



AUSTRALASIAN COUNCIL OF WOMEN AND POLICING INC

RULES

Updated 2017

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PART I-PRELIMINARY

1. Interpretation

- (1) In these rules, unless a contrary intention appears-
- "committee" means the committee of the council including the elected office bearers and committee members as referred to in rule 13(1).
 - "council" means the association as referred to in the Associations Incorporation Act 1991;
 - "financial year" means the year ending on 30 June;
 - "member" means a member, however described, of the council;
 - "objects" means the objects of the council as referred to in rule 2;
 - "ordinary committee member" means a member of the committee who is not an office-bearer of the council as referred to in paragraph 13(1)(a);
 - "secretary" means the person holding office under these rules as secretary of the council or, where no such person holds that office, the public officer of the council;
 - "the Act" means the Associations Incorporation Act 1991;
 - "the Regulations" means the Associations Incorporation Regulations.
- (2) In these rules-
- (a) a reference to a function includes a reference to a power, authority and duty; and
 - (b) a reference to the exercise of a function includes, where the function is a power, authority or duty, a reference to the exercise of the power or authority or the performance of the duty.
- (3) The provisions of the *Interpretation Act 1967* apply to and in respect of these rules in the same manner as those provisions would so apply if these rules were an instrument made under the Act.

PART II – OBJECTIVES

2. Objects of Council

- (1) The object of the Council is to promote women in policing and improve policing services provided to women throughout Australasia.
- (2) The Council aims to achieve its objective by:
- (a) recognising and acknowledging the achievements of women in policing;
 - (b) improving the opportunities, and outcomes from those opportunities, for women in policing; and
 - (c) participating in the global network of women in policing.

PART II-MEMBERSHIP

3. Membership qualifications

- (1) A person is qualified to be a member if the person –
- (a) has been nominated for membership in accordance with rule 4(1); and
 - (b) has been approved for membership of the council by the committee of the council.

4. Nomination for membership

- (1) A nomination of a person for membership of the council-
- (a) shall be made by a member of the council in writing in the form approved by the Committee; and
 - (b) shall be lodged with the membership officer of the committee.
- (2) As soon as is practicable after receiving a nomination for membership, the membership officer shall refer the nomination to the committee which shall determine whether to approve or to reject the nomination.

- (3) Where the committee determines to approve a nomination for membership, the membership officer shall as soon as practicable after that determination notify the nominee of that approval and request the nominee to pay within 28 days after receipt of the notification the sum payable under these rules by a member as the entrance fee and the first year's annual subscription.
- (4) The membership officer shall, on payment by the nominee of the amounts referred to in rule 4(3) within the period referred to in that rule, enter the nominee's name in the register of members and, upon the name being so entered, the nominee shall become a member of the council.

5. Membership entitlements not transferable

- (1) A right, privilege or obligation which a person has by reason of being a member of the council-
 - (a) is not capable of being transferred or transmitted to another person; and
 - (b) terminates upon cessation of the person's membership.

6. Cessation of membership

- (1) A person ceases to be a member of the council if the person-
 - (a) dies or, in the case of a body corporate, is wound up;
 - (b) resigns from membership of the council;
 - (c) is expelled from the council; or
 - (d) fails to renew membership of the council.

7. Resignation of membership

- (1) A member is not entitled to resign from membership of the council except in accordance with this rule.
- (2) A member who has paid all amounts payable by the member to the council may resign from membership of the council by first giving notice (being not less than 1 month or, if the committee has determined a shorter period, that shorter period) in writing to the membership officer of the member's intention to resign and, upon the expiration of the period of notice, the member ceases to be a member.
- (3) Where a person ceases to be a member, the membership officer shall make an appropriate entry in the register of members recording the date on which the member ceased to be a member.

