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FORM 1

ASSOCIATIONS INCORPORATION ACT, 1985
Subsection 18(1) and Regulation 18
APPLICATION FOR INCORPORATION OF AN ASSOCIATION

To the Corporate Affairs Commission

1. I PHILIP BEDFORD of
(Full Name)
MOUNT TORRENS ROAD, CHARLESTON SOUTH
(Full Address)
AUSTRALIA 5244, PUBLIC SERVANT being a person duly authorised by the
(Occupation)

Association to apply for incorporation of the Association under the name
THE HANDBALL SOCIETY OF AUSTRALASIA

2. I have annexed hereto a copy of the rules of the Association, a statutory declaration as to the matters set out in paragraph 19(2)(b), and a copy of the trust referred to in the rules of the Association or upon which any rule of the Association relies for its operation.

3. The association is formed for the purpose of encouraging the
art of handball ringing in Australia and New Zealand and
neighbouring regions. Handball ringing is deemed to include all
types of handball and ringing styles including time ringing and
change ringing.

(Insert salient object)

and is considered to be an Association within the meaning of the Act by virtue of

18 (1)(b)
(Insert provision of section 18 applicable to this Association)

4. PHILIP BEDFORD of MOUNT TORRENS ROAD
(Full Name) (Full address)
CHARLESTON 5244 in the State of South Australia
PUBLIC SERVANT
(Occupation) being a natural person of above the age of

eighteen years has consented to act as the first public officer of the Association.

5. The Association is situated (or established) at 'WILLOW BANK'
MOUNT TORRENS ROAD, CHARLESTON SOUTH AUSTRALIA
5244
(Full Address)

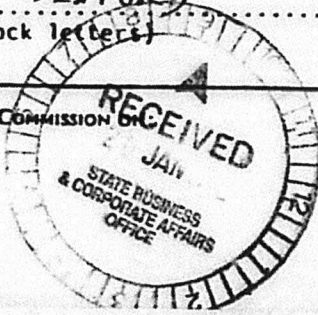
6. The financial year of the Association ends on 1st July

7. The prescribed fee is tendered herewith.

Date: 15th January 1992

Phil Bedford
(Signature of Applicant)
PHILIP BEDFORD
(Name in block letters)

*Delete as necessary.

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| <p>LODGED BY</p> <p>ADDRESS</p> <p>PHONE No.</p> | <p>LODGED WITH THE COMMISSION</p> <p>\$84</p>  |
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FORM 2

ASSOCIATIONS INCORPORATION ACT, 1985

Paragraph 19(2)(b) and Regulation 18(2)

STATUTORY DECLARATION TO ACCOMPANY APPLICATION FOR INCORPORATION

I PHILIP BEDFORD of MOUNT TORRENS
(Full Name) (Full Address)
ROAD, CHARLESTON, SOUTH AUSTRALIA 5244

in the State of South Australia PUBLIC SERVANT do
(Occupation)
solemnly and sincerely declare that:

1. I am the person authorised to apply for the incorporation of an Association under the name

..... THE HANDBELL SOCIETY OF AUSTRALASIA

2. The particulars set out in my application for incorporation dated the 17th day of January, 1992, are true.

3. The document marked 'A' annexed hereto is a true copy of the rules of the Association referred to in my application, ~~and of the instrument of trust relating thereto.~~

4. *There are no instruments of trust relating to the rules of the Association.

And I make this solemn declaration conscientiously believing the same to be true and by virtue of the provisions of the Oaths Act, 1936.

Declared before me at Adelaide...
this 16th day of January...
1992.

..... Philip Bedford
Declarant

.....
Justice of the Peace

B.J. BEELITZ
A Justice of the Peace in and
for the State of South Australia.

This annexure is to be endorsed by the person before whom the declaration is made as follows:

"This is the annexure marked 'A' referred to in the statutory declaration of made on the day of, 19....

