EAGCG

Eastern Australia Ground Control Group

APPROVED BY COMMITTEE 20TH AUGUST 2026

INCORPORATED ASSOCIATION RULES

for

THE EASTERN AUSTRALIA GROUND CONTROL GROUP

(EAGCG)

RULES OF THE EASTERN AUSTRALIA GROUND CONTROL GROUP (EAGCG)

1. Association Purpose

The main purpose of the Eastern Australia Ground Control Group (EAGCG) is to serve as an industry led, independent, non-profit Association acting as a forum for the discussion and dissemination of geotechnical information for Eastern Australian mines. The EAGCG is independent of all other industry bodies.

2. Definitions

(1) In these Rules, unless the contrary intention appears-

“Association” means the Eastern Australia Ground Control Group (EAGCG)

"Act" means the Associations Incorporation Reform Act 2012 (Vic);

"Committee" means the Committee of management of the Association;

"financial year" means the year ending on 30 June;

"general meeting" means an annual general meeting or special

general meeting convened in accordance with Rules 14 to 23;

"member" means a person admitted to membership in accordance

with Rules 4 and 5;

"ordinary Committee member" means a voting member of the Committee who is not an officer under Rule 25;

"Regulations" means regulations under the Act;

"voting member" means a member who has held continuous membership for at least 60 days before the applicable voting-roll cut-off and whose voting rights are not suspended;

(2) In these Rules, a reference to the Secretary is a reference to:

(a) the person holding office as Secretary; or

(b) if the office is vacant or the Secretary is unable to act, a voting Committee member appointed by the Committee to act as Secretary.

3. Non-profit

The assets and income of the Association will be applied solely in furtherance of its

abovementioned objects, and no portion will be distributed directly or indirectly to the members of the Association except as bona fide compensation for services rendered or expenses incurred on behalf of the Association.

4. Membership qualifications, applications and fees

(1) The Association must have at least 5 members.

(2) A person qualifies for membership if the person has a genuine professional, technical, educational or industry connection with geotechnical engineering, ground control or a related field; supports the purposes of the Association; and agrees to comply with these Rules and the code of conduct. The person may apply through the Association website or another written or electronic form approved by the Committee by providing the person's name, address and email address for notice and confirming those matters.

(3) The Secretary must promptly check whether a complete application satisfies the published membership qualifications. If it clearly does, the Secretary must admit the applicant and record the person in the register of members under Rule 5 without a separate Committee resolution.

(4) If the Secretary reasonably considers that an application is incomplete, does not clearly satisfy the published qualifications or raises a material conflict of interest, the Secretary must refer it to the Committee. The Committee must decide the referred application by resolution, apply the qualifications consistently and record the decision and any declared conflict in confidential minutes.

(5) The Secretary must notify a referred applicant of the decision as soon as practicable. If the application is rejected, the notice must give brief reasons by reference to the membership qualifications and offer one reconsideration by Committee members who did not make the original decision.

(6) No joining fee, annual subscription or other membership payment is required unless these Rules are later altered by special resolution to specify the amount and due date.

Note: An association may have obligations under Division 6 of Part 4 of the Equal Opportunity Act 2010.

5. Admission and commencement of membership

(1) A person becomes a member when the Secretary determines that a complete application satisfies the published membership qualifications, or when the Committee approves a referred application under Rule 4.

(2) The Secretary must, as soon as practicable, record the member's name, address for notice, email address and date of admission in the register of members. The date of admission is the date of the Secretary's determination or the Committee's approval, as applicable.

(3) A person may exercise non-voting membership rights on admission. A member becomes entitled to vote after 60 days of continuous membership, provided the member's rights are not suspended. For an election or special resolution, the voting roll closes when notice of the meeting is issued.

