



®

[www.flyfishaustralia.com.au](http://www.flyfishaustralia.com.au)

## **FLY FISH AUSTRALIA INCORPORATED.**

"PROMOTING COMPETITION SPORTS FLY FISHING IN AUSTRALIA"

*Patron: Janet Holmes a' Court*

---

# **CONSTITUTION**

Adopted on 29 November 2014  
Registered with NSW Office of Fair Trading  
Incorporating amendments to 9 December 2021

---

**Version 10 – Including  
amendments as at  
DATE: 9 December 2021**



## Fly Fish Australia Incorporated

ABN 44 617 030 553

NSW Incorporation No. Y1049145

Incorporated 2 August 1990.

Postal Address:  
National Secretary  
Fly Fish Australia Inc.  
GPO Box 2255  
CANBERRA ACT 2601  
AUSTRALIA

Email addresses:  
[secretary@flyfishaustralia.com.au](mailto:secretary@flyfishaustralia.com.au)

### Document History

Ref: FFA\_Constitution

| Revision No. | Revision Date              | Description   |
|--------------|----------------------------|---|
| Version 1    | 1990                       | Original Constitution   |
| Version 2    | 1994                       | Amendment   |
| Version 3    | 2005                       | Amendment   |
| Version 4    | 29 November 2014           | Adopted AGM – complete revision – state chapters recognised   |
| Version 5    | 9 January 2015             | Adopted AGM & ballot  |
| Version 6    | 15 <sup>th</sup> June 2016 | Adopted by email ballot -revised S143-149 and Annexure 2  |
| Version 6a   | 20 Sep 2016                | Adopted by email ballot -revised S143-149 and Annexure 2 – rule 4(a)  |
| Version 7    | 23 November 2018           | AGM amendments to Annexure 2 – selection of ladies team to Commonwealth Championships, citizenship, event sequence. |
| Version 8    | 7 December 2019            | AGM amendment Clause 142 - Competitions   |
| Version 9    | 3 December 2020            | AGM amendment Clause 13 – Youth Member  |
| Version 10   | 9 December 2021            | AGM amendment Clause 34 – Board and Annexure 2 – FFA Selection Policy   |

## Table of Contents

|  |    |
|--|----|
| Table of Contents .....  | 1  |
| PREAMBLE .....   | 3  |
| INTERPRETATION .....   | 3  |
| OBJECTS .....  | 5  |
| POWERS .....   | 5  |
| ASSOCIATION FUNDS SOURCE .....   | 6  |
| CHAPTER FUNDS SOURCE .....   | 6  |
| ASSOCIATION FUNDS MANAGEMENT .....                                       | 7  |
| CHAPTER FUNDS MANAGEMENT .....   | 7  |
| INCOME AND PROPERTY .....  | 7  |
| MEMBERSHIP .....   | 8  |
| REGISTER OF MEMBERS .....  | 9  |
| FEES AND SUBSCRIPTIONS .....   | 9  |
| DISCIPLINING OF MEMBERS .....  | 9  |
| THE BOARD .....  | 11 |
| SUB-COMMITTEE .....  | 12 |
| CHAPTERS .....   | 12 |
| CHAPTER COMMITTEE .....  | 13 |
| NOMINATIONS FOR BOARD .....  | 13 |
| NOMINATIONS FOR A CHAPTER COMMITTEE .....                                | 13 |
| ELECTION OF MEMBERS TO THE BOARD OR A CHAPTER COMMITTEE .....            | 14 |
| NATIONAL SECRETARY .....   | 15 |
| CHAPTER SECRETARY .....  | 15 |
| NATIONAL TREASURER .....   | 15 |
| CHAPTER TREASURER .....  | 15 |
| CASUAL VACANCIES .....   | 16 |
| REMOVAL OF BOARD MEMBERS .....   | 16 |
| REMOVAL OF CHAPTER COMMITTEE MEMBERS .....                               | 16 |
| BOARD MEETINGS .....   | 17 |
| SUB-COMMITTEE MEETINGS .....   | 18 |
| CHAPTER COMMITTEE MEETINGS .....   | 18 |
| BOARD AND CHAPTER COMMITTEE MEETINGS VOTING AND DECISIONS .....          | 19 |
| ANNUAL GENERAL MEETING OF THE ASSOCIATION .....                          | 19 |
| SPECIAL GENERAL MEETING OF THE ASSOCIATION .....                         | 19 |
| ANNUAL GENERAL MEETING OF A CHAPTER .....                                | 20 |
| SPECIAL GENERAL MEETING OF A CHAPTER .....                               | 20 |
| NOTICE OF ANNUAL OR SPECIAL GENERAL MEETING OF THE ASSOCIATION .....     | 21 |
| PROCEDURE AT ANNUAL OR SPECIAL GENERAL MEETINGS OF THE ASSOCIATION ..... | 21 |
| VOTING AT AN ANNUAL OR SPECIAL GENERAL MEETING OF THE ASSOCIATION .....  | 22 |
| VOTING ON A SPECIAL RESOLUTION .....                                     | 23 |
| SPECIAL RESOLUTION .....   | 24 |
| PROCEDURE AT ANNUAL OR SPECIAL GENERAL MEETINGS OF A CHAPTER .....       | 24 |
| VOTING AT AN ANNUAL OR SPECIAL GENERAL MEETING OF A CHAPTER .....        | 25 |
| MISCELLANEOUS .....  | 26 |
| BY LAWS .....  | 27 |
| SERVICE OF NOTICES .....   | 27 |
| CONSTRUCTION OR MEANING .....  | 27 |
| MEMBERS LIABILITIES .....  | 27 |
| NATIONAL CHAMPIONSHIPS .....   | 27 |

---

|   |    |
|---|----|
| CHAPTER CHAMPIONSHIPS .....                           | 28 |
| SELECTION OF AUSTRALIAN REPRESENTATIVE TEAMS .....    | 28 |
| ANNEXURE '1' - FORM OF APPOINTMENT OF PROXY.....      | 30 |
| ANNEXURE '2' - SELECTION POLICY AND PROCEDURES -..... | 31 |

---

## **PREAMBLE**

Fly Fish Australia Incorporated is the peak competition sport fly fishing body in Australia and through its affiliations with the Confederation Internationale de la Peche Sportive (CIPS) [International Sports Fishing Confederation] and Federation Internationale de Peche Sportive Mouche (FIPS Mouche) [International Sports Fly Fishing Federation] is the only body in Australia authorised to select Australian representative teams to compete at international fly fishing championships.

Fly Fish Australia Incorporated is a not for profit association of members.

## **INTERPRETATION**

1. In this Constitution, except in so far as the context or subject matter otherwise indicates or requires –

“ACT” means the Associations Incorporation Act 2009 of NSW.

“ASSOCIATION” means the total body of members wherever resident constituted by Fly Fish Australia Incorporated.

“BOARD” means the Board elected as provided by the Constitution for the management and control of the Association and of its funds.

“CHAPTER” means an internal part of the Association based on State or Territory or other geographic limits established to facilitate members participating in the sport of competitive fly fishing.

“CHAPTER COMMITTEE” means the committee of a Chapter formally elected as provided by the Constitution for the conduct of the affairs of the Chapter under the reasonable direction of the Board.

“CHAPTER COMMITTEE BY CONSENSUS” means, where the members of a Chapter decide for any reason by consensus that the affairs of the Chapter are to be conducted on an informal committee basis, those of their number chosen by them from time to time to so conduct the affairs of the Chapter under the reasonable direction of the Board. The description “Chapter Committee by Consensus” shall be read as meaning “Chapter Committee” in the Constitution where the context of the Constitution requires.

“CHAPTER PRESIDENT” means the elected president for the time being of a Chapter of the Association or, where the affairs of the Chapter are conducted by a Chapter Committee by Consensus, the person chosen from time to time by the members of the Chapter to be the principal member of that Board.

“CIPS” is the Confederation Internationale de la Peche Sportive [International Sports Fishing Confederation]

“CONSTITUTION” of the Association is as set out herein and as may be amended from time to time by Special Resolution of the members of the Association in accordance with this Constitution.

“FINANCIAL YEAR” of the Association and its Chapters is the calendar year 1st July to 30th June.

“FIPS Mouche” is the Federation Internationale de Peche Sportive Mouche [International Sports Fly Fishing Federation]

“GENERAL MEETING” means a Special General Meeting or Annual General Meeting of the members of the Association or of a Chapter (as the case may be or the context may require) properly convened and held in accordance with this Constitution. A Special General Meeting of a Chapter may only be called with the approval of the Board.

“LIFE MEMBER” is a natural person who has been granted Life Membership or, has been approved for membership by the Board and has paid all monies due.

“NATIONAL ADMINISTRATION” means the exercise by the Board of the management and control of the Association and of its funds.

“NATIONAL SECRETARY” means:

- a) the person holding office under this Constitution as National Secretary of the Association, or
- b) if no such person holds that office the Public Officer of the Association.

