26. DETERMINATION OF QUESTIONS ARISING AT GENERAL MEETINGS

(1) A question arising at a general meeting of the Association is to be determined on a show of hands.

(2) A declaration by the chairperson that a resolution has, on a show of hands, been lost or carried, or carried unanimously or carried by a particular majority, together with an entry to that effect in the minutes of the Association, is evidence of that fact unless a poll is demanded on or before that declaration.

27. VOTES

(1) On any question arising at a general meeting of the Association, a member of the Association (including the chairperson) has one vote only.

(2) All votes are to be given personally.

(3) Despite [sub-rule \(1\)](#), in the case of an equality of votes, the chairperson has a second or casting vote.

28. TAKING OF POLL

If at a general meeting a poll on any question is demanded –

- (a) the poll is to be taken at that meeting in the manner the chairperson determines; and
- (b) the result of the poll is taken to be the resolution of the meeting on that question.

29. WHEN POLL TO BE TAKEN

- (1) A poll that is demanded on the election of a chairperson, or on a question of adjournment, is to be taken immediately.
- (2) A poll that is demanded on any other question is to be taken at any time before the close of the meeting as the chairperson determines.

30. AFFAIRS OF ASSOCIATION TO BE MANAGED BY EXECUTIVE COMMITTEE

- (1) The affairs of the Association are to be managed by the Executive Committee constituted as provided in [rule 32](#).
- (2) The Executive Committee –
 - (a) is to control and manage the business and affairs of the Association; and
 - (b) may exercise all the powers and perform all the functions of the Association, other than those powers and functions that are required by these rules to be exercised and performed by members of the Association at a general meeting; and
 - (c) has power to do anything that appears to the Committee to be essential for the proper management of the business and affairs of the Association.

31. OFFICERS OF THE ASSOCIATION

- (1) The officers of the Association are as follows:
 - (a) one President;
 - (b) a minimum of three Vice-Presidents;
 - (c) one Treasurer;
 - (d) one Secretary;

(e) one Assistant Secretary, and

(f) a minimum of four other members elected at the annual general meeting

(2) [Rule 33 \(2\)](#), [\(3\)](#) and [\(4\)](#) applies, with all necessary modifications, to the election of persons to any of the offices referred to in [sub-rule \(1\)](#).

(3) Each officer of the Association is to hold office until the next annual general meeting after that at which they were elected and is eligible for re-election.

(4) If a casual vacancy in an office referred to in [sub-rule \(1\)](#) occurs, the Executive Committee may appoint one of its members to fill the vacancy until the next annual general meeting after the appointment.

(5) The person holding the position of Secretary shall be the public officer of the Association. In the absence of the Secretary, the Treasurer will be the public officer.

32. CONSTITUTION OF THE EXECUTIVE COMMITTEE

The Executive Committee consists of the officers of the Association as described in [rule 31 \(1\)](#), as well as the immediate past president.

33. ELECTION OF MEMBERS OF THE EXECUTIVE COMMITTEE

(1) A nomination of a candidate for election as an officer of the Association, is to be –

(a) made in writing, signed by 2 members of the Association and accompanied by the written consent of the candidate (which may be endorsed on the nomination); and

(b) delivered to the Secretary of the Association at least 10 days before the day on which the annual general meeting is to be held.

(2) If insufficient nominations are received to fill all vacancies on the Executive Committee –

(a) the candidates nominated are taken to be elected; and

(b) further nominations are to be received at the annual general meeting.

(3) If the number of nominations received is equal to the number of vacancies on the Executive Committee to be filled, the persons nominated are taken to be elected.

(4) If the number of nominations received exceeds the number of vacancies on the Executive Committee to be filled, a ballot is to be held.

(5) If the number of further nominations received at the annual general meeting exceeds the number of remaining vacancies on the Executive Committee to be filled, a ballot is to be held in relation to those further nominations.

(6) The ballot for the election of officers is to be conducted at the annual general meeting in the manner determined by the Executive Committee.

34. VACATION OF OFFICE

For the purpose of these rules, the office of an officer of the Association, becomes casually vacant if the officer-

(a) dies; or

(b) becomes bankrupt, applies to take the benefit of any law for the relief of bankrupt or insolvent debtors, compounds with their creditors or makes an assignment of their remuneration or estate for their benefit; or

(c) becomes a represented person within the meaning of the [Guardianship and Administration Act 1995](#); or

(d) resigns office in writing addressed to the Committee; or

(e) ceases to be ordinarily resident in Australia; or

(f) is absent from 3 consecutive meetings of the Committee without the permission of the other members of the Committee; or

(g) ceases to be a member of the Association; or

(h) fails to pay all arrears of subscription within 14 days after receiving a notice in writing signed by the Secretary of the Association stating that the officer has ceased to be a financial member of the Association.

35. MEETINGS OF THE EXECUTIVE COMMITTEE

(1) The Committee is to meet at least once in each three month period at a place and time the Executive Committee determines.

(2) A meeting of the Executive Committee, other than a meeting referred to in [sub-rule \(1\)](#), may be convened by the President or any 4 of the members of the Executive Committee.