Before me:"

"A"

RULES OF THE HANDBELL SOCIETY OF AUSTRALASIA

1. The name of the incorporated association is The Handbell Society of Australasia Incorporated referred to herein as "the Society".
2. In these rules unless the contrary intention appears -
 - "Committee" means the Executive Committee of the Society.
 - "Meeting" means a General Meeting of members of the Society convened in accordance with these rules.
 - "Member" means a member of the Society.
 - The "Act" means the Association's Incorporation Act 1985.
 - The "Regulations" means the Association's Regulations 1985.

3. OBJECT

The object of the Society is to encourage the art of handbell ringing in Australia and New Zealand and neighbouring regions. Handbell ringing is deemed to include all types of handbells and ringing styles including tune ringing and change ringing.

4. POWERS

The Society shall have all the powers conferred by Section 25. of the Act.

5. MEMBERSHIP

- 5.1. All handbell ringings shall be eligible for membership of the Society. Other interested persons may be eligible for membership of the Society as determined by the Committee.
- 5.2. There shall be two classes of membership of the Society, namely "individual" being open to individual persons; and "team" being open to handbell teams.
- 5.3. Any person or team who applies for membership of the Society shall make application in writing, signed by the applicant and shall be in such form as the Committee shall prescribe from time to time. Upon the acceptance of the application by the Committee, and upon payment of the first annual subscription the applicant shall be a member of the Society.

6. **SUBSCRIPTIONS**

- (1) The subscription fees for each class for membership shall be such sum as the members shall determine from time to time in general meeting.
- (2) The subscription fees of each class of membership shall be payable annually on 1 July or at such time as the Committee shall determine from time to time.
- (3) Any member whose subscription is outstanding for more than three months after the due date for payment shall cease to be a member of the Society, provided always that the Committee may reinstate such a person's membership on such terms as it thinks fit.

7. **RESIGNATION**

A member may resign from membership of the Society by giving written notice thereof to the Secretary or Public Officer of the Society. Any member so resigning shall be liable for any outstanding subscriptions which shall be recovered as a debt due to the Society.

8. **EXPULSION OF A MEMBER**

- (1) Subject to giving a member an opportunity to be heard or to make a written submission, the Committee may resolve to expel a member upon a charge of misconduct detrimental to the interests of the Society.
- (2) Particulars of the charge shall be communicated to the member at least one calendar month before the meeting of the Committee at which the matter will be determined.
- (3) The determination of the Committee shall be communicated to the member, and in the event of an adverse determination the member shall subject to subrule (4) cease to be a member 14 days after the Committee has communicated its determination to him/her.
- (4) It shall be open to a member to appeal to the Society in general meeting against the expulsion. The intention to appeal shall be communicated to the Secretary or Public Officer of the Society within 14 days after the determination of the Committee has been communicated to the member.
- (5) In the event of an appeal under subrule (4) of the appellant's membership of the Society shall not be terminated unless the determination of the Committee to expel the member is upheld by the members of the Society in general meeting after the appellant has been heard, and in such event membership will be terminated at the date of the general meeting at which the determination of the Committee is upheld.

9. OFFICERS

Officers of the Society shall be the President, Vice President, Secretary, Treasurer, and Editor of the Handbell Herald.

The officers shall hold office for one year. Officers shall be elected by and from amongst the members of the Society at the Society's Annual General Meeting. Officers may stand for re-election.

10. THE COMMITTEE

- (1) The affairs of the Society shall be managed and controlled exclusively by a Committee which in addition to any powers and authorities conferred by these rules may exercise all such powers and do all such things as are within the objects of the Society, and are not by the Act or by these rules required to be done by the Society in general meeting.
- (2) The Committee shall have the power to appoint such officers and employees as are required to carry out the objects of the Society, including a public officer required by the Act, and may discuss or delegate any of its powers to such officers and employees.
- (3) The Committee shall be comprised of the officers of the Society, together with such additional Committee members as the Committee may co-opt from time to time all of whom shall be members of the Society.
- (4) The Committee may appoint a natural person to fill a casual vacancy, and such a committee member shall hold office until the next Annual General Meeting of the Society and shall be eligible for reappointment.
- (5) Without limiting the powers of the Committee, the Committee may:
 - (i) publish and distribute to all members of the Society a newsletter entitled "The Handbell Herald";
 - (ii) organize an annual handbell ringing festival to be held at the same time and place as the Society's next Annual General Meeting and
 - (iii) assist as determined by the Committee any newly established handbell ringing team located in Australia, New Zealand or neighbouring regions.



