

THE CANBERRA MONTESSORI SOCIETY INCORPORATED

CONSTITUTION

1. NAME

The name of the association shall be "The Canberra Montessori Society Incorporated" (hereinafter referred to as "the Association").

2. OBJECTS

The objects of the Association are:

- i. To disseminate Montessori educational philosophy and methods;
- ii. To propagate, maintain and further the rights of the child in society;
- iii. To establish and run, or assist in the establishment and running, of Montessori schools, preschools and playgroups.

3. PRINCIPLES

In fulfilling its objects, the Association shall undertake and observe the following principles:

- i. Work towards spreading and maintaining the educational methods created by Maria Montessori, aiming at developing the self-reliance and personality of the child by the use of realistic individual work and thus to further the interest which society has in young people;
- ii. Work towards the creation of an atmosphere and an opportunity for the normal development of young people so that youth and adults may work together in harmony for a higher and more peaceful civilisation;
- iii. Spread knowledge concerning the physical, intellectual, moral, social and mental development of the child at home as well as at school and in society;
- iv. Montessori preschools and Montessori schools should be provided with an environment that:
 - (a) Develops in each child a positive attitude towards school;
 - (b) Helps each child develop self-confidence as an independent learner;
 - (c) Assists each child in building a habit of concentration;
 - (d) Fosters in each child an abiding curiosity;
 - (e) Develops habits of initiative and persistence;

- (f) Fosters inner-security and a sense of order in the child;
 - (g) Helps each child develop his/her sensory-motor skills;
 - (h) Sharpens each child's ability to discriminate and judge;
 - (i) Helps each child develop socially; and
 - (j) Helps each child develop his/her creative intelligence and imagination.
- v. The management of Montessori preschools and Montessori schools should:
- (a) Enhance co-operation between teacher, other educators, parents and children and provide regular educational and social opportunities for close relationships to be formed between teachers, pupils and parents and to involve parents in aspects of the day-to-day work of the school;
 - (b) Apply the latest findings from education, psychology and related fields as applicable to a Montessori preschool or Montessori school to the improvements of learning within these schools;
 - (c) Stimulate public interest in Montessori education and modern approaches to learning;
 - (d) Allow Montessori preschools and Montessori schools to act as a demonstration centre from which Montessori educational practices and other educational innovations may diffuse to other schools; and
 - (e) Provide tuition, travelling facilities and attendance and all necessities and conveniences to pupils.

4. POWERS

For the achievement of the foregoing objects, the Association shall have the following powers in addition to and without prejudice to any other powers herein expressed or implied, or expressed or implied under or by virtue of the provisions of the [Associations Incorporation Act 1991 \(A.C.T.\)](#) (hereinafter referred to as "the Act") as amended from time to time:

- i. The purchase, taking on lease or in exchange, and the hiring or otherwise acquiring of any real or personal property that may be deemed necessary or convenient for any of the objects or purposes of the Association;
- ii. The buying, selling and supplying of, and dealing in, goods of all kinds;
- iii. The construction, maintenance and alteration of building or works necessary or convenient for any of the objects or purposes of the Association;
- iv. The accepting of any gift, whether subject to a special trust or not, for any one or more of the objects or purposes of the Association;