“ORDINARY BOARD MEMBER” means a member of the Board who is not an office bearer of the Association.

“PUBLICATION” refers to printed and electronic means.

“RULES” are clauses or sections as listed in this Constitution.

“SUB-COMMITTEE” is a committee delegated by the Board to exercise specific functions.

## **OBJECTS**

2. The objects for which the Association is established are:

- To maintain its position as the peak competition sports fly fishing body in Australia through its international affiliations with CIPS and FIPS Mouche
- To promote and develop the sport of fly fishing within the spirit of Olympism and Olympic ideals
- To promote fly fishing as the preferred method of fishing including the practice of catch and release
- To promote sustainable fishing and conservation of the environment
- To conduct fly fishing competitions to determine champion anglers for Chapters, the champion anglers for Australia and the ranking points for anglers
- To select and manage Australian representative teams to compete at international fly fishing competitions
- To be in a financial position to contribute towards or fund the costs and expenses of Australian representative teams selected to compete at international fly fishing competitions
- To consistently achieve a placing among the top ten countries at international fly fishing competitions and strive to be the leading country at international fly fishing competitions
- To organise regional, national and international fly fishing competitions within Australia
- To foster friendship, equality and understanding through the sport of fly fishing
- To actively seek sponsorship and other arrangements to support participation in regional, national and international fly fishing competitions and events and the development of fly fishing skills
- To affiliate and/or work in co-operation with governments and government bodies, kindred associations and persons for the furtherance of the objects of the association
- The promotion of friendship, skills development and social activities among members and the fly fishing community

## **POWERS**

3. The Association shall be empowered,

- a) To carry on or engage in any business or undertaking or project which may seem to the Association to be capable of being conveniently carried on in connection with or calculated directly or indirectly to further the objects for which the Association is established including operating an office and employing staff.
- b) To communicate, affiliate, or enter into other relations, formal or informal, with other associations, clubs, or other bodies having related or similar objects and to subscribe to, become a member of, or cooperate with any such associations, clubs, or other bodies in any way as may be likely to further the objects of the Association
- c) Generally to purchase, take on lease, hire or in exchange or otherwise, acquire any real or personal property or rights or privileges which the Association may think necessary or convenient for the furtherance of the objects of the Association.
- d) To sell, improve, develop, exchange, lease or hire out, dispose of, turn to account, or otherwise deal with all or any part of the real and personal property and the rights and privileges of the Association.
- e) To do all such other things as are incidental or conducive to the attainment of the objects of the Association.
- f) To provide financial or other assistance to Australian representative fly fishing teams competing at international fly fishing competitions.

## **ASSOCIATION FUNDS SOURCE**

4. a) The funds of the Association are to be derived from joining fees and membership subscriptions, competition fees, donations, grants, sale of Association merchandise and memorabilia, events, and subject to any resolution by the Board, such other sources as the Board determines.
- b) All money received by the Association must be deposited as soon as practicable and without deduction to the credit of the Association's bank or other authorised deposit-taking institution account.
- c) The Association must, as soon as practicable after receiving any money, issue an appropriate receipt which may in respect of on-line payments be a receipt via the payment portal.

## **CHAPTER FUNDS SOURCE**

5. a) The funds of a Chapter are to be derived from competition fees, raffles, donations, grants, sale of Association or Chapter merchandise and memorabilia and any Chapter events, and subject to any resolution by the Board, such other sources as the Board determines.
- b) Chapters are not entitled to demand or charge a Chapter membership fee.



- 
- c) All money received by the Chapter must be deposited as soon as practicable and without deduction to the credit of the Chapter's bank or other authorised deposit-taking institution account.
- d) The Chapter must, as soon as practicable after receiving any money, issue an appropriate receipt which may in respect of on-line payments be a receipt via the payment portal.

## **ASSOCIATION FUNDS MANAGEMENT**

6. a) All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments must be signed by any two members of the Board, or, alternatively one member of the Board and one employee of the Association, being members or employees authorised to do so by the Board.
- b) Where electronic banking is used all payment transactions must be entered into the banking system by a member of the Board or an employee of the Association authorised by the Board, and the payment transaction then confirmed and countersigned by one member of the Board or an employee of the Association authorised to do so by the Board.

## **CHAPTER FUNDS MANAGEMENT**

7. a) All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments must be signed by any two members of a Chapter Committee.
- b) Where electronic banking is used all payment transactions must be entered into the banking system by a member of the Chapter Committee, and the payment transaction then confirmed by one other member of the Chapter Committee.

## **INCOME AND PROPERTY**

8. The income and property of the Association or its Chapters shall be applied solely towards the objects of the Association and no portion of it shall be transferred directly or indirectly in any way whatsoever by way of profit or gain to the persons who at any time are or have been members of the Association, or to any of them, or to any person claiming through any of them, provided that nothing contained herein shall prevent the payment in good faith to any member of the Association for goods supplied or services rendered by the member where such goods are supplied or such services rendered during the course of the member's usual or accepted occupation.

9. If after the winding up or dissolution of the Association there remains after the satisfaction of all its debts and liabilities any property whatsoever, the same shall not be paid to or distributed among members, but shall be given or transferred to some other Association, Association, or other body having an object or objects similar to the objects of the Association, to be determined by the members of the Association at or before the time of winding up or dissolution and in default thereof by such Court or Courts within the Commonwealth of Australia as may have or acquired jurisdiction in the matter.

---

10. If after the winding up or dissolution of a Chapter there remains after the satisfaction of all its debts and liabilities any property whatsoever, the same shall not be paid to or distributed among members, but shall remain the property of the Association to be dispersed at the direction of the Board.

## **MEMBERSHIP**

11. A person is eligible to be a member of the Association if:

- a) the person is a natural person and has attained an age of fourteen years and more,
- b) has applied for membership to the National Secretary in such manner as may be prescribed from time to time; and
- c) has been approved for membership by the Board.

12. Where the Board determines to approve or reject an application for membership to the Association, the National Secretary shall as soon as practicable notify the applicant of that rejection and, where approved cause the person's name to be entered in the register of members.

13. Until a member has attained the age of 26 years, he or she shall be deemed to be a Youth Member, but shall, nevertheless, have full membership rights and privileges in the Association.

14. Where a member is a resident of or reasonably within the locality of a place where a Chapter is established, that member shall be deemed to be attached to the Chapter unless determined otherwise and approved by the Board.

15. A person ceases to be a member of the Association if the person –

- a) dies;
- b) resigns;
- c) is expelled from the Association;
- d) fails to pay without reasonable cause any fee, subscription, or any other amount within three months of its becoming due.

16. A right, privilege or obligation which a person has by reason of being a member of the Association is not capable of being transferred or transmitted to another person, and terminates on cessation of the person's membership.

17. a) A member of the Association may resign from membership of the Association by first giving written notice to the National Secretary of one month (or such other period as the Board may determine) of the member's intention to resign and, on the expiration of the period of notice, the member ceases to be a member.

b) If a member of the Association resigns and ceases to be a member of the Association, and in every other case where a member ceases to hold membership, the National Secretary must ensure an appropriate entry is made in the register of members recording the date on which the member ceased to be a member.

## **REGISTER OF MEMBERS**

18. a) The National Secretary shall establish and have maintained a register of members of the Association which shall specify the name, address and email address of each person who is a member, the person's membership number, and the date on which the person became a member.

b) The register of members shall be kept in New South Wales at the Registered Office of the Association.

c) The register of members shall be open for inspection, free of charge, by any member in normal working hours at the Registered Office.

d) A member may obtain a copy of any part of the register on payment of \$1.00 for each page copied. The copy must only contain the name and address of members, the membership number, and the date on which the person became a member.

e) If a member requests that any information contained on the register about the member not be available for inspection, that information must not be made available for inspection.

f) A member must not use information about a person obtained from the register to contact or send material to the person, other than for the purpose of sending the person a newsletter, a notice in respect of a meeting, an event, or other material relating to the Association or its Chapters.

## **FEES AND SUBSCRIPTIONS**

19. (a) An applicant for membership of the Association shall be obliged to pay the Association fees and charges in accordance with the following:

(i) Together with the form of application an application fee which shall be determined by the Board from time to time.

(ii) A membership fee to cover the period of time (hereinafter referred to as the "term") and the amount of the membership fee shall be determined by the Board from time to time. In the event that the application shall be refused then the membership fee shall be refunded to the applicant.

(b) The commencement of the membership term shall be determined by the Board.

## **DISCIPLINING OF MEMBERS**

20. Where the Board is of the opinion that a member has persistently refused or neglected to comply with any provision of this Constitution; or has persistently or willfully acted in an unsporting manner prejudicial to the interests of the Association, the Board may, where deemed appropriate,

a) exercise the provisions of clauses 24 to 31, or

b) suspend the member from membership of the Association for a specified period, or

c) expel the member from the Association.

