

Masonic Motorcycle Association of Australia
Incorporated



CONSTITUTION

As amended 18th April 2009

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INTERPRETATION

1. In these rules, except in so far as the context or subject matter otherwise indicates or requires:
 - “ACT” means the Associations Incorporations Act 1984.
 - “ASSOCIATION” means the total body of Members wherever resident constituted by these rules as the Masonic Motorcycle Association of Australia Incorporated.
 - “ASSOCIATE MEMBER” means a person granted Membership who is not Freemason, has paid all monies due, and shall have all rights and privileges of Members, and eligible to be elected to all offices other than President and Vice President.
 - “CHAPTER” means a Chapter of the Association established at any place in a State or Territory of the Commonwealth of Australia or such other place or places as the National Committee may determine.
 - “CHAPTER COMMITTEE” means the committee of a Chapter of the Association formally elected as provided by the rules for the conduct of the affairs of the Chapter.
 - “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 an informal Chapter Committee, the person chosen from time to time by the Members of the Chapter to be the principal Member of that Committee.
 - “CHARTER” means the formal granting of a right by this Association for a Chapter to be established in accordance with these Rules.
 - “COMMISSIONER” means the Commissioner of the Office of Fair Trading.
 - “CRAFT” means the fraternal organisation otherwise known as Freemasonry.
 - “FREEMASON” or “MASON” is a Member of the fraternal organisation known as Freemasonry and who is a financial Member of a regularly constituted lodge under the jurisdiction of United Grand lodges of the Commonwealth of Australia and its Territories
 - “GENERAL MEETING” means a general meeting of the Members of the Association or of a Chapter thereof (as the case may be or the context may require) properly convened and held in accordance with these Rules.
 - “INFORMAL CHAPTER COMMITTEE” 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 shall be empowered to do so and the description “Chapter Committee” shall be read as meaning “Informal Chapter Committee” in every rule where the context of the rule requires.
 - “MEMBER” means a person who has been granted Membership or, has been approved for Membership by the National Committee and has paid all monies due.
 - “NATIONAL ADMINISTRATION” means the exercise of the management and control of the Association and of its funds by the National Committee.
 - “NATIONAL COMMITTEE” means the Committee elected as provided by the rules for the management and control of the Association and of its funds.
 - “RULES” means the rules of Constitution of the Association as set out herein and as may be amended from time to

time by the Members of the Association gathered at an Annual General Meeting or a meeting convened for this purpose.

“YEAR” means the twelve months ended 30th October each year, which shall be deemed to mean the financial year of the Association or any other period as determined by the Association in accordance with these Rules.

PURPOSES

2. The purposes for which the Association is established are:
 - a. To provide ways in which motorcyclists who are Freemasons and other motorcyclists who are not Freemasons can get together for companionship and mutual support.
 - b. To show by example that motorcycling can be an enjoyable and practical activity for riders of all ages.
 - c. To draw to the attention of public and private institutions the principles and tenets of Freemasonry.

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 purposes for which the Association is established.
 - b. To communicate, affiliate, or enter into other relations, formal or informal, with other clubs, associations, or other bodies having any similar purpose and to subscribe to, become a Member of, or cooperate with any such clubs, associations, or other bodies in any way as may be likely to further the purposes 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 its purposes.
 - 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 purposes above.

INCOME AND PROPERTY

4. The income and property of the Association shall be applied solely towards the purposes 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 herein contained 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 are rendered during the course of the Member's usual or accepted occupation.
5. 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 a recognised Masonic charity, 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.