8. Fee, subscriptions etc.

- (1) An entrance fee may be determined by resolution of the committee.
- (2) The membership fee of the council, for an individual or organisation, is any amount which has been determined by resolution of the committee.
- (3) The membership fee is payable-
 - (a) except as provided by paragraph (b), before 1 July in each calendar year of the year that it is due; or
 - (b) where a person becomes a member on or after 1 July in any calendar year, before 1 July in each succeeding calendar year of the year that it is due; or
 - (c) except where a person is a lifetime member and no fee is payable.
- (4) Lifetime membership is available:
 - (a) on payment of an amount determined by resolution of the committee; or
 - (b) as determined by resolution of the committee.

9. Members liabilities

The liability of a member to contribute towards the payment of the debts and liabilities of the council or the costs, charges and expenses of the winding up of the council is limited to the

amount, if any, unpaid by the member in respect of membership of the council as required by rule 8.

10. Disciplining of members

- (1) Where the committee is of the opinion that a member-
 - (a) has persistently refused or neglected to comply with a provision of these rules; or
 - (b) has persistently and wilfully acted in a manner prejudicial to the interests of the council, the committee may, by resolution-
 - (i) expel the member from the council; or
 - (ii) suspend the member from such rights and privileges of membership of the council as the committee may determine for a specified period.
- (2) A resolution of the committee under 10(1) is of no effect unless the committee, at a meeting held not earlier than 14 days and not later than 28 days after service on the member of a notice under rule 10(3), confirms the resolution in accordance with this rule.
- (3) Where the committee passes a resolution under rule 10(1), the secretary shall, as soon as practicable, cause a notice in writing to be served on the member-
 - (a) setting out the resolution of the committee and the grounds on which it is based;
 - (b) stating that the member may address the committee at a meeting to be held not earlier than 14 days and not later than 28 days after service of the notice;
 - (c) stating the date, place and time of that meeting; and
 - (d) informing the member that the member may do either or both of the following:
 - (i) attend and speak at that meeting;
 - (ii) submit to the committee at or prior to the date of that meeting written representations relating to the resolution.
- (4) Subject to section 50 of the Act, at a meeting of the committee mentioned in 10(2), the committee shall-
 - (a) give to the member mentioned in rule 10(1) an opportunity to make oral representations;
 - (b) give due consideration to any written representations submitted to the committee by that member at or prior to the meeting; and
 - (c) by resolution determine whether to confirm or to revoke the resolution of the committee made under rule 10(1).
- (5) Where the committee confirms a resolution under rule 10(4), the membership officer shall, within 7 days after that confirmation, by notice in writing inform the member of that confirmation and of the member's right of appeal under rule 11.
- (6) A resolution confirmed by the committee under rule 10(4) does not take effect-
 - (a) until the expiration of the period within which the member is entitled to appeal against the resolution where the member does not exercise the right of appeal within that period; or
 - (b) where within that period the member exercises the right of appeal, unless and until the council confirms the resolution in accordance with rule 11(4).

11. Right of appeal of disciplined member

- (1) A member may appeal to the council in general meeting against a resolution of the committee which is confirmed under rule 10(4), within 7 days after notice of the resolution is served on the member, by lodging with the membership officer a notice to that effect.
- (2) Upon receipt of a notice under rule 11(1), the membership officer shall notify the committee which shall convene a general meeting of the council to be held within 21 days after the date on which the membership officer received the notice or as soon as possible after that date.

- (3) Subject to section 50 of the Act, at a general meeting of the council convened under rule 11(2)-
- (a) no business other than the question of the appeal shall be transacted;(b) the committee and the member shall be given the opportunity to make representations in relation to the appeal orally or in writing, or both; and
 - (b) the members present shall vote by secret ballot on the question of whether the resolution made under rule 10(4) should be confirmed or revoked.
- (4) If the meeting passes a special resolution in favour of the confirmation of the resolution made under rule 10(4), that resolution is confirmed.

PART IV-THE COMMITTEE

12. Powers of the committee

- (1) The committee, subject to the Act, the Regulations, these rules, and to any resolution passed by the council in general meeting-
- (a) shall control and manage the affairs of the council;
 - (b) may exercise all such functions as may be exercised by the council other than those functions that are required by these rules to be exercised by the council in general meeting; 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 council.

