

CONSTITUTION
OF
WESTERN PIGEON FEDERATION OF VICTORIA
INCORPORATED [WPF]

Contents

1.	NAME	3
2.	PURPOSE OF WPF	3
3.	POWERS OF WPF	3
4.	INTERPRETATION AND DEFINITIONS	4
4.1.	DEFINITIONS	4
5.	POWERS OF ASSOCIATION	5
5.1.	NOT-FOR-PROFIT ORGANISATION	5
6.	MEMBERSHIP OF WPF	6
6.1.	CATEGORIES OF MEMBERS	6
6.2.	APPLICATION FOR MEMBERSHIP.	6
6.3.	CONDITIONS OF MEMBERSHIP	6
6.4.	LIFE MEMBERS	7
6.5.	RENEWAL OF MEMBERSHIP	7
6.6.	EFFECT OF MEMBERSHIP	7
7.	SUBSCRIPTION FEES	7
7.1.	REGISTRATION DAY	7
7.2.	TRANSPORT FEES	8
8.	REGISTER	8
8.1.	SECRETARY TO KEEP REGISTER OF MEMBERS	8
8.2.	INSPECTION OF REGISTER	8
9.	RESIGNATION OF MEMBERS	8
9.1.	NOTICE OF RESIGNATION	8
9.2.	EXPIRATION OF NOTICE PERIOD	8
10.	EXPULSION, SUSPENSION OR FINING OF MEMBERS	8
10.1.	BOARD RESOLUTION	8
10.2.	NOTICE OF ALLEGED BREACH	9
10.3.	DETERMINATION OF BOARD	9
10.4.	NO APPEAL	9
11.	ANNUAL GENERAL MEETING	9
11.1.	BUSINESS	9
11.2.	ADDITIONAL MEETING	10
12.	GENERAL MEETING	10
12.1.	GENERAL MEETING MAY BE HELD	10
12.2.	REQUESTS FOR GENERAL MEETING	10

13.	NOTICE OF MEETINGS	10
	13.1. NOTICE TO BE GIVEN FOR GENERAL MEETINGS	10
	13.2. PROXIES	10
	13.3. BUSINESS OF MEETING	11
	13.4. QUORUM	11
	13.5. PRESIDENT TO CHAIR	12
	13.6. CHAIRPERSON MAY ADJOURN MEETING	12
14.	VOTING AT GENERAL MEETING	12
	14.1. VOTING PROCEDURE	12
	14.2. POLL AT GENERAL MEETING	13
	14.3. POSTAL VOTING	13
15.	MINUTES OF GENERAL MEETING	13
16.	ANNUAL GENERAL MEETING	13
17.	BOARD	14
	17.1. POWERS OF THE BOARD	14
	17.2. COMPOSITION OF BOARD	14
	17.3. TERM OF ELECTED BOARD MEMBERS	14
	17.4. GENERAL DUTIES	15
	17.5. CASUAL VACANCY	15
	17.6. OFFICERS OF WPF	15
18.	ELECTION OF BOARD	16
19.	VACANCY ON THE BOARD	17
	19.1. GROUNDS FOR TERMINATION OF A BOARD MEMBER	17
20.	QUORUM AND PROCEDURE AT BOARD MEETINGS	17
	20.1. CONVENING A BOARD MEETING	17
	20.2. URGENT MEETINGS	17
	20.3. QUORUM	18
	20.4. PROCEDURES AT BOARD MEETINGS	18
	20.5. MINUTES OF BOARD MEETINGS	18
	20.6. CONFLICT OF INTEREST	18
21.	SOURCES OF FUNDS	19
22.	MANAGEMENT OF FUNDS	19
23.	RECORDS AND ACCOUNTS	19
	23.1. FINANCIAL RECORDS	19
	23.2. WPF TO RETAIN RECORDS	20
	23.3. BOARD TO SUBMIT ACCOUNTS	20
24.	SIGNING OF NEGOTIABLE INSTRUMENTS	20
25.	COMMON SEAL	20
26.	ALTERATION OF CONSTITUTION	20
27.	SERVICE OF NOTICE	20
28.	DISPUTES AND MEDIATION	20
29.	INDEMNITY OF OFFICERS	22
30.	REGULATIONS	22
31.	WIND UP	22

CONSTITUTION

OF

WESTERN PIGEON FEDERATION OF VICTORIA INCORPORATED

1. NAME

The name of the incorporated association is Western Pigeon Federation Incorporated.