---

21. Where a Chapter Committee is of the opinion that a member has persistently refused or neglected to comply with any provision of this Constitution; or has persistently or wilfully acted in a manner prejudicial to the interests of the Association, the Chapter Committee may formally request the Board to investigate a complaint or complaints in relation to the member.

22. The Board may refuse to deal with the complaint if it considers the complaint to be trivial or vexatious in nature.

23. Where a complaint against a member has been received and accepted to be of sufficient nature, the National Secretary shall serve notice on the member in writing of the complaint and the nature of the complaint received concerning the member. Such advice shall also contain advice to the member of the provisions of Clauses 25 to 31 and the procedures that will be followed.

24. In order to investigate a complaint or complaints against a member by a Chapter Committee as specified in Clause 21, the Board shall appoint a tribunal of not less than three members of the Association of the Board's choosing, to investigate the complaint. Members chosen to form a tribunal should where possible currently serve or have previously served as Office Bearers on the Board.

A tribunal appointed for this purpose shall meet at a time or times and at a place or places convenient to both the tribunal members and the subject member of the complaint; examine any evidence including oral testimony of witnesses and/ or the member subject of the complaint, documents including written submissions and any other evidence the tribunal considers relevant to the investigation.

25. The chairperson of a tribunal appointed under Clause 24 of this Constitution shall:

- a) Contact the member subject of the complaint and
- b) arrange a mutually suitable time(s) and place(s) of the meeting(s) to examine any evidence;
- c) Cause a record to be kept in writing of all meetings and deliberations of the tribunal;
- d) Cause a written report to be furnished to the Board and to the subject member detailing the tribunal's findings and recommendations.
- e) Cause all records produced during the investigation process to be forwarded to the Board.

26. Where a member who is the subject of a complaint refuses to cooperate or meet with a tribunal appointed to investigate a complaint in relation to that member in accordance with these rules, the tribunal may proceed in his or her absence.

27. Where the member receives a report sent under Clause 25 d) of this Constitution, that member may within 21 days of receipt of the report, make a written appeal to the Board for their consideration, prior to the making of any resolution under Clause 20.

28. Where following deliberation on the tribunal's recommendations and any appeal by the subject member or the passing of 21 days since the subject member received the tribunal's report, the Board:

a) by resolution makes a ruling under Clause 20 of this Constitution to expel or suspend a member, the National Secretary shall cause a copy of the ruling to serve notice on the member.

b) makes any decision other than a ruling to expel or suspend the member, the National Secretary shall cause to be sent to the chairman of the tribunal which made any recommendations to the Board concerning the subject member and to the subject member a copy of the Board's decision.

29. Where a person is expelled from membership of the Association by virtue of a ruling made under Clause 20 of this Constitution, that person may not be admitted to membership of the Association at a later time.

30. Where a member is suspended from the Association for a specified time by virtue of a ruling made under Clause 20 of this Constitution, that member may not partake in any form in any competitions, events or proceedings of the Association or a Chapter during the term of the suspension.

31. A member may appeal to the Association membership in a Special General Meeting against a resolution of the Board under Clause 20 within 7 days after notice of the resolution is served on the member by lodging with the National Secretary a notice to that effect.

32. Where a member appeals against a resolution under Clause 20, a Special General Meeting of members will be called within 28 days to vote by secret ballot on the question of whether the resolution should be confirmed or revoked:

a) No business other than the question of the appeal is to be transacted.

b) The Board and the member must be given the opportunity to state their respective cases orally or in writing, or both.

c) The meeting place will be within the area determined and at a date and time decided by the Board.

d) The appeal is to be determined by a simple majority of votes cast by members of the Association.

## THE BOARD

33. There shall be a Board of management of the Association which, subject to this Constitution and to any resolution passed by the members in General Meeting shall control and manage the affairs of the Association and its funds and to perform all such acts and do all such things necessary or desirable for the proper management of the affairs of the Association.

34. The Board, all of whom shall be elected at the Annual General Meeting of the Association in accordance with the rules in that regard, shall consist of:-

The Office-bearers of the Association who shall be:

I. The National President,

II. The National Vice-President,

- III. The National Secretary,  
IV. The National Treasurer,  
V. Four ordinary members, and  
VI. The Chapter Presidents as Ex Officio ordinary members with voting rights  
[Amended at 2021 AGM 9 December 2021]

35. Each elected member of the Board shall, subject to this Constitution, hold office until the time of the declaration that all positions on the Board are now vacant made at the Annual General Meeting of the Association next following the date of the member's election.

36. In the event of a casual vacancy occurring in the elected membership of the Board, that Board may appoint a member of the Association to fill the vacancy and the member so appointed shall, subject to these rules, hold office until the time of the declaration that all positions on the Board are now vacant made at the Annual General Meeting of the Association next following the date of the appointment.

## **SUB-COMMITTEE**

37. (1) The Board may, by instrument in writing, delegate to one or more sub-committees, consisting of such member or members as the Board thinks fit, the exercise of such of the functions of the Board as are specified in the instrument, other than:

a) this power of delegation; and

b) a function which is a duty imposed on the Board by the Act or by any other law.

(2) A function the exercise of which has been delegated to a sub-committee under this clause may, while the delegation remains unrevoked, be exercised from time to time by the sub-committee in accordance with the terms of the delegation.

(3) A delegation under this clause may be made subject to such conditions or limitations as to the exercise of any function, or as to time or circumstances, as may be specified in the instrument of delegation.

(4) Despite any delegation under this clause, the Board may continue to exercise any function delegated.

(5) Any act or thing done or suffered by a sub-committee acting in the exercise of a delegation under this clause has the same force and effect as it would have if it had been done or suffered by the Board.

(6) The Board may, by instrument in writing, revoke wholly or in part any delegation under this clause.

## **CHAPTERS**

38. The establishment of a Chapter is at the discretion and direction of the Board at any place in a State or Territory of the Commonwealth of Australia or such other place or places as the Board may determine and shall be subject to the grant of a charter by the Board which shall have the power to withdraw, or place conditions on the continuation of a Chapter charter where it is considered for good reason to be in the best interests of the Association.

---

## **CHAPTER COMMITTEE**

39. There shall be a Chapter Committee of each Chapter of the Association either formally elected or informal by consensus, that will act in accordance with this Constitution and the direction of the Board, and shall conduct the Committee meetings at the place at which the Chapter is established, or at a place agreed by the majority of the Committee, and shall conduct the competitions of the Chapter at a place so designated and approved by the Board. Any action or decision or resolution made by a Chapter Committee has no standing in relation to the management of the Association.

40. A formally elected Chapter Committee shall consist of –

I. The Chapter President,

II. The Chapter Secretary, and

III. The Chapter Treasurer, or

IV. The Chapter Secretary / Treasurer, and

V. Three ordinary members,

all of whom shall be elected at the Annual General Meeting of the Chapter in accordance with this Constitution and at the direction of the Board.

41. Where members decide by consensus a Chapter is to have an informal Committee consisting of a minimum of three members appointed from time to time, there shall be an Annual General Meeting of the Chapter and Clauses 91, 92 and 93 a) and c), and where appropriate 93 b) will apply.

## **NOMINATIONS FOR BOARD**

42. Nominations of candidates for election as office-bearers, or ordinary members of the Board must be made in writing, signed by two members of the Association and accompanied by the written consent of the candidate (which may be endorsed on the form of nomination); and shall be delivered to the National Secretary by not less than seven days preceding the Annual General Meeting.

43. A person nominated as a candidate as an office-bearer or ordinary Board member of the Association must be a member of the Association.

44. No member shall be nominated in writing for more than one position but a member who fails to gain election to the position for which nominated in writing may at the time declare themselves to be a candidate for election to any succeeding position or positions on the Board and shall be counted as if nominated in writing for the purposes of Clause 42.

## **NOMINATIONS FOR A CHAPTER COMMITTEE**

45. Nominations of candidates for election to a Chapter Committee, shall be made in writing, signed by two members of the Association and accompanied by the written consent of the candidate (which may be endorsed on the form of nomination); and be delivered to the Chapter secretary no later than 7 days prior to the date and time of the Chapter Annual General Meeting.

46. A person nominated as a candidate as an office-bearer or ordinary Committee member of a Chapter must be a member of the Association.

47. No member shall be nominated in writing for more than one position but a member who fails to gain election to the position for which nominated in writing may at the time declare themselves to be a candidate for election to any succeeding position or positions on the Board and shall be counted as if nominated in writing for the purposes of Clause 45.

## **ELECTION OF MEMBERS TO THE BOARD OR A CHAPTER COMMITTEE**

48. (a) At each Annual General Meeting of the Association or a Chapter the member then presiding shall declare that all positions on the Board or Chapter Committee are now vacant but such a declaration shall not be made until all the business of the meeting properly that of the retiring Board or Chapter Committee has been dealt with.

(b) Upon the declaration being made the members present shall appoint one of their number not being a candidate to conduct the election of all the members of the relevant Board or Chapter Committee as provided by this Constitution and should a ballot be required at least two scrutineers to assist, none to be a candidate for office.