MEMBERSHIP

6. A person is eligible to be a Member of the Association if the person:
 - a. is a Freemason of good standing, or
 - b. is a person known and proposed by a Member of the Association who, but for the fact that they are not eligible under clause a) above, holds similar values as the Members, and
 - c. has applied for Membership to the National Secretary of the Association in such manner as may be prescribed from time to time, and
 - d. has been approved for Membership by the National Committee.
7. Where a person seeking Membership is not a Freemason or a Member of the Craft they shall be classed as Associate Members until such time as they join the Craft. Where a Member ceases to be a Member of the Craft, their membership shall revert to that of an Associate Member.
8. Where the National Committee determines to approve an application for Membership, the Secretary of the Committee shall as soon as practicable thereafter notify the applicant of that approval and cause the person's name to be entered in the register of Members.
9. Where a Member is a resident of or reasonably within the locality of a place where a Chapter of the Association is established, that Member shall be deemed to be a Member of that Chapter for the purposes of rules 16 and 94, but where a Member is not so resident that Member shall be deemed to be an unattached Member for the purposes of those rules.
10. No person to whom the requirement would otherwise apply shall be denied or lose his or her eligibility for Membership by reason only that he or she no longer holds a current motorcycle rider's licence because of age, physical infirmity, or other acceptable cause PROVIDED that, in the case of a person not already a Member, he or she can demonstrate a prior longstanding interest and involvement in motor cycling to the satisfaction of the National Committee.
11. 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 six months of its becoming due
 - e. being a person previously qualified for Membership under the provisions of sub-rule 6b, where the National Committee deems that that person is no longer qualified for Membership of the Association.

REGISTER OF MEMBERS

12. The Secretary of the National Committee shall establish and maintain a register of Members of the Association which shall specify at least the name and address of each

person who is a Member, the person's Membership number, the name of the Masonic Lodge that the Member belongs to (if applicable) and whether or not the Member is an Associate Member of this Association, and the date on which the person became a Member.

13. The register of Members of the Association shall be kept by the National Administration of the Association and there shall be extracted from it from time to time such lists of Members as may be required and which shall be open for inspection, free of charge, by any Member at any reasonable place and hour.

FEES AND SUBSCRIPTIONS

14. A person making application for Membership of the Association shall pay to the Association with that application:
 - a. an annual subscription of \$25.00 or, where some other amount is determined by the National Committee, that other amount, the sum of which shall be retained by the Association if the person's application for Membership is approved but shall be refunded to the person if the application is refused.
 - b. Where a person is admitted as a Member on or after 1st July in any year, the amount required to be paid as an annual subscription under sub-rule (b) of this rule shall count as the Member's annual subscription commencing on 1st November of the current year.
15. Each Member shall pay an annual subscription of \$25.00 or, where some other amount is determined by the National Committee, that other amount and that subscription shall be due on the 1st November of the year and shall be that Member's subscription for one year ending on 30th October of that year.

DISCIPLINING OF MEMBERS

16. Where the National Committee is of the opinion that a Member:
 - a. has persistently refused or neglected to comply with a provision or provisions of these rules; or
 - b. has persistently or wilfully acted in a manner prejudicial to the interests of the Association, the National Committee may, by resolution subject to clauses 18 –25 of these rules:
 - i. expel the Member from the Association; or
 - ii. suspend the Member from Membership of the Association for a specified period
17. Where a Chapter Committee is of the opinion that a Member:
 - a. has persistently refused or neglected to comply with a provision or provisions of these rules; or
 - b. has persistently or wilfully acted in a manner prejudicial to the interests of the Association, the Chapter Committee may request the National Committee to investigate a complaint or complaints in relation to the Member.
18. The secretary of the National Committee shall advise the subject Member in writing by registered mail at the Members last known address recorded in any Membership register or database currently maintained by the Association 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 rules 18 – 25 and the procedures that will be followed.

19. In order to investigate a complaint or complaints as specified in rule 17, the National Committee shall appoint a tribunal of not less than three Members of the Association of the National Committee's choosing, to investigate the complaint.

Members chosen to form a tribunal under rule 19 should where possible have previously served in an executive role on the National Committee. A tribunal appointed for this purpose shall:

- a. 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;
 - b. 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
20. The chairperson of a tribunal appointed under rule 19 of these rules shall:
 - a. contact the Member subject of the complaint and arrange a mutually suitable time(s) and place(s) of the meeting(s) to examine any evidence;
 - b. cause a record to be kept in writing of all meetings and deliberations of the tribunal;
 - c. cause a written report to be furnished to the National Committee and to the subject Member detailing the tribunal's findings and recommendations.
 - d. cause to be forwarded to the National Committee all records produced during the investigation process.
 21. Where a Member 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 ex-parte.
 22. Where the Member receives a report sent under rule 20c of these rules, that Member may, within 21 days of receipt of the report, make a written appeal to the National Committee for their consideration, prior to the making of any resolution under rule 16.
 23. 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 National Committee:
 - a. by resolution makes a ruling under rule 16 of these rules to expel or suspend a Member the Secretary of the Committee shall cause a copy of the ruling to be sent by registered post to the Member's last known address recorded in any Membership register or database currently maintained by the Association
 - b. makes any decision other than a ruling to expel or suspend the Member, the Secretary shall cause to be sent to the Chairman of the tribunal which made any recommendations to the National Committee concerning the subject Member and to the subject Member a copy of the National Committee's decision.
 24. Where a person is expelled from Membership of the Association by virtue of a ruling made under rule 16 of these rules, that person may not be admitted to Membership of the Association at a later time.

