

RULES OF THE  
AUSTRALASIAN COMPUTER MUSIC ASSOCIATION  
INCORPORATED

REVISED AS OF JULY 1999

NAME

1. The name of the Association shall be the Australasian Computer Music Association Incorporated. (In these rules called "The Association").

INTERPRETATION

2. (1) In these rules, unless the contrary intention appears:-

"Committee" means the Committee of Management of the Association.

"Financial Year" means the year ending on the last day of June.

"General Meeting" means a general meeting of members convened in accordance with rule 10.

"Member" means a member of the Association.

"Ordinary Member of the Committee" means a member of the Committee who is not an officer of the Association under rule 18.

"The Act" means the Associations Incorporation Act 1981.

"The Regulations" means regulations under the Act.

(2) In these Rules, a reference to the secretary of the Association is a reference:-

(a) where a person holds office under these rules as secretary of the Association - to that person; and

(b) in any other case, to the public officer of the Association.

(3) Words or expressions contained in these rules shall be interpreted in accordance with the provisions of the Acts Interpretation Act 1958 and the Act as in force from time to time.

APPLICATION FOR MEMBERSHIP

3. (1) Membership of the Association is open to:-

(a) Natural persons; and

(b) Institutions and other organisations, (such as, for example, Libraries, Companies and Educational Institutions) upon payment of the annual subscription as set out in these rules.

(2) An application for membership of the Association:-

(a) shall be made in writing in the form set out in Appendix 1, or other form considered acceptable by the secretary; and

(b) shall be lodged with the secretary of the Association.

(3) The secretary shall, upon payment of the amounts referred to in clause 4, enter the applicant's name in the register of members, who thereupon becomes a member of the Association.

(4) A right, privilege, or obligation of a member of the Association:-

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

(b) terminates upon the cessation of membership whether by death, resignation or otherwise.

#### ANNUAL SUBSCRIPTION

4. The annual subscription shall be due at the time of the Annual General Meeting, held in conjunction with the yearly conference of the organisation. Following the Annual General Meeting, letters shall be sent to all members not in attendance reminding them of their subscription being due.

#### REGISTER OF MEMBERS

5. The secretary shall keep and maintain a register of members in which shall be entered the full name, address and date of entry of the name of each member and the register shall be available for inspection by members at the address of the Public Officer.

#### RESIGNATION AND EXPULSION OF MEMBER

6. (1) A member of the Association who has paid all moneys due and payable by him to the Association may resign from the Association by first giving one months notice in writing to the secretary of their intention to resign and upon the expiration of that period of notice, the member shall cease to be a member.

(2) Upon expiration of a notice given under sub-clause (1), the secretary shall make in the register of members an entry recording the date on which the member by whom the notice was given, ceased to be a member.

7. Any member will be subject to expulsion only by a resolution of the General Meeting at which not less than 50% of the financial members of the Association are present.

#### ANNUAL GENERAL MEETING

8. (1) The Association shall in each calendar year convene an annual general meeting of its members.

(2) The annual general meeting shall be held on such a day as the Committee determines.

(3) The annual general meeting shall be specified as such in the notice convening it.

(4) The ordinary business of the annual general meeting shall be:-  
(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 reports upon the transactions of the Association during the last preceding financial year;  
(c) to elect officers of the Association and the ordinary members of the Committee; and  
(d) to receive and consider the statement submitted by the Association in accordance with the Act.

#### SPECIAL GENERAL MEETING

9. (1) All general meetings other than the annual general meeting shall be called special general meetings.

(2) Special meetings of the Association may be summoned by the Committee.

(3) The Committee shall, on requisition in writing of members representing not less than 5% of the total number of members, convene a special general meeting of the Association.

#### NOTICE OF MEETING

10. The secretary of the Association shall, at least 14 days before the date fixed for holding a general meeting of the Association, cause to be sent to each member of the Association at their address appearing in the register of members, a notice stating the place, date and time of the meeting and the nature of the business to be transacted at the meeting.

## PROCEEDINGS AT MEETINGS

11. Five members shall form a quorum at any General Meeting. If a quorum is not obtained on the lapse of half an hour after the appointed time of meeting, the meeting shall lapse, and be automatically adjourned until the next regular meeting.

12. (1) The President or, if the President is absent, the Vice-President, shall be the Chairperson at each meeting.

(2) If the President or Vice-President is not present to open any meeting, the members present shall appoint a pro tem Chairperson to conduct the meeting.

13. All voting, whether for election or other matters, shall be by show of hands unless any three members present indicate that they require the vote to be by secret ballot, in which case the meeting shall by resolution appoint two scrutineers and the vote shall accordingly be secret.

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

(2) All votes shall be given personally or by proxy.

(3) On equal division on a question, the Chairperson shall have a second or casting vote.

15. A member is not entitled to vote at any general meeting unless all moneys due and payable by him to the Association have been paid.

16. Each member shall be entitled to appoint another member as their proxy by notice given to the secretary on the form set out in Appendix 2.

## COMMITTEE OF MANAGEMENT

17. (1) The affairs of the Association shall be managed by the Committee of Management constituted as provided in rule 18.

(2) The Committee:-

(a) shall control and manage the business and affairs of the Association.

(b) may, subject to these rules, the regulations and the Act, exercise all such powers and functions as may be exercised by the Association other than those powers and functions that are require by these rules to be exercised by general meetings of the members; and

(c) subject to these rules, the regulations and the Act, has power to perform all such acts and things as appear to the Committee to be essential for the proper management of the business and affairs of the Association.