(c) The President on being declared elected shall assume the chair and may continue with such business of the meeting as may be conveniently conducted during the course of, but not including, the election of the other members of the Board or Chapter Committee.

49. If insufficient nominations are received to fill all vacancies on the respective Board or Chapter Committee, the candidates nominated are taken to be elected and further nominations are to be received at the Annual General Meeting.

50. If insufficient further nominations are received to fill all vacancies on a respective Board or Chapter Committee, any vacant positions remaining on the Board or Chapter Committee shall be deemed to be casual vacancies as per Clauses 57 and 58.

51. If the number of nominations received for any position exceeds the vacancy or vacancies to be filled, the ballot for office-bearers and ordinary members shall be conducted by written ballot in such usual and proper manner in accordance with this Constitution.

52. Where it has been decided a Chapter will elect a formal Committee, the ballot for office-bearers and ordinary members of the Chapter Committee shall be conducted by written ballot at the Chapter Annual General Meeting in such usual and proper manner as the Board may direct and in accordance with this Constitution.



## **NATIONAL SECRETARY**

53. It shall be the duty of the National Secretary to keep minutes of:

- a) all appointments of office-bearers and members of the Board, and
- b) the names of the members of the Board present at a Board meeting or General Meeting; and
- c) all proceedings at Board meetings and General Meetings; and
- d) ensure minutes of proceedings at a meeting are signed by the chairperson of the meeting or the chairperson of the next succeeding meeting.

## **CHAPTER SECRETARY**

54. It shall be the duty of the Secretary of a Chapter Committee to:

- a) Keep minutes of all appointments of Office-Bearers and members of the Chapter Committee;
- b) To record the names of the members of the Chapter Committee present at Committee Meetings, and General Meeting of the Chapter, and
- c) all proceedings at Chapter Committee Meetings, Annual General Meetings and Special General Meetings, and
- d) ensure that the minutes of proceedings at a meeting are signed by the chairman of the meeting or the chairman of the next succeeding meeting.
- e) To notify the National Secretary within two weeks of any changes in the Committee of the Chapter and to supply relevant contact details.

## **NATIONAL TREASURER**

55. It is the duty of the National Treasurer of the Association to ensure that:

- a) all money due to the Association is collected and received and that all payments authorised by the Association are made; and
- b) that correct books and accounts are kept showing the financial affairs of the Association including full details of all receipts and expenditure connected with the activities of the National Administration.
- c) An annual financial statement of the National accounts for the financial year is presented to the Board for submission to the membership at the Annual General Meeting of the Association.

## **CHAPTER TREASURER**

56. It is the duty of the treasurer of a Chapter to ensure that:

- a) all money due to the Chapter is collected and received and that all payments authorised by the Chapter Committee are made; and
- b) correct books and accounts are kept showing the financial affairs of the Chapter including full details of all receipts and expenditure connected with the activities of the Chapter.
- c) An annual financial statement of the Chapter accounts for the financial year is sent to the National Administration Office within two months of the 30 June.

---

## **CASUAL VACANCIES**

57. For the purposes of these rules, a casual vacancy occurs in the office of a member of the Board or Chapter Committee if the member:

- a) Dies;
- b) Ceases to be a member of the Association;
- c) Becomes bankrupt or insolvent;
- d) Resigns office by notice given to the National Secretary;
- e) Is removed from office under Clause 60 or Clause 62;
- f) Becomes a mentally incapacitated person whose person or estate is liable to be dealt with in any way under the law relating to mental health; or
- g) is absent without the consent of the Board from all meetings of the Board held during a period of 6 months.
- h) Is convicted of an offence involving fraud or dishonesty for which the maximum penalty on conviction is imprisonment for not less than 3 months, or
- i) is prohibited from being a director of a company under Part 2D.6 (Disqualification from managing corporations) of the Corporations Act 2001 of the Commonwealth.

58. In the event of a casual vacancy occurring in the membership of the Board or a formally elected Chapter Committee, the respective Board or Chapter Committee may appoint a member by resolution to fill the vacancy and the member so appointed shall, subject to this Constitution, hold office until the time of the declaration that all positions on the respective Board are now vacant made at the next Annual General Meeting of the Association, or of a Chapter, following the date of the appointment.

## **REMOVAL OF BOARD MEMBERS**

59. The members of the Association in a Special General Meeting may by resolution remove any member of the Board from the office of member before the expiration of the member's term of office and may by resolution appoint another person to hold office until the expiration of the term of office of the member so removed.

60. Where a member of the Board to whom a proposed resolution referred to in Clause 59 relates makes representations in writing, (not exceeding a reasonable length), to the Secretary or the President of the Board and requests that the representations be notified to members of the Association, the Secretary or the President of the Board may send a copy of the representations to each member of the Association or, if the representations are not so sent, the person to whom the proposed resolution relates shall be entitled to require that the representations be read out at the meeting at which the resolution is considered.

## **REMOVAL OF CHAPTER COMMITTEE MEMBERS**

61. The members of a Chapter in a Special General Meeting, a meeting approved by the Board, may by resolution remove any member of a formally elected Chapter Committee from the office of member before the expiration of the

---

member's term of office and may by resolution appoint another person to hold office until the expiration of the term of office of the member so removed.

62. Where a member of a Chapter Committee to whom a proposed resolution referred to in Clause 61 makes representations in writing, (not exceeding a reasonable length), to the Secretary or the President of the Board concerned and requests that the representations be notified to members of the Chapter, the Secretary or the President of the Chapter Committee may send a copy of the representations to each member, and, if they are not so sent, the person to whom the proposed resolution relates shall be entitled to require that the representations be read out at the meeting at which the resolution is to be considered.

63. Where it is found the Committee of a Chapter is not acting in the interest of the Association, or in the interest of members attached to the Chapter, the Board may remove the Chapter charter or may discharge the Committee.

## **BOARD MEETINGS**

64. The Board shall meet at least 3 times in each period of 12 months at such place and time or by telephone or video conferencing as the Board may determine, one of such meetings can be the Extended Board Meeting.

65. The Board may resolve to pay or reimburse some or all of the reasonable expenses of any member who attends any function, event, conference or occasion at the specific request of the Board in circumstances where the Board considers attendance at such function, event, conference or occasion to be in the best interests of the Association.

66. Additional meetings of the Board may be convened by the President or by any two members of that Board.

67. Written notice of a Board meeting must be given to each member of that Board by the National Secretary at least 48 hours (or such other period as may be unanimously agreed upon by the members of the Board) before the time appointed for the holding of the meeting.

68. Notice of a meeting given under Clause 67 must specify the general nature of the business to be transacted at the meeting and no business other than that business is to be transacted at the meeting, except business which the Board members present at the meeting unanimously agree to treat as urgent business.

69. Any 5 members of the Board constitute a quorum for the transaction of the business of a meeting of the Board and no business shall be transacted by the Board unless a quorum is present and, if within half an hour of the time appointed for the meeting a quorum is not present, the meeting stands adjourned to the same place and at the same hour of the same day of the following week.

70. If at the adjourned meeting of the Board a quorum is not present within half an hour of the time appointed for the meeting, the meeting shall be dissolved.

71. At a meeting of the Board –

a) The President or, in the President's absence the Vice-President shall preside; or

b) if the President and Vice-President are absent or unwilling to preside, one of the remaining members of the Board may be chosen to preside.

## **SUB-COMMITTEE MEETINGS**

72. A sub-committee may meet and adjourn as it thinks proper within the parameters set down, and or agreed by the Board.

## **CHAPTER COMMITTEE MEETINGS**

73. A Chapter Committee shall meet at least 2 times in each period of 12 months at such place and time or by telephone or video conferencing as the Chapter Committee may determine.

74. At a meeting of a Chapter Committee the Chapter President shall preside, or in the President's absence or if unwilling to act as such one of the remaining members of the Committee as may be chosen by the members present at the meeting shall preside.

75. Additional meetings of a Chapter Committee may be convened by its President or at the request of any two other of its members.

76. Written or email notice of a meeting of a Chapter Committee shall be given by the Chapter Secretary to each member of the committee at least 48 hours (or such other period as may be unanimously agreed upon by the members of the committee) before the time appointed for the holding of the meeting.

77. Notice of a meeting given under Clause 76 must specify the general nature of the business to be transacted at the meeting and no business other than that business is to be transacted at the meeting, except business which the Board members present at the meeting unanimously agree to treat as urgent business.

78. Any three members of a Chapter Committee constitute a quorum for the transaction of the business of a Chapter Committee meeting and no business shall be transacted by the committee unless a quorum is present and, if within half an hour of the time appointed for the meeting a quorum is not present, the meeting stands adjourned to the same place and at the same hour of the same day of the following week.

79. If at the adjourned meeting of a Chapter Committee a quorum is not present within half an hour of the time appointed for the meeting, the meeting shall be dissolved.