25. Where a Member is suspended from the Association for a specified time by virtue of a ruling made under rule 16 of these rules, that Member may not partake in any form in any functions, events or proceedings of the Association or a Chapter of the Association during the term of the suspension.

NATIONAL COMMITTEE

26. There shall be a National Committee of management of the Association which, subject to these rules, and to any resolution passed by the Association in General Meeting:
 - a. shall control and manage the affairs of the Association and its funds
 - b. may exercise all such functions as may be exercised by the Association other than those functions required by these rules to be exercised by a general meeting of the Members of the Association; and
 - c. has power to perform all such acts and do all such things as appear to the Committee to be necessary or desirable for the proper management of the affairs of the Association.
27. The National Committee shall consist of:
 - a. the National President
 - b. the National Vice-President
 - c. the National Secretary, and
 - d. the National Treasurer, or
 - e. the National Secretary/Treasurer and
 - f. three ordinary Members,

so that there shall always be seven members of the National Committee, all of whom shall be elected at the Annual General Meeting of the Association in accordance with the rules in that regard.

- g. the National President and Vice President shall not serve a term longer than two (2) consecutive years in each role, though they are eligible for nomination at future AGM's.
 28. Each elected Member of the National Committee shall, subject to these rules, hold office until the time of the declaration that all positions on the Committee are now vacant made at the Annual General Meeting of the Association next following the date of the Member's election.
 29. In the event of a casual vacancy occurring in the elected Membership of the National Committee, that Committee 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 Committee are now vacant made at the Annual General Meeting of the Association next following the date of the appointment.
- #### **CHAPTERS**
30. The establishment of a Chapter of the Association shall be subject to the granting of a Charter by the National Committee, and which will be conditional on the proposed new Chapter having and maintaining a minimum of five (5) current financial Members of the Association who shall also be Members of the Chapter.
 31. A Chapter will be deemed to be established only after it receives formal notification from the Association that a Charter has been granted for that Chapter.

32. A Chapter may be established either by:
 - a. Members in a geographical area applying to the Association for a Charter to form a Chapter.
 - b. the Association asking Members in a geographical area to form a Chapter.
33. The National Committee shall at a duly formed General Meeting have the power to grant or decline to grant a Chapter a Charter to be formed.
34. The National Committee at a duly formed General Meeting shall have the power to either withdraw, or place conditions on the continuation of the Charter granted to any Chapter where it is considered for good reason to be in the best interests of the Association.
35. All assets of the Chapter shall form part of the assets of the Association. Where a Charter is withdrawn from a Chapter under paragraph 34 above, the bank account of the Chapter shall be closed and the balance, therein, after payment of all amounts due and payable by the Chapter, shall be transferred to the Association and banked into the Association's bank account.
36. There shall be a Chapter Committee of each Chapter of the Association, either formally elected or informal by consensus, which, subject to these rules and to the reasonable direction of the National Committee, shall conduct the affairs of the Association at the place at which the Chapter is established.
37. Each formally elected Chapter Committee shall consist of the office-bearers of the Chapter who shall be:
 - a. the Chapter President
 - b. the Chapter Vice President (if required)
 - c. the Chapter Secretary, and
 - d. the Chapter Treasurer, or
 - e. the Chapter Secretary / Treasurer; and
 - f. up to three ordinary Members, each of whom shall be elected at the Annual General Meeting of the Chapter in accordance with the rules in that regard.
 - g. in line with Art. 27 (g) the Chapter President and Vice President shall not serve a term longer than two (2) consecutive years in each role, though they are eligible for nomination at future AGM's.
38. Each formally elected Member of a Chapter Committee shall, subject to these rules, hold office until the time of the declaration that all positions on the Committee are now vacant made at the Annual General Meeting of the Chapter next following the date of the Member's election.
39. In the event of a casual vacancy occurring in the Membership of a formally elected Chapter Committee, that Committee may appoint a Member of the Chapter 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 Committee are now vacant made at the Annual General Meeting of the Chapter next following the date of the appointment.