6. General rights and obligations of members

(1) A member of the Association who is entitled to vote has the right to:

(a) receive notice of general meetings and of proposed special resolutions in the manner and time prescribed by these Rules; and

(b) submit items of business for consideration at a general meeting; and

(c) attend and be heard at general meetings; and

(d) vote at a general meeting; and

(e) to have access to the minutes of general meetings and other documents of the Association as provided under Rule 41; and

(f) inspect the register of members.

(2) A member is entitled to vote if:

(a) the member has held continuous membership for at least 60 days before the applicable voting-roll cut-off; and

(b) the member's voting rights are not suspended.

(3) A member is not liable, solely because the person is a member, to contribute towards the debts or liabilities of the Association or the costs of winding up the Association, except for any amount lawfully owed by that member to the Association.

7. Ceasing membership

(1) A person ceases to be a member on resignation, death, expulsion under Rules 10 to 12, or lapse for non-attendance under this Rule.

(2) A member's membership may lapse if, during three consecutive complete financial years after becoming a member, the member does not attend:

(a) the Association's annual workshop; or

(b) another workshop, technical session or regional event designated by the Committee as an event that counts for attendance purposes.

(3) Attendance may be in person or by approved technology where that form of participation is available.

(4) Before recording a lapse, the Secretary must give the member at least 28 days' written notice and a reasonable opportunity to:

(a) correct the Association's attendance record; or

(b) request an exemption based on reasonable exceptional circumstances.

(5) The Committee must decide on any request for an exemption reasonably and record its decision in the minutes.

(6) If a person ceases to be a member, the Secretary must, as soon as practicable, record the date on which the person ceased to be a member in the register of members.

8. Resignation and non-attendance review

(1) A member may resign by giving written notice to the Secretary, including by email.

(2) A member's membership may lapse for non-attendance only in accordance with Rule 7.

9. Register of members and privacy

(1) The Secretary must keep and maintain a register of members that includes:

(a) for each current member:

(i) the member's name; and

(ii) the address for notice last given by the member; and

(iii) the email address last given by the member; and

(iv) the date of becoming a member; and

(v) any other information determined by the Committee; and

(b) for each former member, the name of the person and the date on which the person ceased to be a member of the Association.

(2) A member may inspect the register at a reasonable time and free of charge, subject to the Act and any lawful restriction protecting personal safety or privacy. Information obtained from the register must not be used improperly. The Committee must take reasonable steps to protect applicant, member and attendance information and comply with applicable privacy laws.

(3) Each member must provide the Secretary with a current email address for receiving notices and must promptly notify the Secretary of any change to that address.

Note:

Under Section 59 of the Act, access to the personal information of a person recorded in the register of members may be restricted in certain circumstances.

Section 58 of the Act provides that it is an offence to make improper use of information about a person obtained from the register of members.

10. Grounds for discipline, suspension and expulsion

(1) A member may be disciplined for a serious or repeated breach of these Rules or the code of conduct; fraud, dishonesty, violence, threats, harassment, unlawful discrimination or serious misuse of information connected with the Association; conduct causing material harm to the Association; or conviction for a serious offence materially relevant to the person's membership or office. A charge or allegation alone is not proof of misconduct. Subject to Rules 11 and 12, the Committee may by resolution:

(a) caution the member; suspend specified membership rights or attendance at Association events for a proportionate period; require reasonable remedial action; or

(b) expel that member from the Association.

(2) The Committee may adopt and amend a code of conduct that is consistent with the Act and these Rules. The Secretary must give each member a copy of the code, and of any amendment, as soon as practicable. A code or amendment takes effect on the date specified by the Committee, which must not be earlier than the date on which members are notified. A member must not be disciplined for conduct occurring before the applicable provision of the code took effect.