13. Constitution and membership

- (1) The committee shall consist of-
- (a) the office-bearers of the council; and
 - (b) at least 3, but no more than 20, ordinary committee members; each of whom shall be elected pursuant to rule 14 or appointed in accordance with rule 13(4).
- (2) The office-bearers of the council shall be-
- (a) the president;
 - (b) the vice-president;
 - (c) the treasurer;
 - (d) the secretary;
 - (e) the assistant treasurer;
 - (f) the assistant secretary;
 - (g) the editor;
 - (h) the public officer;
 - (i) the membership officer; and
 - (j) any other position that has been determined by resolution of the council.
- (3) Each member of the committee shall, subject to these rules, hold office until the conclusion of the annual general meeting following the date of the member's election, but is eligible for re-election.
- (4) In the event of a vacancy in the membership of the committee, the committee may appoint a member of the council to fill the vacancy and the member so appointed shall hold office, subject to these rules, until the conclusion of the annual general meeting next following the date of the appointment.

14. Election of council members and committee members

- (1) Nominations of candidates for election as office-bearers of the council or as ordinary committee members-

- (a) shall be made in writing, signed by 2 members of the council and accompanied by the written consent of the candidate (which may be endorsed on the nomination form); and
 - (b) shall be delivered to the secretary of the council not less than 7 days before the date fixed for the annual general meeting at which the election is to take place.
- (2) If insufficient nominations are received to fill all vacancies of the office bearers or committee, the candidates nominated shall be deemed to be elected and further nominations shall be received at the annual general meeting in respect of the remaining positions only. To avoid doubt, if the number of nominations received at an annual general meeting in respect of the remaining positions exceed the number of the positions available, a ballot will be held in respect of those positions only.
- (3) If insufficient further nominations are received, any vacant positions remaining on the committee shall be deemed to be vacancies.
- (4) If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated shall be taken to be elected.
- (5) If the number of nominations received by the secretary 7 days before the annual general meeting exceeds the number of vacancies to be filled, a ballot shall be held at the annual general meeting.
- (6) The ballot for the election of office-bearers and ordinary committee members shall be conducted at the annual general meeting in such manner as the committee may direct.
- (7) A person is not eligible to simultaneously hold more than 1 position on the committee.
- (8) Members shall be eligible for election as an office bearer or a committee member only after they have provided the management committee with an authority to disclose the candidate's criminal record and an indemnity for such supply. Both the authority and indemnity shall be in writing. The committee shall keep the result of such disclosure in confidence, however, may still on discovering that a person is not of fit and proper character to remain a member of the council may revoke that person's membership.

15. Secretary

- (1) The secretary of the committee shall, as soon as practicable after being appointed as secretary, notify the council of his or her address.
- (2) The secretary shall keep minutes of-
- (a) all elections and appointments of office bearers and ordinary committee members;
 - (b) the names of members of the committee present at a committee meeting or a general meeting; and
 - (c) all proceedings at committee meetings and general meetings.
- (3) Minutes of proceedings at a meeting shall be signed by the person presiding at the meeting or by the person presiding at the next succeeding meeting.

16. Treasurer

- (1) The treasurer of the committee shall-
- (a) collect and receive all moneys due to the council and make all payments authorised by the council; and
 - (b) keep correct accounts and books showing the financial affairs of the council with full details of all receipts and expenditure connected with the activities of the council.

17. Membership officer

- (1) The membership officer shall-
 - (a) maintain a register of members of the council;
 - (b) assess and determine approval of all nominees for membership of the council;
 - (c) provide members with written confirmation of their membership and inclusion in the register of members;
 - (d) provide written correspondence to the members of council with updates as and when is directed by the committee.