- v. The taking of such steps from time to time as the Board or the members in general meeting may deem expedient for the purpose of procuring contributions to the funds of the Association, whether by way of donations, subscriptions or otherwise;
- vi. The printing and publishing of such newspapers, periodicals, books, leaflets or other documents as the Board or the members in general meeting may think desirable for the promotion of the objects and purposes of the Association;
- vii. The borrowing and raising of money in such manner and on such terms as the Board may think fit or as may be approved or directed by the resolution passed at a general meeting and securing the repayment of money so raised or borrowed or the payment of a debt or liability of the Association by giving mortgages, charges or securities upon or over all or any of the real or personal property of the Association;
- viii. Subject to the provisions of the Trustee Ordinance, 1957, the investment of any moneys of the Association not immediately required for any of its objects or purposes in such manner as the Board may from time to time determine;
- ix. The making of gifts, subscriptions or donations to any of the funds, authorities or institutions to which paragraph (a) of subsection (1) of Section 78 of the Income Tax Assessment Act, 1936, of the Commonwealth relates;
- x. The establishment and support or aiding in the establishment and support of associations, institutions, funds, trusts, schemes and conveniences calculated to benefit servants or past servants of the Association and their dependents and the granting of pensions, allowances or other benefits to servants or past servants of the Association and their dependents and the making of payments towards insurance in relation to any of those purposes;
- xi. The establishment and support or aiding in the establishment or support of any other association formed for any of the basic objects of the Association;
- xii. The entering into of such agreement or agreements as may be necessary or desirable to obtain educational, financial or other support or sponsorships and, in particular, to meet the requirements of the Commonwealth or ACT Government with regard to Commonwealth or ACT financial assistance;
- xiii. The provision for the delivery and holding of lectures, games, concerts, dramatic or other entertainments, exhibitions, public or other meetings, classes and conferences calculated directly or indirectly to advance the cause of education;
- xiv. The founding and endowing of scholarships, bursaries and exhibitions within any of the Association's preschools or schools or at any other educational institution;
- xv. The provision of relief, benevolence and assistance by means of pecuniary or other help to pupils of any of the Association's preschools or schools whether by way of concessions in fees or otherwise;

- xvi. The taking of such steps by personal or written appeals, public meetings or otherwise, as may from time to time be deemed expedient for the purpose of procuring contributions to the funds of the Association by way of donations, annual subscriptions or otherwise so far as the law may allow;
- xvii. In furtherance of the objects of the Association, the printing and publishing of any newspapers, periodicals, books or leaflets that the Association may think desirable and the arrangement of television and radio broadcasting sessions and other media or public communication;
- xviii. The affiliation with and representation on bodies as deemed appropriate by the Board;
- xix. The doing of all such other lawful things as are incidental or conducive to the attainment of the objects of the Association or of any of the powers specified in the foregoing provisions of this rule.

5. MEMBERSHIP

- i. A member of the Association shall be:
 - (a) The parent of a child enrolled in a preschool or school of the Association who makes payment of the annual subscription, determined in accordance with Clause 6 hereof, by the due date, or;
 - (b) A person or body that the Board of the Association admits to membership and who thenceforth pays the annual subscription.
- ii. A member of the Association may, at any time, resign from the Association by delivering or sending by post to the Public Officer a written notice of resignation;
- iii. Upon receipt of a notice under the preceding sub-rule of this rule, the Public Officer shall remove the name of the member by whom the notice was given from the Register of Members, whereupon that member ceases to be a member of the Association;
- iv. A right, privilege or obligation of a person by virtue of his/her membership of this Association:
 - (a) May be transferred or transmitted only to a person who is a parent in the same family; and
 - (b) Terminates upon cessation of membership, whether by death, resignation or otherwise.

6. SUBSCRIPTIONS & MEMBERS' LIABILITY

- i. The annual subscription payable by members of the Association shall be such amount as the Association at general meeting shall from time to time prescribe provided that until the Association otherwise determines, the annual subscription shall be determined by the Board and is payable at such time as the Board shall determine.

- ii. The liability of a member to contribute towards the payment of the debts and liabilities 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 6 (i) above.

7. INCOME AND PROPERTY

- i. The funds of the Association shall be derived from fees earned from the conduct, management and operation of preschools and schools and seminars given in respect of parent education, enrolment fees and annual subscriptions of members, the fundraising activities of members, donations and subject to any resolution passed by the Association in general meeting and subject to Section 114 of the Act, such other sources as the Board determines.
- ii. The income and property of the Association, however derived, shall be applied solely towards the promotion of the objects and purposes of the Association and no portion thereof shall be paid or transferred, directly or indirectly, by dividend, bonus or otherwise, to any member of the Association;
- iii. The Association may provide remuneration by way of salary, fees or allowances to Board members. The sum of any salary, fee or allowance provided to a Board member must be passed by resolution at the annual general meeting or at a special general meeting.
- iv. Nothing in the foregoing provisions of this rule prevents the payment in good faith to a servant or member of the Association of:
 - (a) Remuneration in return for services actually rendered to the Association by the servant or member or for goods supplied to the Association by the servant or member in the ordinary course of business; or,
 - (b) Interest at current bank overdraft rate on money lent; or,
 - (c) A reasonable and proper sum by way of rent for premises let to the Association by the servant or member.