11. Disciplinary procedure

(1) Before imposing a sanction, the Committee must give the member written particulars of the alleged conduct, the evidence to be relied on and the proposed sanction, and at least 14 days to respond.
(2) The member may provide written material, attend a hearing and be accompanied by a support person.
(3) A decision-maker must disclose any actual, potential or perceived conflict of interest and must not participate if a reasonable person might question the decision-maker's impartiality. A quorum of impartial decision-makers must remain.
(4) The Committee must decide on the balance of probabilities, apply a proportionate sanction and give the member written reasons and notice of appeal rights as soon as reasonably practicable.
(5) The Committee may impose an interim suspension only where reasonably necessary for safety, protection of funds or data, or integrity of an investigation. It must give reasons and review the suspension regularly and without unreasonable delay.

12. Appeal against disciplinary action

The member may appeal in writing within 21 days after receiving the decision. The appeal must be determined by an impartial panel appointed by the Committee whose members did not investigate or decide the matter, or by a general meeting if an impartial panel cannot be formed. The appeal body must give both sides a reasonable opportunity to be heard, may confirm, vary or revoke the decision, and must give written reasons. Its decision is final within the Association, without limiting any right under the Act.

13. Grievance procedure

(1) A dispute under these Rules between members, or between a member and the Association, must first be notified in writing to the Secretary. The parties must attempt in good faith to resolve the dispute within 14 days.

(2) Each party may appoint another person to act on their behalf during the grievance procedure.

(3) If the dispute is not resolved, the parties must participate in mediation conducted by an independent mediator agreed by them or appointed through an appropriate independent dispute-resolution service. Each party must be given a reasonable opportunity to be heard, and the mediator must be unbiased.

(4) The Association must not commence disciplinary action relating to a matter that is subject to an unresolved grievance procedure until that procedure is completed.

(5) A member who is subject to an unresolved disciplinary procedure must not commence a grievance procedure concerning the same matter until the disciplinary procedure and any internal appeal are completed.

(6) If mediation does not resolve the dispute, a party may exercise any right available under the Act or apply to a court. The Association must not victimise a person for using this procedure.

14. Annual general meetings

(1) The Committee must convene an annual general meeting within 5 months after the end of each financial year, subject to any extension permitted by law, and may determine its date, time, physical place and approved technology for participation.

(2) The notice convening the annual general meeting must specify that the meeting is an annual general meeting.

(3) The ordinary business of the annual general meeting will be:

(a) to confirm the minutes of the previous annual general meeting and of any general meeting held since the previous annual general meeting; and

(b) to receive from the Committee reports upon the transactions and activities of the Association during the last preceding financial year; and

(c) to elect officers of the Association and the ordinary members of the Committee; and

(d) to receive and consider the financial statements and reports required by the Act.

The annual general meeting may conduct any special business of which notice has been given in accordance with these Rules.

15. Special general meetings

(1) In addition to the annual general meeting, any other general meetings may be held in the same year.

(2) All general meetings other than the annual general meeting are special general meetings.

(3) The Committee may, whenever it thinks fit, convene a special general meeting of the Association.

(4) The annual general meeting must be held within the period required by Rule 14. A special general meeting does not replace that obligation.

(5) The Committee must, at the request in writing of members representing not less than 5 per cent of the total number of members, convene a special general meeting of the Association.

(6) The request for a special general meeting must:-

(a) state the objects of the meeting; and

(b) be signed by the members requesting the meeting; and

(c) be sent to the address of the Secretary.

(7) If the Committee does not convene the requested special general meeting within 6 weeks after receiving a valid request, the requesting members may convene the meeting within 3 months after the request, in accordance with the Act and these Rules.

(8) If a special general meeting is convened by members in accordance with this Rule, it must, so far as reasonably practicable, be convened in the same manner as a meeting convened by the Committee.

16. Special business

All business that is conducted at a special general meeting and all business that is conducted at the annual general meeting, except for business conducted under the rules as ordinary business of the annual general meeting, is deemed to be special business.

17. Notice of general meetings and voting roll

(1) The Secretary must give each member at least 14 days notice of a general meeting, or at least 21 days notice if a special resolution is proposed. The notice must state the date, time, place and technology; the business; the full text and special-resolution status of any special resolution; and, for an election or special resolution, the voting-roll cut-off and any ballot procedure.