(In this Constitution and the Rules called the **WPF**)

2. PURPOSE OF WPF

The WPF is the peak body for the administration of homing pigeons in the Western suburbs of Melbourne and such other areas as the Board of Management may determine from time to time.

The purpose for which the WPF is established and maintained is:

- (a) The protection and improvement of Homing Pigeons and in particular the sport of racing pigeons in the Western Suburbs of Melbourne and for the encouragement of Federation races.
- (b) To raise the funds necessary to pursue the above in such a manner as decreed possible and necessary by the Board of Management.
- (c) To support Members in all matters pertaining to racing pigeons
- (d) At all times to act on behalf of, and in the interest of the members and the WPF:
- (e) Represent the interest of the members and of WPF generally in any appropriate forums:
- (f) Encourage, conduct, promote, advance and govern the WPF:
- (g) Promote the health and safety of Racing pigeons participating in the WPF in any capacity:
- (h) To support members in a non-financial capacity.

3. POWERS OF WPF

Solely for the furthering the purposes set out above the WPF has, in addition thereto, the rights, and power conferred on it under the Act. (Associations Incorporation Reform Act 2012).

4. INTERPRETATION AND DEFINITIONS

4.1. Definitions

In this Constitution, unless the contrary intention appears:

“Act” means the Associations Incorporation Reform Act 2012 (Vic).

“Affiliated Member” means a person recognized by the WPF as a Member under the Rules or otherwise under this Constitution.

“Annual General Meeting” means a meeting of Members convened in accordance with clause 11

“Board” means the Board of Management of the WPF.

“Annual Subscriptions” means the annual fees payable by each category of Members as determined by the Board under clause 7

“Financial year” means the year ending the 31st of December

“Board Member” means a member of the Board of Management of the WPF under clause 17.2

“General meeting” means a general meeting of the members of the Association convened in accordance with Part 4 and includes an annual general meeting, a special general meeting and a disciplinary appeal meeting;

“Member” means a member of the Association;

“Life Member” means an individual elected as such under clause: 6.4

“President” means the president of the WPF appointed in accordance with clause 17.2

“Secretary” means the secretary of the WPF appointed in accordance with clause 17.2

“Treasurer” means the treasurer of the WPF appointed in accordance with clause 17.2

“Board Member” means board member of the WPF appointed in accordance with clause 17

“Register” means the register of Members kept in accordance with clause 8.

“Regulations” means any regulations made by the Board under the Act.

5. POWERS OF ASSOCIATION

- (1) Subject to the Act, the Association has power to do all things incidental or conducive to achieve its purposes.
- (2) Without limiting sub-rule (1), the Association may—
 - (a) acquire, hold and dispose of real or personal property;
 - (b) open and operate accounts with financial institutions;
 - (c) invest its money in any security in which trust monies may lawfully be invested;
 - (d) raise and borrow money on any terms and in any manner as it thinks fit;
 - (e) secure the repayment of money raised or borrowed, or the payment of a debt or liability;
 - (f) appoint agents to transact business on its behalf;
 - (g) enter into any other contract it considers necessary or desirable.
- (3) The Association may only exercise its powers and use its income and assets (including any surplus) for its purposes.

5.1. Not-for-Profit Organisation

- (1) The Association must not distribute any surplus, income or assets directly or indirectly to its members.
- (2) Sub-rule (1) does not prevent the Association from paying a member—
 - (a) reimbursement for expenses properly incurred by the member; or
 - (b) for goods or services provided by the member—

if this is done in good faith on terms no more favourable than if the member was not a member.

Note: *Section 33 of the Act provides that an incorporated association must not secure pecuniary profit for its members. Section 4 of the Act sets out in more detail the circumstances under which an incorporated association is not taken to secure pecuniary profit for its members.*

6. MEMBERSHIP OF WPF

6.1. Categories of Members

- (a) Full membership
- (b) Partnerships:-Two or more members paying one membership
- (c) Pensioner: - Aged, War Service and Disabled
- (d) Junior membership: a person eighteen (18) years or younger and studying fulltime.