8. ACCOUNTS OF RECEIPTS AND EXPENDITURE

- i. True accounts shall be kept:
 - (a) Of all sums of money received and expended by the Association and the manner in respect of which the receipt or expenditure takes place; and,
 - (b) Of the property, credits and liabilities of the Association;
- ii. The Board shall direct a suitably qualified person or persons to faithfully maintain all general records, accounting books and records of receipts and expenditure connected with the operations and business of the Association in such form and manner as the Board may direct.

- iii. Subject to the Act, the Regulations and these rules, the Public Officer shall keep in his or her custody or under his or her control all records, books and other documents relating to the Association, and referred to in sub-rules (i) and (ii) of this rule;
- iv. The records, books and other document of the Association shall be open to inspection at a place in the Territory, free of charge, by a member of the Association at any reasonable hour.

9. BANKING AND FINANCE

- i. All monies paid to the Association shall be received on behalf of the Association by such person or persons as the Board may direct who forthwith after receipt shall thereof issue official receipts therefor.
- ii. The Board shall cause to be opened with such bank or other financial institution as the Board selects, an account or accounts in the name of the Association into which all moneys received shall be paid as soon as possible after receipt thereof;
- iii. The Board may receive from the Association's bank or bankers for the time being, the cheques drawn by the Association on any of its accounts with the bank or bankers and may release and indemnify the bank or bankers from and against all claims, actions, suits or demands that may be brought against the bank or bankers arising directly or indirectly out of these cheques or the surrender thereof to the Association;
- iv. Except with the authority of the Board, no withdrawal or transfer of a sum exceeding two dollars shall be made from the funds of the Association otherwise than by cheque drawn on a bank account of the Association or by electronic transfer from a bank account of the Association, but the Board may provide such person or persons as the Board may direct with a sum to meet urgent expenditure, subject to the observance of such conditions in relation to the use and expenditure thereof as the Board may impose.
- v. No fund shall be withdrawn or transferred from a bank account of the Association except for the payment of expenditure that has been authorised by the Board;
- vi. For the purpose of withdrawing or transferring Association funds:
 - (a) All cheques and other negotiable instruments shall be signed by such a member of the Board nominated for that purpose, the Principal or a nominee of the Principal approved by a member of the Board. All such cheques and other negotiable instruments shall be countersigned by a separate person as may be authorized by the Board. ; and
 - (b) all electronic withdrawals or transfers of funds from a bank account of the Association shall be carried out only by a member of the Board nominated for the purpose, the Principal or a nominee of the Principal approved by a member of the Board.
- vii. Not more than one member of any family shall, at any time, be authorised to sign a cheque or order against the bank account of the Association;

- viii. At each general meeting of the Association, a statement of receipts and expenditures since the last preceding general meeting of the Association shall be presented by such person, or persons as the Board shall determine.
- ix. A person nominated by the Board shall, at the request of the Board, present to the Board, such financial statements and accounts as the Board may from time to time require.
- x. Monies received by way of pupils' fees may not be expended otherwise than for the purpose of meeting expenses incurred in staffing, maintaining and equipping the Association's preschools and schools.
- xi. The financial year of the Association shall be the period of 12 months ending 31 December each year.