(2) Notice will be sent by email to the address appearing in the register of members.

(3) A voting member who wishes to propose business for consideration at a general meeting must give the Secretary written notice:

(a) at least 21 days before the proposed meeting if the business does not require a special resolution; or
(b) at least 28 days before the proposed meeting if the business requires a special resolution.

(4) The notice must describe the proposed business and include the full text of any proposed resolution.

(5) The Secretary must include properly notified business in the notice and agenda for the meeting, provided that the proposed business is lawful and is within the powers of the Association or its members.

(6) Business received after the applicable deadline may be included at a later general meeting. A motion may be moved from the floor without advance notice only if it is procedural or incidental to business properly included in the meeting notice and does not require a special resolution.

18. Quorum at general meetings

(1) No item of business may be conducted at a general meeting unless a quorum of members entitled under these Rules to vote is present at the time when the meeting is considering that item.

(2) Five voting members constitute a quorum. A voting member participating through approved technology is present for quorum purposes.

(3) If, within half an hour after the appointed time for the commencement of a general meeting, a quorum is not present-

(i) in the case of a meeting convened upon the request of members the meeting must be dissolved; and

(ii) in any other case - the meeting will stand adjourned to another place specified by the Chairperson at the time of the adjournment or by written notice in an email to members given before the day to which the meeting is adjourned.

(4) At an adjourned meeting, 3 voting members constitute a quorum for ordinary business. The quorum remains 5 for an election, special resolution, Committee removal or winding up. If the applicable quorum is not present within half an hour, the meeting lapses.

19. Presiding at general meetings

(1) The President, or in the President's absence, the Secretary, will preside as Chairperson at each general meeting of the Association.

(2) If the President and the Secretary are absent from a general meeting, or are unable to preside, the members present must select one of their number to preside as Chairperson.

20. Adjournment of meetings

(1) The person presiding may, with the consent of a majority of members present at the meeting, adjourn the meeting from time to time and place to place.

(2) No business may be conducted at an adjourned meeting other than the unfinished business from the meeting that was adjourned.

(3) If a meeting is adjourned for 14 days or more, notice of the adjourned meeting must be given in accordance with Rule 17.

(4) Except as provided in Sub-rule (3), it is not necessary to give notice of an adjournment or of the business to be conducted at an adjourned meeting.

21. Voting at general meetings

(1) On any question arising at a general meeting, each voting member on the applicable voting roll is entitled to one vote.

(2) A vote may be cast only by a voting member who is present at the general meeting, either in person or through approved technology that allows the member to participate in the meeting clearly and simultaneously with the other participants. A vote may be taken by show of hands, verbal indication or a secure electronic ballot conducted during the meeting. Proxy, postal, absentee and other votes cast outside the meeting are not permitted. The Committee must adopt reasonable procedures for confirming identity, applying the voting roll, maintaining ballot security and scrutinising votes.

(3) If the votes on an ordinary resolution are equal, the Chairperson may exercise a second or casting vote only if the Chairperson is a voting member on the applicable voting roll. If the Chairperson is not a voting member, the Chairperson has no casting vote and the motion is lost. No casting vote applies to a special resolution.

22. Poll and secret ballot at general meetings

(1) If, at a meeting, a poll on any question is demanded by not less than 3 members, it must be taken at that meeting in such manner as the Chairperson may direct and the resolution of the poll will be deemed to be a resolution of the meeting on that question.

(2) A poll that is demanded on the election of a chairperson or on a question of an adjournment must be taken immediately and a poll that is demanded on any other question must be taken at such time before the close of the meeting as the Chairperson may direct.

23. Determining whether a resolution is carried

If a question arising at a general meeting of the Association is determined on a show of hands -

(a) a declaration by the Chairperson that a resolution has been:

(i) carried; or

(ii) carried unanimously; or

(iii) carried by a particular majority; or

(iv) lost; and

(b) An entry to that effect in the minute book of the Association is evidence of the fact, without proof of the number or proportion of the votes recorded in favour of, or against, that resolution.