ELECTION OF MEMBERS OF COMMITTEES

40. At each Annual General Meeting of the Association or of a

Chapter, as the case may be, the Member then presiding shall declare that all positions on the Committee are now vacant but such a declaration shall not be made until all the outstanding business of the Association or Chapter and that of the retiring Committee has been dealt with.

41. Upon the declaration being made, the Members present shall appoint one of their number to conduct the election of all the Members of the Committee as provided by these rules and, should a ballot be required, at least two scrutineers to assist, none of which are to be a candidate for office.
42. 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 Committee.
43. Nominations of candidates for election as National Office-Bearers, Chapter Office-Bearers, or ordinary Members of the National or a Chapter Committee:
 - a. shall be made in the first instance in writing, signed by two Members of the Association or of the Chapter, as the case may be, and accompanied by the written consent of the candidate (which may be endorsed on the form of nomination); and
 - b. shall be delivered to the National Secretary in the case of the National Committee not less than 28 days before the Annual General Meeting to allow the nominations to be communicated to all Members prior to the AGM
 - c. shall be delivered to the Chapter Secretary in the case of a Chapter Committee not less than 28 days before the date fixed for holding the Annual General Meeting.
44. No Member shall be nominated in writing for more than one position on a Committee but a Member who fails to gain election to the position for which nominated in writing may at the time declare himself or herself to be a candidate for election to any succeeding position or positions on the Committee and shall be counted as if nominated in writing for the purposes of Rule 45.
45. If insufficient written nominations are received to fill all vacancies on a committee, the candidates nominated in writing shall be deemed to be elected, and any vacant positions remaining on the committee shall be deemed to be casual vacancies.
46. If the number of nominations received for any position or positions on a Committee exceeds the vacancy or vacancies to be filled, a ballot shall be held.
47. The ballot for Office-Bearers and ordinary Members of a Committee shall be conducted in such usual and proper manner as the Committee may direct.

SECRETARIES

48. It shall be the duty of the Secretary of a Committee to:
 - a. keep Minutes of:
 - i. all appointments of Office-Bearers and Members of the Committee
 - ii. the names of the Members of the Committee present at a Committee Meeting or a General Meeting; and
 - iii. all proceedings at Committee Meetings and General Meetings; and
 - b. 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.

TREASURERS

49. It is the duty of the National Treasurer of the Association to ensure that:
- all money due to the Association is collected, received and promptly banked into the bank Account of the Association; and
 - all payments authorised by the Association are made; and
 - 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 of the Association.
50. It is the duty of the treasurer of a Chapter of the Association to ensure that:
- all money due to the Chapter is collected, received and promptly banked into the bank account of the Chapter; and
 - that all payments authorised by the Chapter Committee are made; and
 - 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; and
 - to provide to the Association a summary of all receipts and payments of the Chapter within 60 days after the end of the financial year in a form as may be requested by the National Treasurer of the Association.

PUBLIC OFFICER

51. Except as otherwise provided by these rules 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.

CASUAL VACANCIES

52. For the purposes of these rules, a casual vacancy occurs in the office of a Member of a formally elected Committee if the Member:
- dies
 - ceases to be a Member of the Association
 - becomes bankrupt or insolvent
 - resigns office by notice given to the Secretary of the Committee
 - is removed from office under Rule 53 or Rule 54
 - becomes of unsound mind or a person whose person or estate is liable to be dealt with in any way under the law relating to mental health; or
 - is absent without the consent of the Committee from all meetings of the Committee held during a period of 6 months.

REMOVAL FROM OFFICE

53. The Members of the Association in General Meeting may

by resolution remove any Member of the National Committee from the office of Member before the expiration of the Member's term of office and may by resolution The Members of a Chapter in General Meeting 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.