10. AUDITOR

- i. At each annual general meeting of the Association, the members shall appoint a person who is not a member or the Public Officer of the Association and has not prepared or assisted with the preparation of the accounts, as the auditor of the Association;
- ii. A person so appointed shall hold office until the annual general meeting next after that at which he/she is appointed and is eligible for re-appointment;
- iii. The first auditor of the Association may be appointed by the Board before the first annual general meeting and, if so appointed, shall hold office until the first annual general meeting unless previously removed by a resolution of the members at a general meeting, in which case, the members at that meeting may appoint an auditor to act until the first annual general meeting. If an appointment is not made at an annual general meeting, the Board shall appoint an auditor of the Association for the then current financial year of the Association;
- iv. If a casual vacancy occurs in the office of auditor during the course of a financial year of the Association, the Board may appoint a person as the auditor and the person so appointed shall hold office until the next succeeding annual general meeting.

11. AUDIT OF ACCOUNTS

- i. Once, at least, in each financial year of the Association, the accounts of the Association shall be examined by the auditor;
- ii. The audit shall be completed at least 14 days before the audited statement of the accounts is required to be presented to the annual general meeting of the Association.
- iii. The auditor shall certify as to the correctness of the accounts of the Association and shall report thereon to the members present at the annual general meeting;
- iv. In his/her report and in certifying to the accounts, the auditor shall state:
 - (a) Whether he/she has obtained the information required by him/her;

- (b) Whether, in his/her opinion, the accounts are properly drawn up so as to exhibit a true and correct view of the financial position of the Association according to the information at his/her disposal and the explanations given to him/her and as shown by the books of the Association; and,
 - (c) Whether the rules relating to the administration of the funds of the Association have been observed;
- v. The Public Officer of the Association shall cause to be delivered to the auditor a list of all the accounts, books and records of the Association;

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

12. GENERAL MEETINGS: NOTICE

- i. Notice of a general meeting shall be given as set out in ii below as follows:
 - (a) Except if the nature of the business proposed to be dealt with at a general meeting requires a special resolution of the Association, at least 21 days before the date fixed for the holding of the general meeting;
 - (b) If the nature of business to be dealt with at a general meeting requires a special resolution
 - (c) of the Association, at least 21 days before the date fixed for the holding of the meeting
- ii. Notice of annual general meetings shall be given by:
 - (a) Notice in writing under the hand of the Board member delivered to the member at a classroom at the Canberra Montessori School for collection by the member, delivered by email to the member's last known email address or posted by pre-paid post to the last known address of each member; and,
 - (b) Published on the website for the Canberra Montessori School at least 7 days before the date of the meeting.
- iii. A notice of an annual general meeting shall specify the vacancies on the Board to which members are required to be elected at the annual general meeting and shall specify the address of the Board member at which nominations for the election to those offices and any notice of motion proposed to be moved at the meeting may be lodged;
- iv. A notice of a special general meeting shall specify the matter or matters in respect of which the meeting has been convened.

13. GENERAL MEETING: QUORUM AND PROCEDURE

- i. No item of business may be transacted at a general meeting unless a quorum of members entitled under these rules to vote is present during the time the meeting is considering that item.
- ii. Ten members present in person (who are entitled under these rules to vote at a general meeting) constitute a quorum for the transaction of the business of a general meeting.
- iii. If within 30 minutes after the appointed time for the start of a general meeting a quorum is not present, the meeting if called on the requisition of members is dissolved and in any other case stands adjourned to the same day in the following week at the same time and (unless another place is specified at the time of adjournment by the person presiding at the meeting or communicated by written notice to members given before the day to which the meeting is adjourned) at the same place.
- iv. If at the adjourned meeting a quorum is not present within 30 minutes after the time appointed for the start of the meeting, the members present (being not less than 3) constitute a quorum.

14. GENERAL MEETING: VOTING

- i. At a general meeting, a resolution or motion, other than a motion for the amendment of this constitution or a resolution for the dissolution of the Association put to the vote at the meeting shall be determined by a simple majority on a show of hands unless a poll is demanded by one or more members;
- ii. The Chair of a general meeting shall:
 - (a) On any question, have a second or casting vote;
 - (b) Direct the way in which any poll required by i. above is taken.
- iii. At a poll at a general meeting a vote may be cast personally or by proxy (whether general or specific);
- iv. A proxy vote shall not count at a general meeting unless the proxy (who shall be a member of the Association) has been appointed the proxy of a member by memorandum in writing signed by the appointing member and delivered to the specified Board member before the commencement of the meeting.