(c) The Committee must implement resolutions validly passed by members, subject to the Act, these Rules and the legal duties of Committee members. If implementation would be unlawful, the Committee must promptly give members written reasons and, where appropriate, convene a general meeting.

24. Committee of Management

(1) The Committee of Management will manage the affairs of the Association.

(2) The Committee:

(a) will control and manage the business and affairs of the Association; and

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

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

(3) Subject to Section 23 of the Act, the Committee will consist of:

(a) the officers of the Association;

(b) 6 ordinary members; and

(c) Up to two non-voting Committee members appointed in advisory roles.

25. Office holders and terms

(1) The officers of the Association will be:

(a) a President;

(b) a Treasurer; and

(c) a Secretary.

(2) Rule 27 applies to the election of each officer.

(3) Each officer holds office until the conclusion of the next annual general meeting and is eligible for re-election. A person may not hold the same office for more than 3 consecutive annual terms unless members approve one further annual term by ordinary resolution after the meeting notice identifies a succession or skills need. Rule 26 applies an overall limit to consecutive service as a voting Committee member.

(4) If a casual vacancy occurs in an office referred to in subrule (1), the Committee may appoint one of its voting members to fill the vacant office. The person appointed holds that office until the conclusion of the next annual general meeting.

26. Ordinary and non-voting Committee members

(1) Subject to these Rules, each ordinary member of the Committee will hold office until the annual general meeting next after the date of election but is eligible for re-election.

(2) A voting Committee member holds office until the conclusion of the next annual general meeting and is eligible for re-election. A person may not serve as a voting Committee member, in any combination of officer and ordinary positions, for more than 6 consecutive annual terms unless members approve one further annual term by ordinary resolution after the meeting notice identifies a succession or skills need. After at least one complete annual term off the voting Committee, the person is again eligible for election.

(3) Up to two non-voting Committee members may be appointed by resolution of the voting Committee. Each appointment ends at the conclusion of the next annual general meeting, but the person is eligible for reappointment. A casual vacancy may be filled in the same manner.

(4) So far as practicable, the Committee must reflect diverse employers, assets, operating environments and work functions. Persons from the same employer may serve where their assets, offices or functions are materially different, provided the Committee continues to manage conflicts of interest under Rule 34.

(5) In the event of a casual vacancy occurring in the office of an ordinary member of the

Committee, the Committee may appoint a member of the Association to fill the vacancy and the member appointed will hold office, subject to these Rules, until the conclusion of the annual general meeting next following the date of the appointment.

27. Election of officers and ordinary Committee members

(1) When notice of the annual general meeting is given, the Secretary must invite nominations for the officer positions and ordinary Committee positions to be elected at the meeting.

(2) A voting member may nominate another voting member, or themselves, for an officer position or ordinary Committee position. A nomination must:

(a) identify the position for which the candidate is nominated;
(b) include the candidate's written consent; and
(c) be received by the Secretary no later than 7 days before the annual general meeting.

The Secretary must circulate the names of the candidates, the positions for which they are nominated and any required eligibility declarations to members no later than 3 days before the meeting. Nominations from the floor are permitted only if insufficient nominations have been received to fill all vacancies.

(3) A candidate may be nominated for only one officer position or, alternatively, as an ordinary Committee member.

(4) If insufficient nominations are received to fill all vacancies or if the number of nominations received is equal to the number of vacancies to be filled on the Committee, the candidates nominated may be deemed to be elected or at the Committee's discretion, further nominations may be sought.

(5) If the number of nominations exceeds the number of vacancies to be filled, a ballot must be held.

(6) A contested election must be conducted by secure secret ballot under procedures announced before the meeting. The Committee must appoint an impartial returning officer who is not a candidate. The result must be recorded in the minutes, subject to ballot secrecy.