54. Where a Member of a Committee to whom a proposed resolution referred to in Rule 53 or Rule 54 relates makes representations in writing, not exceeding a reasonable length, to the Secretary or the President of the Committee concerned and requests that the representations be notified to Members of the Association or Chapter, as the case may be, the Secretary or the President of the Committee may send a copy of the representations to each Member, as the case may be, 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.

COMMITTEE MEETINGS

55. Each Committee shall meet at least 3 times in each period of 12 months at such place and time as the Committee may determine. Where personal attendance is not possible, a meeting by conference line may be acceptable.
56. In the case of the National Committee, the Association shall pay reasonable travel expenses and accommodation costs, including air fares if applicable, to any elected Members of the National Committee attending any National Committee meeting other than the one held in conjunction with the Annual General Meeting.
57. Additional meetings of a Committee may be convened by its President or by any two other of its Members.
58. Oral or written notice of a meeting of a Committee shall be given by its 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.
59. Any 3 Members of a Committee shall constitute a quorum for the transaction of the business of a meeting of the Committee 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.
60. If at the adjourned meeting of a Committee a quorum is not present within half an hour of the time appointed for the meeting, the meeting shall be dissolved.
62. At a meeting of a Committee:
- the President of the Committee or, in the President's absence in the case of the National Committee, the Vice-President shall preside; or
 - if the President and Vice-President (if any) are absent or 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.
63. A Committee by resolution may:
- delegate to one or more Sub-Committees, consisting of such Member or Members as the Committee thinks fit, the exercise of such of the functions of the

Committee as are specified in the resolution, other than:

- i. this power of delegation; or
 - ii. function which is a duty imposed on the Committee by any law.
- b. revoke wholly or in part any delegation under this rule

COMMITTEE MEETING VOTING AND DECISIONS

64. Questions arising at a meeting of a Committee or of a Sub-Committee appointed by the Committee shall be determined by a majority of the votes of Members of the Committee or Sub-Committee present at the meeting.
65. Each Member present at a meeting of a Committee or of a Sub-Committee appointed by a Committee 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.
66. Subject to there being a quorum present, a Committee may act on any question notwithstanding any vacancy on the Committee.
67. Any act or thing done or suffered, or purporting to have been done or suffered, by a Committee or a Sub-Committee appointed by a Committee, is valid and effectual notwithstanding any defect that may afterwards be discovered in the appointment or qualification of any Member of the Committee or Sub-Committee.

ANNUAL GENERAL MEETING

68. The Annual General Meeting of the Association shall be convened to be held on a date not later than 31st March in each year
69. At the Annual General Meeting, the host Chapter of the next Annual General Meeting shall be decided.
70. The venue of the next Annual General Meeting shall be communicated to the National Committee by the host Chapter no later than the 30th September prior to the next Annual General Meeting.
 - a. where possible, due consideration should be given to ensure a venue is selected that is central to existing chapters, thereby ensuring travel distances that are not excessive.
71. The Annual General Meeting of a Chapter of the Association shall be convened to be held on a date not later than 31st March in each year and at such place and time as the Chapter Committee may determine.
 - a. chapters that are incorporated under the Act and have declared a financial year ending 30th June must convene and hold their AGM within five (5) months of the end of the financial year.
72. An Annual General Meeting shall be specified as such in the notice convening the meeting.
73. 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 from the Committee reports upon the activities of the Association or Chapter, as the case

may be, during the last preceding financial year;

- c. to receive and consider the statement of the financial affairs of the Association or Chapter for the year ended the previous 30th October which is required to be submitted to the members under section 26(6) of the Act.
- d. to elect office-bearers and ordinary Members of the Committee of the Association or Chapter, as the case may be.
- e. to receive and consider the statement which is required to be submitted to members under section 26(6) of the Act.

SPECIAL GENERAL MEETINGS

74. The National Committee may whenever it thinks fit, convene a special general meeting of the Association.
75. The Committee must, on the requisition in writing of at least 10% of the total number of members, convene a special meeting of the Association.
76. A requisition of Members for a special General Meeting:
 - a. shall state the purpose or purposes of the meeting;
 - b. shall be signed by the Members making the requisitions;
 - c. shall be lodged with the Secretary of the Committee concerned; and
 - d. may consist of several documents in a similar form, each signed by one or more of the Members making the requisition.
77. If any Committee fails to convene a special General Meeting to be held within 28 days after the date on which a requisition of Members for the meeting is lodged with its Secretary, any one or more of the Members who made the requisition may convene a special General Meeting to be held not later than three months after that date.
78. A special General Meeting convened by a Member or Members as referred to in rule 77 shall be convened as nearly as is practicable in the same manner as General Meetings are convened by the Committee concerned and any Member who thereby incurs expenses is entitled to be reimbursed by the Association for any expense so incurred.