6.2. Application for Membership.

- (a) All application for membership to the WPF must be made in writing in form prescribed by the Board from time to time.
- (b) Accompanied by the appropriate fee or fees, if any, and
- (c) Lodged with the Secretary of the WPF.
- (d) The board may determine in its absolute discretion whether to approve or reject the application.
- (e) If the board does not approve an application for membership, the Secretary shall, as soon as practicable, notify the applicant in writing that their application for membership is not approved. The Board is not required to give reasons for its decision.
- (f) If the Board approves an application for membership the secretary shall as soon as practicable notify the applicant in writing of the approval for membership.

6.3. Conditions of Membership

No member of the federation shall:

- (a) Under take or participate in the racing of pigeons in any races organized or conducted by any other pigeon organization.
- (b) Be a member of or participant in, any racing pigeon organization other than the WPF.
- (c) Race pigeons to the same address or property as a member or participant of any other organization other than the WPF.
- (d) The above prohibitions do not apply to a designated special race conducted by another racing pigeon organization and approved by the board of management of the WPF

6.4. Life Members

Life membership of the WPF may be conveyed upon members of the WPF at an Annual General Meeting of the WPF on a motion being duly carried by a two-thirds majority of those present and entitled to vote.

A member must have completed 15 years-service to the WPF before that member can be nominated for Life Membership.

A member must be nominated for Life Membership of the WPF by two clubs recognized by the Federation.

6.5. Renewal of Membership

- (a) Affiliated members must reapply for membership each year through the procedures set out in this constitution or as determined by the board from time to time.
- (b) provided always that existing members shall be deemed eligible for membership (subject to clause 6.6 below).

6.6. Effect of Membership

This Constitution constitutes a contract between each member and the Association and that member shall be bound by this Constitution and Rules:

- (i) they shall comply with and observe this Constitution and the Rules.
- (ii) by submitting to this Constitution and Rules they are subject to the jurisdiction of the Association.
- (iii) this Constitution and Rules are agreed as necessary and reasonable for promoting the purposes of the Association; and
- (iv) members are entitled to all benefits, advantages, privileges and services of their membership as determined by the Board.

7. Subscription Fees

The annual subscription fees payable by members or categories of members for the ensuing year shall be decided at the Annual General Meeting, or a special general meeting.

“ A new member to the sport of pigeon racing may at the sole discretion of the Western Pigeon Federation Board of Management have their first-year membership fees waived but cannot during this period stand for office during that year. AGM 2020

7.1. Registration Day

Annual Subscription Fees shall be payable on or before the first Saturday of February each year.

7.2. Transport Fees

The annual Transport fee payable by members or categories of members for the ensuing year shall be decided by the Board and shall be payable on or before the first day of August each year

8. REGISTER

8.1. Secretary to keep Register of Members

The Secretary shall keep and maintain a register of Members in which shall be entered:

- (a) The full name and address telephone & mobile phone number & E-Mail of the member,
- (b) The category of membership of the member,
- (c) The date on which the member became a member,
- (d) For each former member, the date of ceasing to be a member.

8.2. Inspection of Register

The register shall be available for Inspection by members at the address of the Secretary upon reasonable written notice.

9. Resignation of Members

9.1. Notice of Resignation

Any member who has paid all monies due and payable to the WPF may resign from the Association by giving thirty days' notice in writing to the WPF of such intention to resign. Upon the expiration of that period of notice, the member shall cease to be a member.

9.2. Expiration of Notice Period

Upon the expiration of a notice given under Rule 8.1 and entry, recording the date on which the member who gave notice ceased to be a Member, shall be recorded in the register.

10. EXPULSION, SUSPENSION OR FINING OF MEMBERS

10.1. Board Resolution

Subject to these rules, the Board may by resolution:

- (a) Expel a Member from the WPF; or
- (b) Suspend a member from membership of the WPF for a specified period ;
- (c) Fine a Member an amount not exceeding \$200;
- (d) Impose such other penalty as it sees fit;

If the Board considers in its absolute discretion that the member has:

- (e) Breached, failed, refused or neglected to comply with this Constitution or Rules

(f) Acted in a manner unbecoming of a member or prejudicial to the purpose and interests of the WPF, or of another member;

or

(g) Brought the WPF or another Member into disrepute.