---

## **BOARD AND CHAPTER COMMITTEE MEETINGS VOTING AND DECISIONS**

80. Questions arising at a meeting of the Board or a Chapter Committee or of a Sub-committee appointed by the Board shall be determined by a majority of the votes of members in attendance at the relevant meeting.

81. Each member present at a meeting of the Board or of a Chapter Committee or of a Sub-committee appointed by the Board (including the person presiding at the meeting) is entitled to one vote but, in the event of an equality of votes on any question, the person presiding may exercise a second or casting vote.

82. Subject to there being a quorum of three members of a Board present a Board may act on any question notwithstanding any vacancy on the Board.

83. Any act or thing done or suffered, or purporting to have been done or suffered, by the Board or a Sub-committee appointed by the Board, is valid and effectual notwithstanding any defect that may afterwards be discovered in the appointment or qualification of any member of the Board or Sub-committee.

84. Any act or thing done or suffered, or purporting to have been done or suffered by a Chapter Committee has no standing in relation to the management or policies of the Association.

## **ANNUAL GENERAL MEETING OF THE ASSOCIATION**

85. The Annual General Meeting of the Association shall be convened to be held on a date not before the 30<sup>th</sup> June and not later than the 31<sup>st</sup> December in each year and at such place and time as the Board may determine.

86. An Annual General Meeting shall be specified as such in the notice convening the meeting.

87. In addition to any other business which may be properly transacted at an Annual General Meeting, the business of an Annual General Meeting shall be:

- a) to confirm the Minutes of the last preceding Annual General Meeting and of any Special General Meeting held since that meeting;
- b) to receive and consider the statement and report of the financial affairs of the Association for the financial year ended the previous 30<sup>th</sup> June.
- c) to receive from the Board reports upon the activities of the Association during the last preceding financial year;
- d) to elect office-bearers and ordinary members of the Board.

## **SPECIAL GENERAL MEETING OF THE ASSOCIATION**

88. The Board may,

- a) whenever it thinks fit resolve to convene a Special General Meeting of the Association to be held at a place and hour and on a date determined by the Board, being a date not later than 3 months after the date of its resolution, or,

b) convene a Special General Meeting of the Association on the requisition in writing of at least 25 members of the Association to be held within three months of the date of receipt of a requisition from members.

89. A requisition of members for a Special General Meeting of the Association:

- a) must state the purpose or purposes of the meeting;
- b) must be signed by the members making the requisitions;
- c) must be lodged with the National Secretary; and
- d) may consist of several documents in a similar form, each signed by one or more of the members making the requisition.

90. If the Board fails to convene a Special General Meeting to be held within 3 months after the date on which a requisition of members for the meeting is lodged with the National Secretary, any one or more of the members who made the requisition may convene a Special General Meeting to be held not later than 4 months after that date.

## **ANNUAL GENERAL MEETING OF A CHAPTER**

91. The Annual General Meeting of a Chapter shall be convened to be held on a date not before the 30<sup>th</sup> June and not later than the 31<sup>st</sup> December in each year and at such place and time as the Chapter Committee may determine.

92. An Annual General Meeting shall be specified as such in the notice convening the meeting.

93. In addition to any other business which may be properly transacted at a Chapter Annual General Meeting, the business of an Annual General Meeting shall be:

- a) to confirm the Minutes of the last preceding Annual General Meeting and of any Special General Meeting held since that meeting;
- b) to receive and consider the statement and report of the financial affairs of the Chapter for the financial year ended the previous 30<sup>th</sup> June.
- c) to receive from the Board reports upon the activities of the Chapter during the last preceding financial year;
- d) to elect office-bearers and ordinary members of the Chapter Committee.

## **SPECIAL GENERAL MEETING OF A CHAPTER**

94. A Special General Meeting of a Chapter can only be held with the agreement of the Chapter Committee, when,

- a) a Committee of a Chapter of the Association makes written requisition to the Board to convene a Special General Meeting of the Chapter.
- b) 5 members of the Association aligned with that Chapter makes written requisition to the Board to hold a Special General Meeting of the Chapter.
- c) The meeting shall be at a place and hour at a date agreed by the Board, being a date not later than 28 days after the date of the requisition.

95. A requisition for a Special General Meeting:

- a) Must state the purpose or purposes of the meeting;
- b) Must be signed by all the members making the requisitions;
- c) Must be lodged with the National Secretary; and
- d) may consist of several documents in a similar form, each signed by one or more of the members making the requisition.

## **NOTICE OF ANNUAL OR SPECIAL GENERAL MEETING OF THE ASSOCIATION**

96. Except where the nature of the business proposed to be dealt with at a Special General Meeting or Annual General Meeting requires a special resolution, the National Secretary shall, at least 14 days before the date fixed for the holding of the General Meeting, give notice to each member the place, date and time of the meeting and the nature of the business proposed to be transacted at the meeting.

97. Where the nature of the business to be dealt with at a Special General Meeting or Annual General Meeting requires a special resolution of the Association, the National Secretary must, at least 21 days before the date fixed for the holding of the General Meeting, cause notice to be given to each member of the Association specifying, in addition to the matter required under Clause 88, the intention to propose the resolution as a special resolution.

## **PROCEDURE AT ANNUAL OR SPECIAL GENERAL MEETINGS OF THE ASSOCIATION**

98. No business other than that specified in the notice convening a General Meeting shall be transacted at the meeting except, in the case of an Annual General Meeting, business of a general nature of which prior notice has not been given and which the majority of the members present determined may be transacted.

99. A member desiring to bring any business not of a general nature before a General Meeting shall, at least 28 days before the date fixed for the holding of the meeting, give notice in writing to the National Secretary, who shall include that business in the next notice calling a General Meeting given after receipt of the notice from the member.

100. Notices of General Meetings of the Association shall be deemed to be given if notice thereof is published on the Association web site or emailed to members at their email address as recorded in the register of members provided that any such notice shall be published in sufficient time to comply with the requirements of Clauses 96 and 97.

101. No item of business shall be transacted at a General Meeting unless a quorum of members entitled to vote is present during the time the meeting is considering that item.

102. Five members present (being members entitled under this Constitution to vote at a General Meeting) constitute a quorum for the transaction of business at a General Meeting.

103. If within half an hour after the appointed time for the commencement of a General Meeting a quorum is not present, the meeting:

- a) if convened upon the requisition of members, is to be dissolved and
- b) in any other case, is to stand adjourned to a date and at a place and time to be determined by the Board and advised to members by notice of not less than 14 days.

104. If at an adjourned meeting a quorum is not present within half an hour of the time appointed for the commencement of the meeting, the members present (being at least 5) shall constitute a quorum.

105. In the case of an Annual General Meeting or Special General Meeting of the Association, the National President or, in the President's absence the National Vice-President shall preside as chairperson. If the President and Vice-President are absent from a Special General Meeting or are unwilling to act, the members present shall elect one of their number to preside as chairperson at a meeting.

106. a) The chairperson of a General Meeting at which a quorum is present may, with the consent of the majority of members present at the meeting, adjourn the meeting to a date, place and time to be determined by the Board, but no business shall be transacted at such an adjourned meeting other than the business left unfinished at the meeting at which the adjournment took place

b) If a General Meeting is adjourned for 14 days or more, the National Secretary must give written or oral notice of the adjourned meeting to each member of the Association stating the place, date and time of the meeting and the nature of the business to be transacted at the meeting. Except as provided in subclauses a) and b) herein, notice of adjournment of a General Meeting or of the business to be transacted at an adjourned meeting is not required.

## **VOTING AT AN ANNUAL OR SPECIAL GENERAL MEETING OF THE ASSOCIATION**

107. A question arising at an Annual General Meeting or Special General Meeting of the Association is to be determined by either,

- a) a show of hands by those in attendance or by proxy, or,
- b) if on the motion of the chairperson or if 5 or more members present at the meeting decide that the question should be determined by a written ballot then by a written ballot.

108. Where a written ballot is determined at an Annual General Meeting or Special General Meeting, the written ballot shall be:

- a) taken immediately in the case of a ballot which relates to the election of the chairperson of the meeting or
- b) the question of an adjournment; or



c) in any other case, in such manner and at such time before the close of the meeting as the chairperson directs, and the resolution of the written ballot on the matter shall be deemed to be the resolution of the meeting on the matter.

109. Where a question is to be determined by a show of hands, a declaration by the chairperson that a resolution has, on a show of hands, been carried or carried unanimously or carried by a particular majority or lost, an entry to that effect in the minute book of the Association, is evidence of the fact without proof of the number or proportion of the votes recorded in favor of or against the resolution.

110. Upon any question arising at an Annual General Meeting or Special General Meeting of the Association:

- a) A member has one vote only.
- b) All votes must be given personally by those attending or by proxy.
- c) In the case of an equality of votes, the chairperson of the meeting is entitled to a second or casting vote.
- d) A member is not entitled to vote unless all money due and payable by the member to the Association has been paid.
- e) A member entitled to vote may appoint another member as their proxy by notice given to the National Secretary no later than 7 days before the time of the meeting in respect of which the proxy is appointed. The notice appointing the proxy is to be in the form set out in Annexure 1.