NOTICE OF GENERAL MEETING

79. Except where the nature of the business proposed to be dealt with at a general meeting requires a special resolution, the Secretary of the Committee concerned shall, at least 14 days before the date fixed for the holding of the General Meeting, cause to be sent by pre-paid post to each Member entitled at the Members address appearing in the register of Members, a notice specifying the place, date and time of the meeting and the nature of the business proposed to be transacted at the meeting.
80. Where the nature of the business to be dealt with at a General Meeting requires a special resolution, the Secretary of the Committee concerned shall, at least 21 days before the date fixed for the holding of the general meeting, cause notice to be sent to each Member entitled in the manner provided in rule 79, specifying, in addition to the matter required under rule 79, the intention to propose the resolution as a special resolution.

PROCEDURE AT GENERAL MEETINGS

81. 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.
82. 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 Secretary of the Committee concerned, who shall include that business in the next notice calling a general meeting given after receipt of the notice from the Member.
83. Notices of general meetings of the Association, or of a Chapter, shall be deemed to be sufficiently given if notice thereof be published in any official publication of the Association or of the Chapter, PROVIDED that any such notice shall be published in sufficient time to comply with the requirements of Rules 79 and 80 in regard to sufficient periods of notice.
84. No item of business shall be transacted at a general meeting unless a quorum of Members entitled to vote is present in person or by proxy during the time the meeting is considering that item of business.
85. Five Members present in person or by proxy and entitled to vote shall constitute a quorum for the transaction of business at a general meeting.
86. If, within half an hour after the appointed time for the commencement of a general meeting a quorum is not present, the meeting shall be dissolved if convened upon the requisition of Members, and shall in any other case stand adjourned to a date and at a place and time to be determined by the Committee concerned and advised to Members by notice of not less than 14 days.
87. 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 in person or by proxy (being not less than 3) shall constitute a quorum.
88. The President of the Committee concerned or, in the President's absence in the case of a general meeting of the Association, the Vice-President shall preside as chairperson at each general meeting.
89. If the President and Vice-President (if any) are absent from a general meeting or are unwilling to act, the Members present shall elect one of their number to preside as chairperson at a meeting.
90. 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 and at a place and time to be determined by the Committee concerned and advised to Members by notice of not less than 14 days, 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.
91. A question arising at a general meeting shall be determined on a show of hands and, unless before or on the declaration of the show of hands a secret ballot is demanded, 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, or an entry is made in the minutes book to that effect, is evidence of the fact without proof of the number or proportion of the votes recorded in favour of or against the resolution.
92. At a general meeting a secret ballot may be demanded by the chairperson or by not less than three Members present in person at the meeting.
93. Where a secret ballot is demanded at a general meeting, the secret ballot shall be taken:
- immediately in the case of a secret ballot which relates to the election of the chairperson of the meeting or the question of an adjournment; or
 - 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 secret ballot on the matter shall be deemed to be the resolution of the meeting on the matter.
94. Upon any question arising at a general meeting:
- a Member has one vote only
 - at a General Meeting of the Association all votes shall be given personally, by proxy or by postal vote
 - at a General Meeting of a Chapter all votes shall be given personally
 - in the case of an equality of votes, the chairperson of the meeting is entitled to a second or casting vote
 - a Member or proxy is not entitled to vote unless all money due and payable by the Member to the Association has been paid.
 - a Member not able to attend a General Meeting of the Association shall be entitled to appoint another Member as proxy by notice given to the Secretary no later than 24 hours before the time of the meeting in respect of which the proxy is appointed.
 - The prescribed form for a proxy vote at a general meeting shall be such form as shall accompany the notice of a meeting at which it is proposed to pass a resolution as a special resolution and in any other case as shall be issued to the Member on request.
 - a proxy vote lodged by a Member on the question shall be counted in determining the question where a secret ballot is demanded.