18. (1) The officers of the Association shall be:

- (a) a President
- (b) a Vice-President
- (c) a Treasurer; and
- (d) a Secretary

There shall be five non-executive officers:

- (a) Publications Officer
- (b) Web Officer
- (c) Promotions Officer
- (d) Public Officer
- (e) Membership Officer

(2) Each officer of the Association shall hold office until the annual general meeting next after the date of their election by is eligible for re-election.

(3) In the even of a casual vacancy in any office referred to in sub-clause (1), the Committee may appoint on of its members 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 their appointment.

19. (1) Subject to section 23 of the Act and sub-clause (3), the Committee shall consist of:

- (a) the officers of the Association; and as far as possible
- (b) an ordinary member of the Association from each State or Territory of Australia - each of whom shall be elected at the annual general meeting of the Association each year.

(2) Each ordinary member of the Committee shall, subject to these rules, hold office until the annual general meeting next after the date of their election but is eligible for re-election.

(3) In the event of a casual vacancy in the office of an ordinary member of the Committee referred to in sub-clause (1)b), the Committee may appoint a member of the Association who resides in the State or Territory in which the vacancy has arisen, 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 their appointment. If for some reason, no such appointment can be made, the office will remain vacant.

20. The office of an officer of the Association or an ordinary member of the Committee becomes vacant if the officer or member:-

- (a) ceases to be a member of the Association;
- (b) becomes an insolvent member under administration within the meaning of the Companies (Victoria) Code; or
- (c) resigns their office by notice in writing given to the secretary.

#### PROCEEDINGS OF COMMITTEE

21. (1) The Committee shall meet at least 3 times in each year at such place and at such times as the Committee may determine.

(2) Special meetings of the Committee may be convened by the President or by any 4 of the members of the Committee.

(3) Written notice of each Committee meeting shall be served on each member of the Committee at their address appearing in the register of members. At least two business days notice before the date of the meeting must be given. Such notice must specify the place, date and time of the meeting and the nature of the business to be transacted at the meeting.

(4) Any 3 members of the Committee shall constitute a quorum at a Committee meeting, any 2 of whom shall be office bearers.

(5) If a quorum is not obtained on the lapse of half an hour after the appointed time of meeting, the meeting shall lapse, and be automatically adjourned until the next Committee meeting.

(6) At meetings of the Committee:-

(a) the President or, if the President is absent, the Vice-President shall preside.

(b) if the President and Vice-President are absent, such one of the remaining members of the Committee as may be chosen by the members present shall preside.

(7) All voting shall be by a show of hands, or, if demanded by a member, by secret ballot, and in a manner to be determined by the person presiding at the meeting.

(8) Each member present at a meeting of the Committee is entitled to cast one vote and, in the event of an equality of votes on any question, the person presiding may exercise a second, or casting vote.

(9) Subject to sub-clause (4) the Committee may act notwithstanding any vacancy on the Committee.

#### SECRETARY

22. The Secretary of the Association shall keep minutes of the resolutions and proceedings of each general meeting and each Committee meeting in books for that purpose together with a record of the names of persons present at meetings.

#### TREASURER

23. (1) The treasurer of the Association:-

(a) shall collect and receive moneys due to the Association and make all payments authorized by the Association; and

(b) shall keep correct accounts, books and other documents, being the property of the Association, showing the financial affairs of the Association with full details of all receipts and expenditures connected with the activities of the Association.

(2) The accounts, books, and other documents referred to in sub-clause (1) shall be available for inspection by members.

#### REMOVAL OF MEMBER OF COMMITTEE

24. The Association in general meeting may by resolution remove any member of the Committee before the expiration of their term of office and appoint another member in their stead to hold office until the expiration of the term of the first-mentioned member.

## PAYMENTS

25. All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments shall be signed by two members of the Committee.

## SEAL

26. (1) The Common Seal of the Association shall be kept in the custody of the secretary.

(2) The Common Seal shall not be affixed to any instrument except by the authority of the Committee and the affixing of the Common Seal shall be attested by the signatures of two members of the Committee.

## ALTERATION OF RULES AND STATEMENT OF PURPOSES

27. These rules and statements of purposes of the Association shall not be altered except by special resolution at a general meeting, in accordance with the Act.

## NOTICES

28. (1) A notice may be served by or on behalf of the Association upon any member either personally or by sending it by post to the member at their address shown in the register of members.

(2) Where a document is properly addressed pre-paid and posted to a person as a letter, the document shall, unless the contrary is proved, be deemed to have been given to the person at the time at which the letter would have been delivered in the ordinary course of post.

## WINDING UP OR CANCELLATION

29. If upon the winding up, dissolution or the cancellation of the incorporation of the Association, there remains, after the satisfaction of all debts and liabilities, any property whatsoever, the same shall not be divided amongst the members of the Association, but shall be given or transferred to some other institution, society or association having objects similar to the Association and to be determined by the members at or before the time of dissolution, or be disposed of in accordance with the provisions of the Act.

## CUSTODY OF RECORDS

30. Except as otherwise provided by these rules, the secretary shall retain the custody and control of all books, documents, securities and other records of the Association.

## FUNDS

31. The funds of the Association shall be derived from annual subscriptions, donations and such other sources as the Committee determines.

## REGIONAL BRANCHES

32. (1) With the approval of the Committee, regional Branches may be formed of Members of the Association. Each such regional Branch shall adopt a set of rules of procedure which shall be approved by the Committee, and communicated to the Association. The Rules of the Branch shall include provision for the election of a Convener and a Secretary, and such other officers as are considered necessary.

(2) Each regional Branch may conduct activities in furtherance of the objects of the Association.