15. GENERAL MEETING: POWERS

- i. A resolution adopted by a general meeting becomes the policy of the Association;
- ii. A resolution adopted by a general meeting, other than a resolution for the amendment of this constitution, becomes invalid and has no further effect if:
 - (a) It is annulled by a resolution for that purpose adopted subsequently by a general meeting; or,

(b) The Board determines that the resolution contravenes any provision of this constitution.

16. GENERAL MEETING: PRESIDING OFFICER

- i. A general meeting shall be presided over by the Chair or, if he/she is absent, by a member appointed by the members present at the meeting to be the chair of the meeting.

17. GENERAL MEETING: ANNUAL

- i. An annual general meeting of the Association shall be held once in each year and not later than the thirty-first day of March in any year;
- ii. 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 the annual report of the Board;
 - (c) To receive the annual audited financial statement and accounts;
 - (d) To advise the members of the membership fees payable by members for the current year;
 - (e) To elect members of the Board in accordance with clause 17A below;
 - (f) To appoint an auditor for the ensuing year; and,
 - (g) To consider any matter in respect of which a member has given notice of motion in accordance with Clause 17(iii);
- iii. A member who intends to move a motion at an annual general meeting shall give at least three days' notice in writing delivered to the specified Board member of his/her intention to move a motion and the terms of the motion;

17A ELECTION OF BOARD MEMBERS

- i. A nomination for election to the Board shall be in writing and shall be signed by a nominating member and the member to whom the nomination relates;
- ii. A member may not nominate more than one member for election to the Board;
- iii. Only members of the Association shall be nominated to the Board;

- iv. A nomination for election to the Board shall not be accepted unless it is delivered to the Chair of the Board two weeks prior to the commencement of the annual general meeting.
- v. In the event that the Chair of the Board does not receive enough nominations for all of the available positions on the Board in accordance with section 17A iv above, nominations may be received from the floor of the annual general meeting.
- vi. Any person nominated in accordance with 17A v above shall be subject to the operation of section 17A vii below.
- vii. Each nomination for election of Board member must be passed by resolution by Association members voting yay or nay.*
- viii. Board member positions can remain vacant positions and nominations are subject to the voting requirements set out in section 17A vii.
- ix. If there are no successful nominations, the Board may, at its discretion, call for a second round of voting at the annual general meeting.
- x. If a second round of voting is called, the Board may either approve a nominee that does not meet the requirements of section 17A vii, or keep the position vacant in accordance with section 17A viii.

*successful nominations require that the nominated person receives 50% of the 'yay' vote plus one additional vote.

18. GENERAL MEETING: SPECIAL

- i. Where not less than ten members of the Association by notice in writing delivered to the Chair request the Board to convene a special general meeting of the Association for the purpose of determining the matter or matters specified in the notice, the Board shall fix a time and a place on a date, being a date not later than twenty-one days and not earlier than ten days after the date on which the notice is delivered to the Chair, for the holding of a special general meeting of the Association;
- ii. The Board may convene a special general meeting of the Association for the purpose of determining any matter that, in the opinion of the Board, should be considered by a special general meeting or for the purpose of considering any proposed amendment of this constitution.
- iii. At a special general meeting, the matter or matters in respect of which the meeting has been convened, and no other matter shall be considered;
- iv. This constitution may be amended at a special general meeting of the Association by motion, of which notice has been given in the notice of the meeting, passed by a two-thirds majority.

19. GENERAL MEETING: ADJOURNMENT

- i. The Chairman of a general meeting at which a quorum is present may, with the consent of the meeting, adjourn the meeting from time to time and place to place, but no business shall be transacted at an adjourned meeting other than the business left unfinished at the meeting at which the adjournment took place;
- ii. Where a meeting is adjourned for fourteen days or more, the like notice of the adjourned meeting shall be given as in the case of the original meeting.

20. ANNUAL REPORT

The Board shall prepare an annual report for presentation to the annual general meeting.