11. DISQUALIFICATION OF COMMITTEE MEMBERS

The office of committee member shall become vacant if a committee member is:

- (i) disqualified by the Act;
- (ii) expelled under these rules;
- (iii) permanently incapacitated by ill health;
- (iv) absent without apology from more than three consecutive committee meetings, or more than three committee meetings in a financial year;
- (v) in the case of team membership, is no longer a practising member of the team.

12. PROCEEDINGS OF COMMITTEE

- (1) Questions arising at any meeting shall be decided by a majority of votes, and in the event of equality of votes the President or other officer acting as Chairperson shall have a casting vote in addition to a deliberative vote.
- (2) A quorum for a meeting of the Committee shall be one third of the total number of positions on the Committee excluding vacancies with a minimum of two.
- (3) A member of the Committee having a pecuniary interest in a contract with the Society must disclose that interest to the Committee as required by the Act, and shall not vote with respect to that contract.

13. FISCAL YEAR

The fiscal year shall be from the 1st July to the 30th June.

14. BORROWING POWERS

- (1) Subject to this rule the Society may borrow money from banks and other institutions upon such terms and conditions as the Committee sees fit, and may secure the repayment thereof by charging the property of the Society.
- (2) Subject to Section 53. of the Act the Society may invite and accept deposits of money from any person on such terms and conditions as may be determined by the Committee from time to time.

15. RULES

- (1) Subject to approval by a resolution of the members of the Society these rules may be altered (including an alteration to name), or be rescinded and replaced by substituted rules. Such an alteration shall be registered with the Commission as required by the Act.

- (2) The registered rules shall bind the Society and every member to the same extent as if they had respectively signed and sealed them, and agreed to be bound by all of the provisions thereof.

16. **THE SEAL**

- (1) The Society shall have a common seal upon which its corporate name shall appear in legible characters.
- (2) The seal shall not be used without the express authorisation of the Committee and every use of the seal shall be recorded in the minute book of the Society. The affixing of the seal shall be witnessed by the Secretary and another Committee member.
- (3) The seal shall be kept in the custody of the Secretary or such other person as the Committee may from time to time decide.


17. **MEETINGS**

- (1) The Committee may call a special general meeting of the Society at any time, and shall call an Annual General Meeting in accordance with the Act.
- (2) Annual General Meetings of the Society shall be held at various locations through Australia and New Zealand and neighbouring regions as determined by the members of the Society at the previous Annual General Meeting, or if no determination was made, by the Committee.
- (3) The Committee shall convene a special general meeting of the Society when requested to do so by at least three members of the Society from any three Australasian states and neighbouring regions. The Committee shall draft a proposal in consultation with the petitioning members and shall distribute it in writing to all members of the Society within four weeks of receiving the said petition. A special general meeting of the Society shall then be held at a time and place convenient to the officers of the Society in order to consider their proposal, but no later than four weeks after the distribution of the written proposal.
- (4) Every requisition of a special general meeting shall be signed by the members making the same and shall state the purpose of the meeting.