28. Vacancies and disqualification

The office of an officer of the Association, or of an ordinary member of the Committee, becomes vacant if the officer or member -

(a) ceases to be a member of the Association; or

(b) becomes insolvent under administration, becomes a represented person, dies, is removed by special resolution, becomes disqualified from managing a corporation or is otherwise ineligible under the Act; or

(c) the person's annual term ends or a same-office term limit under Rule 25 is reached; or

(d) resigns from office by written notice addressed to the Committee.

29. Meetings of the Committee

(1) The Committee must meet at least once a year and may meet more frequently as necessary, at the places, times, and using the technologies it determines.

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

30. Notice of Committee meetings

(1) Email notice of each Committee meeting must be sent to each member of the Committee at least 2 business days before the date of the meeting.

(2) Email notice must be sent to members of the Committee of any special meeting specifying the general nature of the business to be conducted and no other business may be conducted at such a meeting.

31. Quorum for Committee meetings

1) Four voting Committee members constitute a quorum for a Committee meeting.

2) A non-voting Committee member is not counted when determining quorum.

3) No business may be conducted unless a quorum is present.

4) If a quorum is not present 30 minutes after the scheduled commencement time:

    a) a special Committee meeting lapses; and

    b) any other Committee meeting stands adjourned to the date, time and place determined by the Chairperson and notified to Committee members.

5) The Committee may act despite a vacancy in its membership, provided a quorum of voting Committee members remains.

32. Presiding at Committee meetings

At meetings of the Committee -

    (a) the President or, in the President's absence, the Secretary presides; or

    (b) if the President and the Secretary are absent, or are unable to preside, the voting Committee members present must choose one of their number to preside.

33. Voting at Committee meetings

1) Questions arising at a meeting of the Committee or any subcommittee must be determined by a show of hands or, if requested by a voting Committee member, by a poll conducted in the manner determined by the Chairperson.
2) Each voting Committee member present is entitled to one vote.
3) A non-voting Committee member may attend and participate in discussion but is not entitled

to vote.

4) If the votes are equal, the Chairperson may exercise a second or casting vote, provided the Chairperson is a voting Committee member.
5) A Committee member must not vote on a matter where the member is prohibited from doing so by the Act or Rule 34.

34. Conflicts of interest

A Committee member must disclose a material personal interest as soon as the member becomes aware of it. The nature and extent of the interest must be recorded in the minutes and reported to members as required by the Act.
Unless an exception under the Act applies, the interested member must not be present for discussion or vote on the matter and must not receive confidential papers beyond what is necessary to identify and manage the conflict.

35. Removal of Committee member

(1) A Committee member may be removed from office only by special resolution of the Association in accordance with the Act. The meeting notice must state the proposed resolution in full. The Committee member must receive reasonable notice and an opportunity to make written and oral representations before the vote. Any resulting casual vacancy must be filled under Rule 26 until the next annual general meeting.

(2) A Committee member who is the subject of a proposed special resolution under subrule (1) may give the Secretary or President written representations of a reasonable length and request that the representations be provided to the members entitled to vote on the proposed resolution.

(3) The Secretary or President must provide the representations to those members before the general meeting or, if that is not reasonably practicable, ensure that the representations are read to the meeting before the proposed resolution is put to a vote, unless providing or reading the representations would be unlawful.

36. Minutes of meetings

The Secretary of the Association must keep minutes of the resolutions and proceedings of each general meeting, and each Committee meeting, together with a record of the names of persons present at Committee meetings.

37. Sources and management of funds

(1) The Treasurer must ensure that:

(a) all money due to the Association is collected and received;

(b) all payments authorised by the Association are made; and

(c) correct accounts and books are kept showing the financial affairs of the Association, including full details of all receipts and expenditure connected with its activities.

(2) All payments, transfers and negotiable instruments must be authorised by 2 authorised persons, at least one of whom is the Treasurer, President or Secretary. No person may

authorise a payment to themselves or solely for their own benefit. The Committee must approve authorised signatories, banking access and transaction limits by recorded resolution.