21. THE BOARD

- i. The management of the Association shall be vested in the Board which shall consist of twelve positions each with a two year term of office except in the Board's first year of operation where four positions shall have a one year term of office.
- ii. (a) Board members to fill each of the vacant Board positions shall be elected by the members of the Association at each annual general meeting.

(c) Notwithstanding 21(i) the term of office for any Board position shall expire and the position fall vacant immediately preceding the annual general meeting nearest in time to the end of that term;
- iii. Offices of Chair and Deputy Chair will be determined by resolution passed at the first general meeting after the annual general meeting. The Board Chair shall act as the:
 - a. Chair of the Association as required; and
 - b. The Public Officer for the Association as defined under the Act
- iv. If during the term of office, the office of Chair becomes vacant, the Board shall call for a general meeting within 2 weeks of the vacancy, and by resolution, appoint a new chair from amongst the members.
- v. The Board may co-opt an Association member to fill any vacant Board position unless the vacancy arises within the month prior to the annual general meeting. Such co-opted Board member shall retain his/her position until the expiration of that position's term of office.
- vi. Meetings of the Board shall be chaired by the Chair, or if the Chair is absent, by a member of the Board appointed by the members of the Board present at the meeting to be chair of the meeting.
- vii. At a meeting of the Board, a quorum shall be constituted by a number at least 50% of the current Board membership.
- viii. A question arising at a meeting of the Board shall be determined by a simple majority or a show of hands.

- ix. The Chair of a meeting of the Board shall, on any question, have a casting vote only.
- x. A member co-opted to the Board is entitled to the same rights and responsibilities as an elected Board member.
- xi. The Board shall manage the affairs of the Association taking due notice of any directions of the Association expressed at general meetings.
- xii. The Chair shall cause a meeting of the Board to be convened whenever it is necessary for the proper and efficient management of the Association for a meeting of the Board to be held.
- xiii. Except for the purposes of 21(iii) Board members shall be given not less than seven days notice of any Board meeting.

22. SUB-COMMITTEES

- i. The Board may appoint sub-committees for such purposes as the Board may determine and may delegate such of its powers to such sub-Boards as it sees fit;
- ii. Sub-committees shall report to the Board at such times as the Board may direct.

23. VACATION OF OFFICE

- i. For the purpose of these rules, a vacancy in the office of a member of the Board occurs if the member:
 - (a) Dies;
 - (b) Suffers from mental or physical incapacity
 - (c) Resigns his/her office by writing under this hand addressed to the Board;
 - (d) Ceases to be a resident in the Australian Capital Territory or of any city or state immediately adjoining such Territory;
 - (e) Fails, without leave granted by the Board, to attend three consecutive meetings of the Board;
 - (f) Ceases to be a member of the Association;
 - (g) Fails to pay all arrears of subscription due by him/her within fourteen days after he has received a notice in writing signed by the Public Officer stating that he has ceased to be a financial member of the Association.
 - (h) Is removed from office by the members voting, by ordinary resolution, at a duly convened meeting of members;
 - (i) Is disqualified under any rule of law from holding such an office;

24. DISCLOSURE OF INTERESTS IN CONTRACTS, ETC.

- i. A member of the Board who is interested in any contract or arrangement made or proposed to be made with the Association shall disclose his/her interest at the first meeting of the Board at which the contract or arrangement is first taken into consideration, if his/her interest then exists or, in any other case, at the first meeting of the Board after the acquisition of his/her interest;
- ii. If a member of the Board becomes interested in a contract or arrangement after it is made or entered into, he shall disclose his/her interest at the first meeting of the Board after he becomes so interested;
- iii. No member of the Board shall vote as a member of the Board in respect of any contract or arrangement in which he is interested and if he does so vote, his/her vote shall not be counted.

25. NOTICES

Notices may be served by or on behalf of the Association upon any member by delivery to the classroom at the Canberra Montessori School for collection by the member, delivery by email to the member's last known email address or posting by pre-paid post to the last known address of each member.