## **VOTING ON A SPECIAL RESOLUTION**

111. Voting on a Special Resolution may be

- a) by members in person or by proxy at an Annual General Meeting or Special General Meeting, or
- b) by postal or electronic ballot.

112. a) Where it is resolved to hold a postal ballot or electronic ballot for a Special Resolution of the Association the Board shall appoint a person other than a member of the Board as returning officer for that ballot, and all members shall be entitled to vote by postal ballot or electronic ballot on any proposal on which the ballot is to be held by lodging such vote on the prescribed form with the returning officer before the declared closing date of the ballot.

A member intending to postal vote on a Special Resolution must enclose the prescribed form in a sealed envelope clearly marked "RESOLUTION VOTE" This envelope shall be sealed in another envelope addressed to the Returning Officer at the place of the National Secretary, with the member's name, address and membership number on the reverse side. Again the words "RESOLUTION VOTE" shall be clearly marked on the envelope.

Failure to so mark the envelope shall render the members vote invalid.

All envelopes marked "RESOLUTION VOTE" received shall be delivered unopened to the member appointed to conduct the ballot.

113. Where it is resolved to hold a Special General Meeting of the Association for a Special Resolution, the meeting will be held as per the relative clauses in this Constitution.

---

## **SPECIAL RESOLUTION**

114. A resolution of the Association is a Special Resolution

a) if it is supported at an Annual General Meeting or Special General Meeting of the Association by a majority of not less than three quarters of the votes cast by members in attendance or by proxy at such meeting of which not less than 21 days written notice specifying the intention to propose the resolution as a Special Resolution was given in accordance with this Constitution, or

b) if it is supported by at least three quarters of the votes cast by members in a postal ballot of which not less than 21 days written notice specifying the intention to propose the resolution as a Special Resolution was given in accordance with this Constitution.

c) Any resolution being proposed as a Special Resolution shall be given in writing to the National Secretary no less than 90 days before a General Meeting. Such a resolution shall be signed by the proposer and seconder and supported with the signatures of no less than 5 members. All signatories must be members of the Association.

## **PROCEDURE AT ANNUAL OR SPECIAL GENERAL MEETINGS OF A CHAPTER**

115. No business other than that specified in the notice convening a Special General Meeting or Annual General Meeting shall be transacted at the meeting except, in the case of an Annual General Meeting, business of a general nature of which prior notice has not been given and which the majority of the members present determined may be transacted.

116. A member desiring to bring any business not of a general nature before a Special General Meeting or Annual General Meeting of a Chapter must, at least 28 days before the date fixed for the holding of the meeting, give notice in writing to the Chapter Secretary, who shall include that business in the next notice calling a General Meeting given after receipt of the notice from the member.

117. Notices of General Meetings of a Chapter shall be deemed to be given if notice thereof is published in any official publication of the Association or the respective Chapter or the Association web site provided that any such notice shall be published at least 14 days before the date fixed for the holding of the General Meeting.

118. No item of business shall be transacted at a General Meeting unless a quorum of members entitled to vote is present during the time the meeting is considering that item of business.

119. Five members present in person and entitled to vote shall constitute a quorum for the transaction of business at a General Meeting.

120. If within half an hour after the appointed time for the commencement of a General Meeting a quorum is not present, the meeting:

a) If convened upon the requisition of members, is to be dissolved and,

b) In any other case, is to stand adjourned to a date and at a place and time to be determined by the Chapter Committee in consultation with the Board and advised to members by notice of not less than 14 days.

121. If at an adjourned meeting a quorum is not present within half an hour of the time appointed for the commencement of the meeting, the members present shall constitute a quorum.

122. At the Annual General Meeting of a Chapter a member from amongst those attending and who is not a candidate in any election held in such meeting must be selected to preside.

123. In the case of a Special General Meeting of a Chapter, a Board member or, a member determined by the Board shall preside as chairperson at a meeting.

124. a) The chairperson of a General Meeting at which a quorum is present may, with the consent of the majority of members present at the meeting, adjourn the meeting to a date, place and time to be determined in consultation with the Board, but no business shall be transacted at such an adjourned meeting other than the business left unfinished at the meeting at which the adjournment took place

b) If a General Meeting is adjourned for 14 days or more, the Chapter secretary must give written or oral notice of the adjourned meeting to each member attached to the Chapter stating the place, date and time of the meeting and the nature of the business to be transacted at the meeting.

Except as provided in sub clauses a) and b) herein, notice of adjournment of a General Meeting or of the business to be transacted at an adjourned meeting is not required.

## **VOTING AT AN ANNUAL OR SPECIAL GENERAL MEETING OF A CHAPTER**

125. A question arising at a General Meeting of a Chapter is to be determined by either,

a) a show of hands, or,

b) if on the motion of the chairperson or if 5 or more members present at the meeting decide that the question should be determined by a written ballot – a written ballot.

126. Where a written ballot is determined at an Annual General Meeting or Special General Meeting, the written ballot shall be:

a) taken immediately in the case of a ballot which relates to the election of the chairperson of the meeting or

b) the question of an adjournment; or

c) in any other case, in such manner and at such time before the close of the meeting as the chairperson directs, and the resolution of the written ballot on the matter shall be deemed to be the resolution of the meeting on the matter.

127. Where a question is to be determined by a show of hands, a declaration by the chairperson that a resolution has, on a show of hands, been carried or carried

---

unanimously or carried by a particular majority or lost, an entry to that effect in the minute book of the Chapter, is evidence of the fact without proof of the number or proportion of the votes recorded in favor of or against the resolution.

128. Matters arising at a General Meeting of a Chapter:

- a) A member has one vote only;
- b) At an Annual General Meeting of a Chapter postal votes are not permitted and all votes must be given personally.
- c) At a Special General Meeting of a Chapter postal votes are not permitted and all votes must be given personally.
- d) In the case of an equality of votes, the chairperson of the meeting is entitled to a second or casting vote.
- e) A member is not entitled to vote unless all money due and payable by the member to the Association has been paid.
- f) Proxies are not allowed.
- g) in any other case, in such manner and at such time before the close of the meeting as the chairperson directs, and the resolution of the written ballot on the matter shall be deemed to be the resolution of the meeting on the matter.
- h) Special Resolutions cannot be made at Chapter General Meetings.

## MISCELLANEOUS

129. Life Membership may be granted by the Association in recognition of a member's meritorious service, subject to the relevant criteria set down, from time to time and minuted, by the Board.

- a) Any two members may nominate or second another member they consider suitable for life membership. The nomination, in writing, shall be posted to the National Secretary, at least 28 days prior to the Annual General Meeting of the Association.
- b) The nomination shall contain full details in support of the nominated member's service.
- c) Following agreement on suitability of the nomination by the Board, the nomination shall be presented to the Extended Board Meeting for its consideration and approval.
- d) Approval of the nomination shall be announced to members during the course of the Annual General Meeting of the Association.
- e) The granting of Life Membership upon the nominated member absolves that member from the payment of future membership fees and shall be accorded such privileges as the Board in its discretion may determine.
- f) Nominees and those nominating must be members of the Association.

130. With the exception of Rule 2 hereof which shall be enshrined, this Constitution may only be altered, rescinded or added to by a Special Resolution of the members of the Association. Annexure 2 to this Constitution „Selection Policy and Procedures“ may be modified, amended or replaced by a resolution of members carried by a simple majority vote.

131. An application to the Director-General for registration of a change in the Association's name, objects or Constitution in accordance with section 10 of the Act is to be made by the public officer or a Board member.

132. Except as otherwise provided by this Constitution, the public officer must keep in his or her custody or under his or her control all records, books and other documents relating to the Association.

133. The following documents shall be open for inspection, free of charge, by any member of the Association at any reasonable hour and place:

- a) The records, books, and other financial documents of the Association or of a Chapter of the Association.
- b) The minutes of all Board meetings and General Meetings of the Association or of a Chapter of the Association.
- c) This Constitution.

## **BY LAWS**

134. The Board may from time to time make alter or repeal by laws for the internal management of the Association provided that such by laws are not inconsistent with this Constitution. By laws shall be binding on members and shall be published on the Association web site.

## **SERVICE OF NOTICES**

135. For the purpose of this Constitution, a notice may be served on or given to a person:

- a) By delivering it to the person personally, or
- b) by sending it by pre-paid post to the address of a person, or
- c) by sending it by facsimile transmission or some other form of electronic transmission to an address specified by the person for giving or serving the notice.

## **CONSTRUCTION OR MEANING**

136. If any doubt shall arise as to the proper construction or meaning in this Constitution or of any expression used therein, the decision of the Board shall be final and conclusive, provided that such decision be reduced to writing, and recorded in the minute book of the proceedings of the Board. The headings in this Constitution are to facilitate reference only and do not form part of this Constitution and shall not in any way affect the interpretation thereof.