(3) The funds of the Association will be derived from event and workshop registration fees, donations and such other sources as the Committee determines.

38. Financial controls and reserved transactions

(1) All money received must be receipted where appropriate and deposited promptly into an account in the Association's name. Expenditure must be within an approved budget or authorised by recorded Committee resolution.

(2) The Committee must maintain appropriate procedures for bank reconciliations and financial reporting, having regard to the Association's size, activities and financial risks.

(3) Banking access must be removed promptly when an authorised person leaves office or no longer requires access. Authorised users and limits must be reviewed when reasonably necessary, including after a change of office holder.

(4) A Committee member must not participate in approving a payment or contract in which the member has a material personal interest, except as permitted by the Act. Reimbursements must be supported by records and approved by 2 other authorised persons where practicable.

(5) The Association must not dispose of or transfer substantially all of its assets unless approved by special resolution after full disclosure to members. Other expenditure and transaction limits must be governed by the approved budget and the Committee's financial delegations policy.

(6) Financial statements must be prepared, reviewed or audited and presented and lodged as required by the Act, the Association's reporting tier and any tax endorsement. Financial records must be retained for the statutory period.

39. Notice to members

Any notice required to be given to a member under these Rules may be sent electronically to the email address recorded for that member in the register, unless the Act or these Rules require otherwise.

40. Winding up and distribution of surplus assets

The Association may be wound up only by special resolution and in accordance with the Act. After satisfaction of all debts and liabilities, surplus assets must not be distributed to any current or former member. They must be transferred to one or more not-for-profit entities with similar purposes, rules prohibiting distributions to members and any status required to preserve the Association's tax endorsements. The recipient must be chosen by special resolution or, if that is impracticable, as permitted by the Act.

41. Custody, access and protection of records

(1) Except as otherwise provided in these Rules, the Secretary must keep in his or her custody or under his or her control all books, documents and securities of the Association.
(2) A member may, at a reasonable time and free of charge, inspect: (a) these Rules; and (b)

the minutes of general meetings, including the financial statements submitted at an annual general meeting.

(3) If a member makes a written request for a copy of these Rules or the minutes of a general meeting, the Association must provide the copy within 14 days after receiving the request and payment of any fee permitted by the Act.

(4) A member has no general right to inspect minutes of Committee meetings, but the Committee may permit access where appropriate, subject to lawful redactions for confidential, privileged, personal, disciplinary, commercial or security information.

42. Transitional arrangements

(1) These Rules apply only after Registrar approval. Existing members must receive the approved Rules and code of conduct and have at least 60 days to confirm their current contact information and acceptance. The Secretary may conduct this confirmation through the Association website or another electronic process and must conduct a reasonable annual review of the register; failure to respond to a review does not, by itself, end membership.

(2) The first non-attendance review must give each affected member at least 28 days' notice and the correction and exemption rights in Rule 7. Attendance before commencement may be counted, but no membership may cease retrospectively before notice is completed.

(3) Committee service before commencement counts toward the consecutive-term limits in Rules 25 and 26. To avoid an abrupt loss of experience, an existing voting Committee member who has reached or exceeded an applicable limit at commencement may remain eligible during an 18-month transition beginning on commencement, including for any election held during that period. After the transition, that person is ineligible for further consecutive election unless the one-term member-approved extension in Rule 25 or 26 applies.

43. Alteration of the rules

These Rules and the purposes of the Association may be altered only by special resolution at a general meeting and in accordance with the Act. At least 21 days' notice must state the proposed alteration in full and the intention to propose it as a special resolution.

An alteration does not take effect until approved by the Registrar. The Secretary must lodge it with Consumer Affairs Victoria within 28 days after the special resolution, together with the required notice, numbered rules and fee.

44. Common seal

The Association does not have or use a common seal.