26. DISCIPLINING OF MEMBERS

- i. Subject to this rule, the Board may expel a member from the Association if, in the opinion of the Board, the member has been guilty of conduct detrimental to the interests of the Association;
- ii. The expulsion of a member pursuant to sub-rule i. of this rule does not take effect:
 - (a) Until the expiration of fourteen days after the service on the member of a notice under sub-rule iii. Of this rule; or,
 - (b) If the member exercises his/her right of appeal under this rule, until the conclusion of the special general meeting convened to hear the appeal, whichever is the later date;
- iii. Where the Board expels a member from the Association, the Public Officer of the Association shall, without undue delay, cause to be served on the member a notice in writing:
 - (a) Stating that the Board has expelled the member;
 - (b) Specifying the grounds for the expulsion; and,
 - (c) Informing the member that if he/she so desires he/she may, within fourteen days after the service of the notice on him/her, appeal against the expulsion as provided in this rule;

- iv. A member on whom a notice under sub-rule iii. of this rule is served, may appeal against the expulsion to a special general meeting by delivering or sending by post to the Public Officer of the Association, within fourteen days after the service of that notice, a requisition in writing demanding the convening of such a meeting for the purpose of hearing his/her appeal;
- v. Upon receipt of a requisition under sub-rule iv. of this rule, the Public Officer shall forthwith notify the Board of its receipt and the Board shall thereupon cause a special general meeting of members to be held within twenty-one days after the date on which the requisition is received by the Public Officer;
- vi. At a special general meeting convened for the purpose of this rule:
 - (a) No business other than the question of the expulsion shall be transacted;
 - (b) The Board may place before the meeting details of the grounds of the expulsion and the Board's reasons for the expulsion;
 - (c) The expelled member shall be given an opportunity to be heard; and,
 - (d) The members present shall vote by secret ballot on the question whether the expulsion should be lifted or confirmed;
- vii. If at the special general meeting, a majority of the members present vote in favor of the lifting of the expulsion, the expulsion shall be deemed to have been lifted and the expelled member is entitled to continue his/her membership of the Association;
- viii. If, at the special general meeting, a majority of the members present vote in favour of the confirmation of the expulsion, the expulsion takes effect and the expelled member ceases to be a member of the Association.

27. SEAL

- i. The seal of the Association shall be in the form of a rubber stamp, inscribed with the name of the Association encircling the work "Seal";
- ii. The seal of the Association shall not be affixed to any instrument except by the authority of the Board and the affixing thereof shall be attested by the signatures either of two members of the Board or of one member of the Board and of the Public Officer of the Association or such other person as the Board may appoint for that purpose and that attestation is sufficient for all purposes that the seal was affixed by authority of the Board;
- iii. The seal shall remain in the custody of the Public Officer.

28. DISSOLUTION OF THE ASSOCIATION

- i. The Association may be dissolved at a special general meeting of the Association by resolution, the terms of which shall have been specified in the notice of meeting, carried by a two-thirds majority;

- ii. Voting on a resolution for dissolution of the Association shall be determined on a show of hands unless a poll is demanded by one or more members;
- iii. On a vote of a resolution for dissolution of the Association, the chairman of the meeting shall have a casting vote only;
- iv. A resolution for the dissolution of the Association shall specify an organisation or organisations having objects similar to any object of the Association, being an organisation by its constituent rules prohibiting the distribution of its income and property amongst its members to an extent at least as great as is imposed upon the Association, to whom the property of the Association shall, upon dissolution of the Association, be transferred.

29. INTERPRETATION OF THE CONSTITUTION

- i. The decision of the Board on the interpretations of the Constitution shall be conclusive and binding on all members unless and until the same shall be overruled by an annual or special general meeting called for that purpose;
- ii. If any circumstances shall arise which is not provided for in the constitution, the Board shall, subject to any direction from time to time given to it by resolution of an annual or special general meeting, have power to determine what action may be taken to best give effect to the objects of the Association and ensure its efficient administration and every act of the Board bona fide resolved upon pursuant to this rule shall be valid and effectual as if specifically authorised herein.