18. Vacancies

- (1) For the purposes of these rules, a vacancy of an office bearer or committee members occurs if the member-
 - (a) dies;
 - (b) ceases to be a member of the council;
 - (c) resigns the office;
 - (d) is removed from office pursuant to rule 19;
 - (e) becomes an insolvent under administration within the meaning of the Corporations Law;
 - (f) suffers from mental or physical incapacity;
 - (g) is disqualified from office under subsection 63 (1) of the Act; or
 - (h) is absent without the consent of the committee from all meetings of the committee held during a period of 6 months.

19. Removal of committee members

The council in general meeting may by resolution, subject to section 50 of the Act, remove any member of the committee from the office of member of the committee before the expiration of the member's term of office.

20. Committee meetings and quorum

- (1) The committee shall meet at least 3 times in each calendar year at such place and time as the committee may determine.
- (2) Additional meetings of the committee may be convened by any member of the committee.
- (3) Oral or written notice of a meeting of the committee shall be given by the 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.
- (4) Notice of a meeting given under rule 20(3) shall specify the general nature of the business to be transacted at the meeting and no business other than that business shall be transacted at the meeting, except business which the committee members present at the meeting unanimously agree to treat as urgent business.
- (5) Any 3 members of the committee constitute a quorum for the transaction of the business of a meeting of the committee.
- (6) No business shall be transacted by the committee unless a quorum is present and if within half an hour after 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 in the following week.
- (7) If at the adjourned committee meeting a quorum is not present within half an hour after the time appointed for the meeting, the meeting shall be dissolved.
- (8) At meetings of the committee-

- (a) the president or in the absence of the president, the vice-president shall preside;
or
- (b) if the president and the vice-president are absent, 1 of the remaining members of the committee may be chosen by the members present to preside.

21. Delegation by committee to sub-committee

- (1) The committee may, by instrument in writing, delegate to 1 or more sub-committees (consisting of such member or members of the council as the committee thinks fit) the exercise of such of the functions of the committee as are specified in the instrument, other than-
 - (a) this power of delegation; and
 - (b) a function which is a function imposed on the committee by the Act, by any other law of the Territory, or by resolution of the council in general meeting.
- (2) A function, the exercise of which has been delegated to a sub-committee under this rule may, while the delegation remains unrevoked, be exercised from time to time by the sub-committee in accordance with the terms of the delegation.
- (3) A delegation under this rule may be made subject to such conditions or limitations as to the exercise of any function, or as to time or circumstances, as may be specified in the instrument of delegation.
- (4) Notwithstanding any delegation under this rule, the committee may continue to exercise any function delegated.
- (5) Any act or thing done or suffered by a sub-committee acting in the exercise of a delegation under this rule has the same force and effect as it would have if it had been done or suffered by the committee.
- (6) The committee may, by instrument in writing, revoke wholly or in part any delegation under this rule.
- (7) A sub-committee may meet and adjourn as it thinks proper.

22. Voting and decisions

- (1) Questions arising at a meeting of the committee or of any 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.
- (2) Each member present at a meeting of the committee or of any sub-committee appointed by the committee (including the person presiding at the meeting) is entitled to 1 vote but, in the event of an equality of votes on any question, the person presiding may exercise a second or casting vote.
- (3) Subject to rule 20(5), the committee may act notwithstanding any vacancy on the committee.
- (4) Any act or thing done or suffered, or purporting to have been done or suffered, by the committee or by a sub-committee appointed by the 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.

PART V-GENERAL MEETINGS

23. Annual general meetings-holding of

- (1) With the exception of the first annual general meeting of the council, the council shall, at least once in each calendar year and within the period of 5 months after the expiration of each financial year of the council, convene an annual general meeting of its members.

- (2) The council shall hold its first annual general meeting-
 - (a) within the period of 18 months after its incorporation under the Act; and
 - (b) within the period of 5 months after the expiration of the first financial year of the council.
- (3) Rules 23(1) and 23(2) have effect subject to the powers of the Registrar-General under section 120 of the Act in relation to extensions of time.