## **MEMBERS LIABILITIES**

137. The liability of a member of the Association to contribute toward the payment of the debts and liability of the Association, or the costs, charges and expenses of the winding up of the Association is limited to the amount, if any, unpaid by the member in respect of membership of the Association as required by Clause 19.

## **NATIONAL CHAMPIONSHIPS**

138. The Australian Fly Fishing Championships ("The Nationals") shall be held annually at a time and place to be determined by the Board.

139. Unless otherwise determined by the Board the Nationals shall be held in either New South Wales, Tasmania or Victoria (on a rotational basis) on or about the last weekend in November.

140. Unless otherwise determined by the Board only the following members shall be eligible to compete at the Nationals:

- a) Those members who have attained ranking points at a Chapter convened and organized competition that has been approved by the Board.
- b) Those members who have fished in at least one competition duly convened and organized by a Chapter and who have travelled to and participated in either a World Fly Fishing Championships or Commonwealth Fly Fishing Championships as team members including fishing team members, reserves or other positions appointed by the Board such as Team Captain or Team Manager are granted automatic entry to the Nationals in the same year as they participated in World Fly Fishing Championships or Commonwealth Fly Fishing Championships. Members of teams participating in the Oceania Fly Fishing Championships do not receive automatic right of entry.
- c) Such other members as the Board may determine having regard to special circumstances.

141. Prior to 30<sup>th</sup> October in the year preceding the holding of the Nationals the Chapter Committee aligned with the venue for the Nationals shall submit to the Board for its consideration and approval a detailed proposal and financial budget for the Nationals including details of the venues, restrictions on angling methods, accommodation and transport. Following receipt of this proposal and budget the Board will work with the relevant Chapter Committee to finalise plans for the Nationals before granting its approval.

## **CHAPTER CHAMPIONSHIPS**

142. Each Chapter Committee shall be responsible for organizing three fly fishing competitions each competition year, subject to the proviso that the board may, if it sees fit, approve a lesser number of competitions for those Chapters based in 'non-traditional' trout fishing States. The dates for these competitions are to be announced at least 6 months in advance of holding the first of those competitions. Each Chapter must submit details of the venues and nature of these competitions to the Board for its consideration and approval. These competitions are open to all members and non-members.

(Amended AGM 7 December 2019)

## **SELECTION OF AUSTRALIAN REPRESENTATIVE TEAMS**

143. The Board shall as soon as practicable after the results of the National Championships are determined announce the team members and reserves (where applicable) of teams to represent Australia in the World Fly Fishing Championships, the Commonwealth Fly Fishing Championships, the Oceania Fly Fishing Championships, the World Masters Fly Fishing Championships, Youth

Fly Fishing Championships and such other international competitions as the Board may consider appropriate. The Boards announcement shall be made in accordance with the Policy and Procedures in Annexure 2 to this Constitution  
144. to 148. Deleted

149. The Board shall appoint Team Captains and Team Managers to the various teams selected. Team Captains and Team Managers can be fishing or non-fishing members of the respective teams.

150. The Board shall specify in writing the duties and responsibilities of Team Captains and Team Managers.

151. The Team Captains and Team Managers shall be non-fishing members of the teams unless otherwise approved by the Board.

---

## ANNEXURE '1' - FORM OF APPOINTMENT OF PROXY

I, .....of .....  
(full name) (address)

being a member of Fly Fish Australia Incorporated

hereby appoint ..... of .....  
(full name of proxy) (address)

being a member of that incorporated association, as my proxy to vote for me on my behalf at the general meeting of the association (annual general meeting or special general meeting, as the case may be) to be held on the .....day of..... (month and year) and at any adjournment of that meeting.

\* My proxy is authorised to vote in favour of/against (delete as appropriate) the resolution (insert details).

\* to be inserted if desired.

..... Signature of member appointing proxy

Date.....

NOTE: A proxy vote may not be given to a person who is not a member of the association



---

## **ANNEXURE '2' - SELECTION POLICY AND PROCEDURES -**

### **1. INTERNATIONAL COMPETITIONS**

FFA may select teams to compete in international competitions authorised by, inter alia, the following international bodies:

- FIPS Mouche (FIPS-M)
- Commonwealth Flyfishers Association (CFA)

The Board of FFA may, from time to time, also determine to select teams to compete in other international competitions (eg The Oceania Championships).

The competitions authorised by FIPS-M (open to FFA) and CFA are:

#### **1.1 FIPS Mouche:**

FIPS Mouche control the following international competitions :

- 1.1.1 The World Seniors Fly Fishing Championships ("WSFFC") - for persons over the age of 18 years at any time during the year of competition
- 1.1.2 The World Ladies Fly Fishing Championships ("WLFFC")- for females over the age of 18 years at any time during the year of competition
- 1.1.3 The World Masters Fly Fishing Championships ("WMFFC") - restricted to persons over 50 years of age.
- 1.1.4 The World Youth Fly Fishing Championships ("WYFFC") - restricted to persons aged 14 to 18 years of age at any time during the year of competition.
- 1.1.5 The Rest of the World Fly Fishing Championships ("RoWFFC") - will be open to persons over 18 years of age at any time during the year of competition and restricted to competitors nominated from member countries of FIPS-M not geographically located on the continent of Europe.

Only one team per member country is permitted to enter the WSFFC, WLFFC, WMFFC and WYFFC. For zonal competitions (ie RoWFFC) a second team is permitted provided it is a ladies team.

No one is allowed to compete in more than one of the various FIPS-M "World Championships" in the same year. This restriction does not appear to apply to zonal championships (ie RoWFFC)

The FIPS-M Competition Rules and Statutes determine the competition structure of FIPS-M competitions and these may change from time to time. Generally, the various World Championships are held annually however the frequency of competition is determined by FIPS-M. The FIPS-M Competition Rules also contain additional restrictions on participation (eg a participant cannot represent different countries unless at least three years has passed between representations).

## 1.2 Commonwealth Flyfishers Association:

The CFA Constitution and CFA Board determine the competition structure of the Commonwealth Fly Fishing Championships (“CWFFC”) and this may vary from time to time. Generally, the CWFFC are held every second year however the frequency of competition is determined by CFA.

Under this policy FFA will select a team of males and a team of females to compete in the CWFFC. Members selected in the WSFFC, WMFFC, WLFFC, WYFFC teams are not eligible for selection in CWFFC teams in the same competition year PROVIDED HOWEVER THAT members of the WLFFC team shall be eligible for selection in the CWFFC Ladies team whenever the total number of female members of FFA is less than 25 members at the time of selection.

## **2. INTERNATIONAL TEAM SELECTION**

FFA has an objective system of selection of representative teams utilising Competition Ranking Points earned in FFA sanctioned state and national competitions. The rationale for this is that selection will be objectively based and members will have a clear understanding as to where they rank at any point in time in relation to their prospects for representative team selection. FFA has adopted the following classifications of ranking points only the first of which is relevant to team selections:

- Competition Ranking Points (earned using the ‘Abordi’ system as described below) – used for team selections, and;
- Session Points – a ranking methodology that is only used as an adjunct to the competition ranking points to enable some competitors to qualify for the National Championships. The application of session points is addressed in the FFA Competition Rules.

### **2.1 SELECTION CRITERIA THAT APPLY TO ALL TEAM SELECTIONS**

- 2.1.1 To be eligible for selection on any international team, the person must be an Australian citizen and must be a financial member of FFA prior to competing in any State or National Championships from which they gain ranking points.
- 2.1.2 A member must have represented Australia at either an Oceania Championship or CWFFC championships (or similar championship recognised in this context by the Board of FFA) prior to being in contention for selection in a WSFFC or WLFFC team. The proviso with respect to WLFFC concerning the number of FFA female members also applies to and may negate this prerequisite.
- 2.1.3 To be eligible for selection in the:
  - (a) WSFFC team, a member must have fished in at least two of the National Championships during the 3 years prior to their selection.
  - (b) For all other teams a member must have fished in the National Championships for the current year which is the year that their ranking qualified them for selection.
- 2.1.4 Where two or more members vying for selection finish the competition year on equal competition ranking points or in the case of WSFFC or WLFFC selection with the same weighted competition ranking points over the last 3

years the order of merit for selection will be determined from the members finishing position at the most recent National Championship.