10.2. Notice of Alleged Breach

Where the Board considers in its absolute discretion that a member may have satisfied one or more of the grounds in Clause 10.1 (e), 10.1 (f), 10.1 (g), the Secretary shall as soon as practicable serve on the member a notice in writing that it proposes to act under Clause 10.1 (a), (b), (c), or (d);

- (a) Setting out the alleged breach of the member and the grounds on which it is based;
- (b) Stating that the member may address the Board at a meeting to be held not earlier than fourteen and not later than twenty eight days after service of the notice;
- (c) Stating the date, place and time of that meeting;
- (d) Informing the Member that he ,she or it may do one or more of the following;
 - (i) Attend that meeting;
 - (ii) give the WPF, before the date of that meeting a written statement regarding the alleged breach:

10.3. Determination of Board

At a meeting of the Board held in accordance with Clause 10.2,

- (a) Give the member every opportunity to be heard;
- (b) Give due consideration to any written statement submitted by the member;
- (c) By resolution determine whether the alleged breach occurred.

10.4. No Appeal

There shall be no appeal from a decision of the Board under this Rule 10.

11. ANNUAL GENERAL MEETING

The WPF shall convene and hold an Annual General Meeting of its members in accordance with the provisions of the Act and on the last Friday night in February each year.

11.1. BUSINESS

The Annual General Meeting will

- (a) confirm the minutes of the last annual general meeting;
- (b) receive from the Board reports upon the transactions of the WPF during the last financial year, including audited accounts;
- (c) conduct the election of the Board
- (d) transact special business of which notice is given in accordance with this Constitution.

11.2. Additional Meeting

The Annual General Meeting shall be in addition to any other General Meeting that may be held in the same year.

12. GENERAL MEETING

12.1. General meeting may be held

The President or Board may, whenever it thinks fit, convene a General Meeting of the members of the WPF which shall be known as a special general meeting;

12.2. Requests for General Meeting

- (a) The Board shall on a request in writing from not less than 25% of the total number of members, who have signed the request convene a general meeting. The Board may also request a general meeting.
- (b) The Request for a general meeting shall state the object(s) of the meeting and shall be signed by the members making the request and be sent to the Secretary and may consist of several documents in a like form, each signed by one or more of the members making the request.
- (c) If the Board does not cause a general meeting to be held within thirty days after the date on which the request is sent Secretary ,the members making the request, or any of them, may convene a general meeting to be held not later than (3) months after that date.
- (d) A General Meeting convened by Members under the constitution shall be convened in the same manner, or as nearly as possible as that , in which meetings are convened by the Board, all reasonable expenses incurred in convening the meeting shall be refunded by the WPF to the persons incurring the expenses.

13. NOTICE OF MEETINGS

13.1. Notice to be given for General Meetings

The Secretary shall, at least 14 days before the date fixed for holding a General Meeting, send to each member a notice in writing stating the place, date and time and the nature of the proposed business to be transacted at the meeting.

13.2. Proxies

- (1) A member may appoint another member as his or her proxy to vote and speak on his or her behalf at a general meeting other than at a disciplinary appeal meeting.
- (2) The appointment of a proxy must be in writing and signed by the member making the appointment.
- (3) The member appointing the proxy may give specific directions as to how the proxy is

to vote on his or her behalf, otherwise the proxy may vote on behalf of the member in any matter as he or she sees fit.

- (4) If the Board has approved a form for the appointment of a proxy, the member may use any other form that clearly identifies the person appointed as the member's proxy and that has been signed by the member.
- (5) Notice of a general meeting given to a member under this section must—
 - (a) state that the member may appoint another member as a proxy for the meeting; and
 - (b) include a copy of any form that the Committee has approved for the appointment of a proxy.
- (6) A form appointing a proxy must be given to the Chairperson of the meeting before or at the commencement of the meeting.
- (7) A form appointing a proxy sent by post or electronically is of no effect unless it is received by the Association no later than 24 hours before the commencement of the meeting.

13.3. Business of Meeting

- (a) No business other than that set out in the notice convening the meeting shall be transacted at the General Meeting.
- (b) A Member desiring to bring any business before a meeting shall give at least 30 days' notice in writing of that business to the Secretary, who shall include that business in a notice calling the next General Meeting after the receipt of the notice.
- (c) A motion of which due notice has been given, if unsuccessful, cannot be resubmitted, nor may any other motion having a similar effect be moved at a subsequent General Meeting for a period of twelve months. The Chairperson shall determine whether a motion is a motion having a similar effect.