24. Annual general meetings-calling of and business at

- (1) The annual general meeting of the council shall, subject to the Act, be convened on such date and at such place and time as the committee thinks fit.
- (2) In addition to any other business which may be 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 general meeting held since that meeting;
 - (b) to receive from the committee reports on the activities of the council during the last preceding financial year;
 - (c) to elect members of the committee, including office bearers; and
 - (d) to receive and consider the statement of accounts and the reports that are required to be submitted to members pursuant to subsection 73 (1) of the Act.
- (3) An annual general meeting shall be specified as such in the notice convening it in accordance with rule 26.
- (4) An annual general meeting shall be conducted in accordance with the provisions of this Part.

25. General meetings-calling of

- (1) The committee may, whenever it thinks fit, convene a general meeting of the council.
- (2) The committee shall, on the requisition in writing of not less than 5 per cent of the total number of members, convene a general meeting of the council.
- (3) A requisition of members for a general meeting-
 - (a) shall state the purpose or purposes of the meeting;
 - (b) shall be signed by the members making the requisition;
 - (c) shall be lodged with the secretary; and
 - (d) may consist of several documents in a similar form, each signed by 1 or more of the members making the requisition.
- (4) If the committee fails to convene a general meeting within 1 month after the date on which a requisition of members for the meeting is lodged with the secretary, any 1 or more of the members who made the requisition may convene a general meeting to be held not later than 3 months after that date.
- (5) A general meeting convened by a member or members referred to in rule 25(4) shall be convened as nearly as is practicable in the same manner as general meetings are convened by the committee and any member who thereby incurs expense is entitled to be reimbursed by the council for any reasonable expense so incurred.

26. Notice

- (1) Except where the nature of the business proposed to be dealt with at a general meeting requires a special resolution of the council, the secretary shall, at least 14 days before the date fixed for the holding of the general meeting, cause to be sent by email or by pre-paid post to each member at the member's email or postal 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.
- (2) Where the nature of the business proposed to be dealt with at a general meeting requires a special resolution of the council, the secretary shall, at least 21 days before the date fixed for the holding of the general meeting, cause notice to be sent to each member in the manner provided in rule 26(1) specifying, in addition to the matter required under that sub-rule, the intention to propose the resolution as a special resolution.
- (3) 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 which may be transacted pursuant to rule 24(2).
- (4) A member desiring to bring any business before a general meeting may give notice in writing of that business to the secretary who shall include that business in the next notice calling a general meeting given after receipt of the notice from the member.

27. General meetings-procedure and quorum

- (1) No item of business shall be transacted at a general meeting unless a quorum of members entitled under these rules to vote is present during the time the meeting is considering that item.
- (2) 5 members present in person (being members entitled under these rules to vote at a general meeting) constitute a quorum for the transaction of the business of a general meeting.
- (3) If within half an hour after the appointed time for the commencement of a general meeting a quorum is not present, the meeting if convened upon the requisition of members shall be dissolved and in any other case shall stand adjourned to the same day in the following week at the same time and (unless another place is specified at the time of adjournment by the person presiding at the meeting or communicated by written notice to members given before the day to which the meeting is adjourned) at the same place.
- (4) If at the adjourned meeting a quorum is not present within half an hour after the time appointed for the commencement of the meeting, the members present (being not less than 3) shall constitute a quorum.

28. Presiding member

- (1) The president, or in the absence of the president, the vice-president, shall preside at each general meeting of the council.
- (2) If the president and the vice-president are absent from a general meeting, the members present shall elect 1 of their number to preside at the meeting.

29. Adjournment

- (1) The person presiding at 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 from time to time and place to place, but no business shall be transacted at an adjourned meeting other than the business left unfinished at the meeting at which the adjournment took place.
- (2) Where a general meeting is adjourned for 14 days or more, the secretary shall give written or oral notice of the adjourned meeting to each member of the council stating the place,

date and time of the meeting and the nature of the business to be transacted at the meeting.