## 2.2 SELECTION FOR WORLD SENIORS FLY FISHING CHAMPIONSHIP

Selection for WSFFC shall be made from those members who are eligible and will be determined on a first past the post basis based on weighted competition ranking points over three years being the current selection year, the preceding year and the year prior to that. The “Abordi” competition ranking points for each of those years, are the points earned at the National Championships for each of those three years and the members best two state ranking points for each of the same three years. The weighting of the 3 years of ‘Abordi’ competition ranking points being: current year 100% preceding year 60% and prior year 40%. Refer to the table below.

| SELECTION FOR | 100% | 60%  | 40%  |
|---------------|------|------|------|
| 2020          | 2018 | 2017 | 2016 |
| 2021          | 2019 | 2018 | 2017 |
| 2022          | 2020 | 2019 | 2018 |
| 2023          | 2021 | 2020 | 2019 |
| 2024          | 2022 | 2021 | 2020 |
| AND SO ON     |      |      |      |

## 2.3 SELECTION FOR WORLD LADIES FLY FISHING CHAMPIONSHIP

Selection for WLFFC shall be made from those members who are eligible and will be determined on a first past the post basis based on weighted competition ranking points over three years being the current selection year, the prior year and the year prior to that. The “Abordi” competition ranking points for each of those years, are the points earned at the National Championships for each of those three years and the members best two state ranking points for each of the same three years. The weighting of the 3 years of ‘Abordi’ competition ranking points being: current year 100% preceding year 60% and prior year 40%. Refer to the table above.

In the event that the application of the above selection methodology does not result in a full team of five ladies being selected then the next in line for selection will be determined solely by selecting the female or females finishing highest individually at the most recent National Championship.

#### 2.4 SELECTION FOR WORLD MASTERS FLY FISHING CHAMPIONSHIP

Selection for WMFFC shall be determined on a first past the post basis from competition ranking points accumulated over one year being the current selection year. The “Abordi” competition ranking points for selection are the members ranking points earned at the National Championship plus the best two state competition ranking points for the year of those Nationals.

The Board of FFA shall determine prior to team selections whether or not it is permissible for members offered selection in WMFFC to accept positions in any FIPS-M zonal competition in the same year.

#### 2.5 SELECTION FOR WORLD YOUTH FLY FISHING CHAMPIONSHIP

Selection for WYFFC shall be made from those members who are eligible and will be determined on a first past the post basis from competition ranking points accumulated over one year being the current selection year. The “Abordi” competition ranking points for selection are the members ranking points earned at the National Championship plus the best two state competition ranking points for the year of those Nationals.

The Board of FFA shall determine prior to team selections whether or not it is permissible for members offered selection in WYFFC to accept positions in any FIPS-M zonal competition in the same year.

#### 2.6 SELECTION FOR REST OF WORLD FLY FISHING CHAMPIONSHIPS

Selection for RoWFFC shall be made from those members who are eligible and will be determined on a first past the post basis from competition ranking points accumulated over one year being the current selection year. The “Abordi” competition ranking points for selection are the members ranking points earned at the National Championship plus the best two state competition ranking points for the year of those Nationals.

The Board of FFA shall determine prior to team selections whether or not it is permissible for members offered selection in any other international team to accept positions in any FIPS-M zonal competition in the same year.

#### 2.7 SELECTION FOR COMMONWEALTH FLY FISHING CHAMPIONSHIPS

Under this policy:

- a) Two teams, a Men’s team and a Ladies team will be selected.
- b) The Men’s team will be selected based on Abordi ranking points for the current year on a first past the post basis from competition ranking points

- accumulated over one year being the current selection year. The “Abordi” competition ranking points for selection are the members ranking points earned at the National Championship plus the best two state competition ranking points for the year of those Nationals.
- c) The Ladies team will be selected based on Abordi ranking points for the current year on a first past the post basis from competition ranking points accumulated over one year being the current selection year. The “Abordi” competition ranking points for selection are the members ranking points earned at the National Championship plus the best two state competition ranking points for the year of those Nationals. In the event that the application of this selection methodology does not result in a full team of five females being selected then the next in line for selection will be determined solely from the finishing position at the most recent National Championship
  - d) A member who qualifies for selection in one of the various FIPS-M World Championship teams but does not take up that selection for any reason will be included in the CWFFC selection in the same way as all other members of FFA.

## 2.8 VACANCIES IN TEAMS

- 2.8.1 If for whatever reason a vacancy occurs in the WSFFC or WLFFC teams that vacancy will be filled by the next eligible member in line for selection under the selection policies for those teams.
- 2.8.2 If filling a vacancy in a WSFFC or WLFFC team leaves a vacancy in another team or if a vacancy occurs in another team for any other reason that vacancy will be filled by the next eligible member in line for selection under the selection policy applicable to that team.
- 2.8.3 Notwithstanding the foregoing, the Board may determine to fill any vacancy in a team by making a subjective selection of an eligible member to fill a vacancy if the Board determines that to do otherwise would be too disruptive of a team(s) planning and organisation having regard to the time at which the vacancy arose (eg shortly before a championship is due to commence).
- 2.8.4 If the Board considers it expedient to utilise this power it must do so after consultation with teams and team members whose interests are affected.

## 2.9 RESERVES

- 2.9.1 FFA has adopted a policy of only appointing a stand-alone Reserve to travel with international teams if neither the Team Captain nor Team Manager have qualified for representation in one of the several FIPS-M World Championships or CWFFC in the last 5 years and/or are not willing to be fishing reserve.
- 2.9.2 After teams are selected and Team Captains and Managers have been appointed the Board shall consult with Team Captains to determine whether the appointment of a Reserve is considered warranted. The Reserve position may be considered to be adequately filled by the Team Captain or Team Manager. If after consultation it is considered that the appointment of a Reserve is necessary then the Board shall identify eligible members according to competition ranking points who may be willing to fill the reserve position.
- 2.9.3 The circumstances in which a Reserve takes the place of a selected competitor are limited to situations where:

- a) The selected Competitor is injured or becomes unwell and the Captain deems it appropriate that the Reserve take the competitors place; and
- b) The selected Competitor desires to be rested and reaches agreement with the Captain to have the Reserve take his/her place.

Under no circumstances is the Captain entitled to unilaterally replace a selected Competitor with the Reserve on the basis that the Reserve is considered by the Captain to be fishing better than the selected Competitor.

## 2.10 PARTICIPATION IN INTERNATIONAL COMPETITIONS

The variance in frequency and conduct of international competition, together with the variance in the FFA Membership base, will necessitate annual assessment of the capacity of FFA to participate in a particular competition and whether or not members should be eligible for selection in multiple teams in the same year. The Board of FFA will make that determination prior to each round of selections.

## 3. POSTPONEMENT OR CANCELLATIONS OF COMPETITIONS

If an international championship is postponed for any reason:

- 3.1 to a date later in the same year; then the selected team shall compete at the postponed championship.
- 3.2 to a date in a subsequent year; then new team shall be selected to compete at the postponed championship.

If an international championship is cancelled for any reason the team selected to compete at that championship shall automatically be dissolved.

## 4. COMPETITION RANKING POINTS

From each approved competition, anglers will be eligible to gain ranking points. At the end of the 'competition season', this being defined as the period in which an angler may qualify for an upcoming National Championship, an angler's best two ranking points from any State competitions along with their ranking points from the current National Championships will be combined to give a yearly ranking points total.

### 4.1 Ranking point scoring in competitions

Ranking is based on all the competitors in a competition where *competitor* has a defined meaning.

As some competitions draw larger numbers of anglers than others it is important to provide some equity in points awarded at the various competitions. For this reason, competitions that draw larger numbers of anglers are worth more points.

In order to achieve this, the winning angler in a State Competition receives the same number of ranking points as there were anglers in that competition. The second-place getter then receives three points less, and so on until all points are awarded. This gives points to a third of all anglers.

For example, in a comp with:

20 anglers, the winner would receive: 20 points, 2nd- 17, 3rd- 14, 4th- 11, 5th- 8, 6th- 5, 7th-2.

30 anglers, the winner receives 30 points, 2nd - 27, 3rd - 24, and so on.

The maximum number of points allowed for a State Competition is restricted to 30 points. Thus, an individual angler could receive a maximum of 60 points from State Competitions, i.e., if they were to win two competitions with over 30 competitors.

To maintain an even 2:1 ratio for the National Championships to State Competitions, the National Championship is worth double the largest point score available from any single State Competition. So for National Championships, regardless of the number of competitors, the winner would receive 60 points, 2nd – 57, 3rd - 54, and so on provided that at least one state held a competition with 30 anglers or more. If the largest State Competition had only 25 anglers then the National Championships would only be worth 50 points, i.e. double the largest State Competition points. This puts a greater point scoring emphasis on larger State Competitions and the National Championships. With the maximum possible ranking points available split evenly between two State Competitions and the National Championships, i.e. 60 points each, 2 x 30 (State) and 60 (National).”

Prior to the National Championships a provisional ranking of all members attending will be collated. It is incumbent on State chapters to ensure that the results of their competitions are forwarded to the web site content manager and placed on the FFA web site, upon the completion of that competition. All care must be taken to ensure the correct distribution of points to appropriate anglers. Failure of State Chapters to supply competition results by this time will result in the ranking points scored in these competitions being excluded from the ranking point total for the anglers involved in that competition.

Upon completion of the National Championships the final ranking total for all anglers will be published on the FFA website and the process of team selections will begin.

[Amended at 2021 AGM 9 December 2021]