- (3)** A quorum for the transaction of the business of a meeting of the Executive Committee is 6 members of the Committee.
- (4)** Business is not to be transacted at a meeting of the Executive Committee unless a quorum is present.
- (5)** If a quorum is not present within **half** an hour after the time appointed for the commencement of –
- (a)** a meeting of the Executive Committee (other than a special Executive Committee meeting), the meeting is to be adjourned to the same day in the next week at the same time and at the same place; or
 - (b)** a special Executive Committee meeting, the meeting is dissolved.
- (6)** At each meeting of the Executive Committee, the chairperson is to be –
- (a)** the President; or
 - (b)** in the absence of the President, a Vice-President; or
 - (c)** in the absence of the President and all Vice-Presidents, a member of the Executive Committee elected to preside as chairperson by the members of the Executive Committee present at the meeting.
- (7)** Any question arising at a meeting of the Committee is to be determined –
- (a)** on a show of hands; or
 - (b)** if demanded by a member, by a poll taken at that meeting in the manner the chairperson determines.
- (8)** On any question arising at a meeting of the Executive Committee, a member of the Executive Committee (including the chairperson) has one vote only.
- (9)** Despite [sub-rule \(8\)](#), in the case of an equality of votes, the chairperson has a second or casting vote.
- (10)** Notice of each Executive Committee meeting is to be given to each member of the Executive Committee by emailing it to the member's email address.
- (11)** A member included in or connected to the meeting by way of a phone link, video link or other form of electronic communication is deemed to be present at the meeting.

36. DISCLOSURE OF INTERESTS

(1) If a member of the Executive Committee or a member of a subcommittee has a direct or indirect pecuniary interest in a matter being considered, or about to be considered, by the Executive Committee or subcommittee at a meeting, the member is to, as soon as practicable after the relevant facts come to the member's knowledge, disclose the nature of the interest to the Committee.

(2) If at a meeting of the Executive Committee or a subcommittee, a member of the Executive Committee or subcommittee votes in respect of any matter in which the member has a direct or indirect pecuniary interest, that vote is not to be counted.

37 SUB-BRANCHES

(1) There shall be Sub-branches of the Retired Police Association of Tasmania, two of which will be known as the Northern Branch and North Western Branch. Other Sub-branches which may be formed at the discretion of the Executive Committee shall be named on formation. Each Sub-branch will have three (3) Committee members and one (1) Vice-President.

(2) There shall be no longer than three months between Sub-branch Committee meetings, and the minimum attendance of three Sub-branch members to form a quorum.

(3) The Sub-branches shall be subordinate to the Executive Committee of the Association.

(4) Sub-branches shall not have authority for expenditure of Association funds without authorisation from the Executive Committee.

(5) Sub-branches shall keep the Secretary advised of all cases that come to notice of the illness or death of members within their regions.

(6) Sub-branch Committee members are to give positive attention, where practicable, to the objectives of the Association.

(7) Sub-branch Vice-Presidents or their delegated Committee member shall, where practicable, participate in all Executive Committee meetings.

(8) Sub-branch office bearers shall retire annually but shall be eligible for re-election. Such elections shall be by ballot at the annual general meeting from nominations received.

(9) Sub-branch Committee members shall always be mindful of gaining new membership.

(10) The provisions of [rule 16](#) so far as they are applicable, shall apply to all financial transactions and financial records of a Sub-branch.

38. ANNUAL SUBSCRIPTION

(1) The annual subscription fee shall be determined by a majority vote of the members of the Executive Committee taken at a regular Executive Committee meeting.

(2) Fees for Family Membership which includes a member and their spouse; and sole Associate Member shall be determined by a majority vote of the members of the Executive Committee taken at a regular Executive Committee meeting. An additional joining fee will also be required from new ordinary members to cover the cost of a membership badge, membership card and associated postage.

(3) Any decision taken under this section may be reviewed and revised at an Annual General Meeting or Special General Meeting by a two thirds majority vote by the members in attendance.

(4) The annual subscription of a member of the Association is due and payable on or before the last day of December each financial year of the Association.

39. PATRON

The Executive Committee may nominate prominent persons as Patron and Vice Patron. Such nominations shall be considered at an Annual General Meeting and require majority approval to be appointed.

40. DISPUTES

(1) A dispute between a member of the Association, in the capacity as a member, and the Association is to be determined by arbitration in accordance with the provisions of the [Commercial Arbitration Act 2011](#).

(2) This rule does not affect the operation of [rule 14](#).

41. SEAL OF ASSOCIATION

(1) The seal of the Association is to be in the form of a rubber stamp inscribed with the name of the Association encircling the word "Seal".

(2) The seal is not to be affixed to any instrument except by the authority of the Committee.

(3) The affixing of the seal is to be attested by the signatures of –

(a) two members of the Committee; or

(b) one member of the Committee and the Secretary of the Association or any other person the Committee may appoint for that purpose.

(4) If a sealed instrument has been attested under [sub-rule \(3\)](#), it is presumed, unless the contrary is shown, that the seal was affixed to that instrument by the authority of the Committee.

(5) The seal is to remain in the custody of the Secretary of the Association.