- (3) Except as provided in rules 29(1) and 29(2), notice of an adjournment of a general meeting or of the business to be transacted at an adjourned meeting is not required to be given.

30. Making of decisions

- (1) A question arising at a general meeting of the council shall be determined on a show of hands and, unless before or on the declaration of the show of hands a poll is demanded, a declaration by the person presiding 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 to that effect in the minute book of the council, is evidence of the fact without proof of the number or proportion of the votes recorded in favour of or against that resolution.
- (2) At a general meeting of the council, a poll may be demanded by the person presiding or by not less than 3 members present in person or by proxy at the meeting.
- (3) Where the poll is demanded at a general meeting, the poll shall be taken-
 - (a) immediately in the case of a poll which relates to the election of the person to preside at the meeting or to the question of an adjournment; or
 - (b) in any other case, in such manner and at such time before the close of the meeting as the person presiding directs, and the resolution of the poll on the matter shall be deemed to be the resolution of the meeting on that matter.

31. Voting

- (1) Subject to rule 31(3), upon any question arising at a general meeting of the council a member has 1 vote only.
- (2) All votes shall be given personally or by proxy but no member may hold more than 5 proxies.
- (3) In the case of an equality of votes on a question at a general meeting, the person presiding is entitled to exercise a second or casting vote.
- (4) A member or proxy is not entitled to vote at any general meeting of the council unless all money due and payable by the member or proxy to the council has been paid, other than the amount of the annual subscription payable in respect of the then current year.

32. Appointment of proxies

- (1) Each member 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.
- (2) The notice appointing the proxy shall be in the form as determined by the Committee.

PART VI-MISCELLANEOUS

33. Funds-source

- (1) The funds of the council shall be derived from entrance fees and annual subscriptions of members, donations and, subject to any resolution passed by the council in general meeting and subject to section 114 of the Act, such other sources as the committee determines.
- (2) All money received by the council shall be deposited as soon as practicable and without deduction to the credit of the council's bank account.

- (3) The committee shall, as soon as practicable after receiving any money, issue an appropriate receipt.

34. Funds-management

- (1) Subject to any resolution passed by the council in general meeting, the funds of the council shall be used in pursuance of the objects of the council in such manner as the committee determines.
- (2) All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments shall be signed by any one member of the committee or employee of the council, being a member of the committee or an employee authorised to do so by the committee.
- (3) An electronic funds transfer may be made by committee members or employees of the council, being members of the committee or employees authorised to do so by the committee.

35. Alteration of objects and rules

- (1) Neither the objects of the council referred to in section 29 of the Act nor under the objects under these rules shall be altered except in accordance with the Act.

36. Common seal

- (1) The common seal of the council shall be kept in the custody of the secretary.
- (2) 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 2 members of the committee or of 1 member of the committee and of the secretary.

37. Custody of books

Subject to the Act, the Regulations and these rules, the secretary shall keep in his or her custody or under his or her control all records, books, and other documents relating to the council.

38. Inspection of books

The records, books and other documents of the council shall be open to inspection at a place in the Territory, free of charge, by a member of the council at any reasonable hour.

39. Service of notice

- (1) For the purpose of these rules, a notice may be served by or on behalf of the council upon any member either:
 - (a) personally; or
 - (b) by sending it by post to the member at the member's address shown in the register of members; or
 - (c) by email.
- (2) Where a document is sent to a person by properly addressing, prepaying and posting to the person a letter containing the document, the document shall, unless the contrary is proved, be deemed for the purposes of these rules to have been served on the person at the time at which the letter would have been delivered in the ordinary course of post.

40. Council to be not for profit

The assets and income of the council shall be applied solely in the furtherance of its objects and no portion shall be distributed directly or indirectly to the members of the council except as bona fide compensation for services rendered or expenses incurred on behalf of the council.

41. Dissolution of the council

In the event of the council being dissolved the amount that remains after such dissolution and the satisfaction of all debts and liabilities shall be transferred to another council or organisation with similar objects which is not carried on for the profit or gain of its individual members.