13.4. Quorum

- (a) no item of business shall be transacted at a General Meeting unless a quorum of Members entitled under this Constitution to vote is present during the time when the meeting is considering that item.
- (b) Thirty per cent (30%) of Financial Members personally present (not by proxy) constitute a quorum for the transaction of the business at a General Meeting, if within half an hour after the appointed time for the commencement of a General Meeting, a Quorum is not present, the meeting:
 - (i) If convened upon the requisition of Members, shall be dissolved: and
 - (ii) Shall be re-convened to the same day in the next week at the same time and same place and if at the adjourned meeting a quorum is not present within half an hour after the appointed for the commencement of the

Meeting, the Members present. (Being not less than Twenty-five per cent (25%) shall be a quorum.

- (iii) In the case of a General Meeting convened by the board if a quorum is not present after half an hour of the appointed time for the commencement of that Meeting then the members personally present (being not less than Twenty five per cent(25%) shall be a quorum.

13.5. President to Chair

The President shall chair each General Meeting of the WPF. If the president is absent then the vice-president shall chair the General Meeting or if they are both absent from the General Meeting then the Members shall elect one of their numbers to preside as chairperson at the meeting.

13.6. Chairperson May Adjourn meeting

(a) The Chairman of a general meeting at which a quorum is present may, with the consent of the meeting adjourn the meeting from time to time and place to place, but no business shall be transacted at an adjourned meeting other than the business left unfinished at the meeting at which the adjournment took place.

(b) Where a meeting is adjourned for fourteen (14) days or more a like notice of the adjourned meeting shall be given as is the case of the general meeting.

(c) Except as provided in clause (13.6a) and (13.6b), it is not necessary to give notice of an adjournment or of the business to be transacted at an adjourned meeting.

14. VOTING AT GENERAL MEETING

14.1. Voting Procedure

In the case of an equality of voting on a question, the chairperson of the meeting is entitled to exercise a second or casting vote.

(a) A member is not entitled to vote at any general meeting unless all monies due and payable by him/her to the WPF have been paid, on or before the first Saturday of February prior to the general meeting including the amount of the annual subscription fee payable in respect of the current financial year.

(b) Upon any questions arising at a general meeting of the WPF, a member has one (1) vote only, providing that, that member has attained the age of twelve (12) years prior to the day of the meeting,. With regard to a partnership or firm flying to one loft, that partnership or firm is only entitled to one (1) vote.

(c) A question arising at a general meeting of the WPF shall be determined on a show of hands and unless before or on the declaration of a show of hands a poll is demanded, a declaration by the Chairman that the resolution has, on a show of

hands, been carried or carried unanimously or carried by a particular majority or lost and an entry to that effect in the minute book of the WPF is evidence of the fact without proof of the number or proportion of the votes recorded in favor of, or against, the resolution.

(d) Each member shall be entitled to appoint another member as his proxy by notice given to the Secretary no later than twenty-four (24) hours before the time of the meeting in respect of which the proxy is appointed.

14.2. Poll at General Meeting

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

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

14.3. Postal Voting

(a) Unless otherwise determined by the Board, postal voting shall only be conducted for the election of a Board member. Notwithstanding any other rule in this constitution, where a postal vote is conducted, each financial member shall be only entitled to cast one vote on any motion or, to avoid doubt, complete one ballot paper for the elections of Board.

(b) The Board may determine how to conduct any postal vote which may include, but not be limited to, through ordinary post and/or electronically as it deems appropriate.

15. MINUTES OF GENERAL MEETING

(a) The Board must ensure that minutes are taken and kept of each General Meeting of the WPF

(b) The Minutes must record:

- (i) The business considered at the General Meeting;
- (ii) Any proxy forms given to the Secretary under Rule 14.1 (d)
- (iv) Any resolution on which a vote is taken and the result of such vote; and
- (v) the names of persons present at the general meeting.

16. ANNUAL GENERAL MEETING

In addition, the minutes of each Annual General Meeting must include;

- (i) Any reports or financial statements submitted to the members at the Annual General Meeting; and

(ii) Any audited accounts or auditor's report or report of a review accompanying the financial statements that are required under the Act.

(iii) the results (if any) of the election of Board members

(iv) details of any special business considered at the Meeting.

The Minutes of the Annual General Meetings and General Meetings shall be available for inspection at all time by the Members

17. BOARD

17.1. Powers of the Board

(a) The affairs of the WPF shall be managed by the Board constituted under clause 17.2

(b) Subject to this Constitution, the Board:

(i) Shall control and manage the business and affairs of the WPF.