- (5) If a special general meeting is not convened within the time required by subrule (3) the requisitionists may convene a special general meeting. Such a meeting shall be convened in the same manner as a meeting convened by the Committee, and for this purpose the Committee shall ensure that the requisitionists are supplied free of charge with particulars or the members entitled to receive a notice of the meeting. The reasonable expenses of convening and conducting such a meeting shall be borne by the Society.
- (6) Subject to subrule (7) at least fourteen days' notice of any general meeting shall be given to members. The notice shall be set out where and when the meeting will be held, and particulars of the nature and order of the business to be transacted at the meeting. In the case of an annual general meeting, the order of the business at the meeting shall be the consideration of the accounts and reports of the Committee and the auditors, the appointment of auditors and committee members (if required), and any other business requiring consideration by the Society in general meeting.
- (7) Notice of a meeting at which a special resolution is to be proposed shall be given at least 21 days prior to the date of the meeting.
- (8) A notice may be given by the Society to any member by serving the member with the notice personally, or by sending it by post to the address appearing in the register of members.
- (9) Where a notice is sent by post, service of the notice shall be deemed to be effected if it is properly addressed and posted to the member by ordinary prepaid mail.

18. PROCEEDINGS AT MEETINGS

- (1) Two members from each of any three Australasian states and neighbouring regions, together with a quorum of the Committee present personally shall constitute a quorum at any general meeting.
 - (2) If within 30 minutes after the time appointed for the meeting a quorum of members is not present, a meeting convened upon the requisition of members shall lapse. In any other case, the meeting shall stand adjourned to the same day in the next week, at the same time and place and if at such adjourned meeting a quorum is not present within 30 minutes of the time appointed for the meeting the members present shall form a quorum.
 - (3) The President of the Society or if there shall be no President, then the Vice-President of the Society or in their absence, or on their declining to take, or retiring from the chair, one of the Committee members chosen by meeting shall preside as Chairperson at every general meeting of the Society.
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- (4) If there is no such President or Vice-President present within five minutes after the time appointed for holding the meeting, the members present may choose of their number to be the Chairperson.
- (5) The Chairperson may with the consent of any meeting at which a quorum is present, and shall if so directed by the meeting, adjourn the meeting from time to time and from place to place, but no business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place.
- (6) When a meeting is adjourned for 30 days or more, notice of the adjourned meeting shall be given as if that meeting were an original meeting of members.
- (7) At any general meeting a resolution put to a vote shall be decided on a show of hands, and a declaration by the Chairperson of the meeting that a resolution has been carried or lost, shall unless a poll is demanded be conclusive evidence of the fact, without proof of the number or proportion of the votes recorded in favour of, or against, the resolution.
- (8) If a poll is demanded by the Chairperson of the meeting or by three or more members present personally or by proxy, it shall be taken in such manner as the Chairperson directs. The result of such poll shall be the resolution of the meeting, except that in the case of a special resolution a majority of not less than three quarters of the members who being entitled to do so vote personally or by proxy at the meeting is required.
- (9) A poll demanded on the election of a Chairperson of a meeting or on any question of an adjournment, shall be taken at the meeting and without adjournment.

19 **MINUTES**

- (1) Proper minutes of all proceedings of meetings of the Society and of meetings of the Committee, shall be entered within one month after the relevant meeting in minute books kept for the purpose.
- (2) The minutes kept pursuant to this rule shall be signed by the Chairperson of the meeting at which the proceedings took place or by the Chairperson of the next succeeding meeting.
- (3) Where minutes are entered and signed they shall until the contrary is proved be evidence that the meeting was convened and duly held, that all proceedings held at the meeting shall be deemed to have been duly held, and that all appointment made at a meeting shall be deemed to be valid.



20. **VOTING RIGHTS**

All members of the Society are eligible to vote in person or by proxy at a general meeting of the Society whether they be individual or team members provided that no team shall be entitled to more than five votes.

21. **PROXIES**

A member shall be entitled to appoint in writing a natural person who is also a member of the Society to be his proxy, and attend and vote at any meeting of the Society.

2. **ACCOUNTS**

The Society shall keep such accounting records as are necessary to correctly record and explain the financial transactions and financial position of the Society.

23. **WINDING UP**

The Society may be wound up in the manner provided for in the Act.

This is the annexure marked "A" referred to in the statutory declaration of Philip Bedford made on the 16th day of January 1992.

Before me

 J.P.

B. J. BEELITZ
A Justice of the Peace in and for the State of South Australia.