SPECIAL RESOLUTION

95. A resolution of the Association is a Special Resolution if it is passed by a majority which comprises not less than three quarters of such Members of the Association as entitled under these rule so to do, vote in person or by postal vote at a General 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 these rules.
96. Where it is made to appear to the Commissioner that it is not practicable for the resolution to be passed in the manner specified above, if the resolution is passed in a manner specified by the Commissioner.
97. 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 financial Members.

OTHER MEETINGS

98. The Committee of a Chapter may at its discretion convene such other meetings of the Members of the Chapter as it sees fit, but no business shall be transacted at any such meeting if it is properly the business of the Committee or of the Members gathered in general meeting.

MISCELLANEOUS

99. 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 National Committee.
- a. Any two Members may nominate / second another Member they consider suitable for life Membership. The nomination, in writing, shall be posted to the National Secretary, not later than two (2) months before the advertised date of the upcoming National AGM. The nomination shall contain full details in support of the nominated Member's service.
 - b. Following agreement on suitability of the nomination by the National Committee, the nomination shall be presented to the Extended National Committee Meeting, held during the course of the upcoming AGM, for their consideration and approval.
 - c. Approval of the nomination shall be announced to Members during the course of the National AGM. The granting of life Membership upon the nominated Member absolves that Member from the payment of future annual subscriptions and shall be accorded such privileges as the National Committee in its discretion may determine.
100. The funds of the Association shall be derived from donations, entrance fees and annual subscriptions of Members and Associate Members and, subject to any resolution passed by the Association in general meeting, such other sources as the National Committee may determine.
101. The funds of an individual Chapter shall be derived from donations and any other sources as determined by the Chapter Committee.
102. All money received by the Association or by a Chapter shall be deposited as soon as practicable and without deduction to the credit of the Association's or Chapter's bank account.
103. All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments shall be signed by any two Members of the Committee concerned, being Members authorised to do so by the Committee.
104. Except for Rules 4 and 5 hereof, the rules contained within this Constitution may be altered, rescinded, or added to by a special resolution of the Members of the Association gathered in general meeting.
105. Upon any proposed alterations to the Constitution, one month's notice shall be given to the Members together with the text of such alteration, which if duly passed shall become part of this Constitution.
106. The records, books, and other documents of the Association or of a Chapter shall be open to inspection, free of charge, by a Member of the Association at any reasonable place and hour.
107. If any doubt shall arise as to the proper construction or meaning of any of these rules or of any expression used therein, the decision of the National Committee shall be final and conclusive, provided that such decision be reduced to writing, and recorded in the minute book of the proceedings of the National Committee. The headings to these rules are to facilitate reference only and do not form part of these rules and shall not in any way affect the interpretation thereof.

108. Each Member shall be personally responsible for any entry fees, licensing, registration fees, insurance coverage and accommodation costs that would be necessary to participate in any meetings, road trips or functions organised by the Association or one of its Chapters.
109. The National Committee will, from time to time, issue rules, to be known as "Ride Rules", that shall govern the manner and conduct of Members when engaged in rides on public roads. These rules are to be formulated to ensure the safe conduct of riders and shall be strictly adhered to.

SERVICE OF NOTICES

110. For the purposes of these rules 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 prepaid post to the address of the person or
 - c. by sending it by facsimile transmission, email or some other form of electronic transmission to an address specified by the person for giving or serving the notice.
111. For the purposes of these rules a notice is taken, unless the contrary is proved, to have been given or served:
- a. in the case of a notice given or served personally on the date on which it is received by the addressee, and
 - b. in the case of a notice sent by prepaid post, on the date when it would have been delivered in the ordinary course of post, and
 - c. in the case of a notice sent by facsimile transmission, email or some other form of electronic transmission, on the date it was sent, or if the machine from which the transmission was sent produces a report indicating that the notice was sent on a later date, on that date.

INSURANCE

112. The Association may effect and maintain insurance.

MEMBERS LIABILITIES

113. 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 Rules 14 and 15.

COMMON SEAL

114. The Common Seal of the Association shall be kept in the custody of the Public Officer.
115. The Common Seal shall not be affixed to any instrument except by the authority of the Committee and the affixing of the Common Seal shall be attested by the signatures either of two Members of the Committee or of one Member of the Committee and of the Public Officer or the Secretary.