(ii) May, subject to the Constitution, the Rules, the regulations and the Act, exercise all such powers and functions that are required by the Constitution to be exercised by general meetings of the members of the WPF.

(iii) Subject to these rules, the regulations and the Act, has the power to perform all such acts and things as appear to the Board to be essential to the proper management of the business and affairs of the WPF except those powers that these Rules or the Act require to be exercised by general meetings of the members of the Association.

17.2. Composition of Board

(a) The Board shall consist of:

(b) President

(c) Two Vice Presidents

(d) Secretary

(e) Assistant Secretary

(f) Treasurer

(g) Three other members of the WPF

17.3. Term of Elected Board Members

Subject to clause 17.2 each Board member, shall hold office until the next Annual General Meeting. (One year) Following the declaration of their election at an AGM, but is eligible for re-election.

17.4. General Duties

- (1) As soon as practicable after being elected or appointed to the Board, each Board member must become familiar with these Rules and the Act.
- (2) The Board is collectively responsible for ensuring that the Association complies with the Act and that individual members of the Board comply with these Rules.
- (3) Board members must exercise their powers and discharge their duties with reasonable care and diligence.
- (4) Board members must exercise their powers and discharge their duties—
 - (a) in good faith in the best interests of the Association; and
 - (b) for a proper purpose.
- (5) Board members and former Board members must not make improper use of—
 - (a) their position; or
 - (b) information acquired by virtue of holding their position –so as to gain an advantage for themselves or any other person or to cause detriment to the Association.

Note *See also Division 3 of Part 6 of the Act which sets out the general duties of the office holders of an incorporated association.*

- (6) In addition to any duties imposed by these Rules, a Board member must perform any other duties imposed from time to time by resolution at a general meeting.

17.5. Casual Vacancy

In the event of a casual vacancy in the office of a Board Member the Board may appoint an appropriate financial Member to fill the vacant position the member so appointed shall hold Office until the conclusion of the Annual General Meeting next following the date of his Appointment.

17.6. Officers of WPF

After calling for nominations of officers from the members, the Board will appoint the following:

- (a) Liberation committee x 2
- (b) Clock Marshall,
- (c) Property Officer
- (d) Ring Secretary

- (e) Velocity officer
- (f) Chronometer Officer
- (g) Room Stewards, and
- (h) Public officer.

18. ELECTION OF BOARD

- (a) The Secretary shall call for nominations at an appropriate time (being not less than 30 days prior to the Annual General Meeting) determined by the Board
- (b) All members shall be notified of the call for nominations as determined by the Board.
- (c) Candidates must;
 - (i) Be aged 18 years or over; and
 - (ii) Reside in Australia.
 - (iii) Must be financial including payment of any fines or accounts
 - (iv) must be a current flying member.
- (d) Nominations of candidates for election as Elected Board Members shall be;
 - (i) Made in writing on the form provided by the WPF signed by Two Financial Member of the WPF and accompanied by the written consent of the nominee.And;
 - (ii) Posted to the Secretary at PO Box 788 Sunshine 3020 or by E-Mail by the date specified on the call for nominations.
- (e) If the number of nominations received for the Board is equal to the number of vacancies to be filled, or
- (f) There are insufficient nominations received to fill the vacancies on the Board. Then those nominated shall be declared elected at the Annual General Meeting by the Returning officers.
- (g) Any vacancies shall be treated as casual vacancies under Rule 17.5
- (g) If the number of nominations exceeds the number of vacancies to be filled, a ballot shall be conducted to determine the Elected Board subject to clause 14.3 such ballot will be conducted in the manner Determine by the Board.
- (h) The Board shall appoint two nominees who shall act as returning officers for the secret ballot.

No person, other than the returning officers, shall be entitled to see any voting papers and, the returning officers shall not disclose to any person the way in which any person has voted.

The decision of the returning officers on any matter relating to elections is final and no appeal shall be made from that decision.

For the avoidance of doubt, in the event of an equality of votes between two or more candidates, the returning officers will determine the result by drawing lots to determine the outcome.

19. VACANCY ON THE BOARD

19.1. Grounds for Termination of a Board member

A person shall cease to be a member of the Board in the event that the member

- (a) ceases to be an Affiliated Member;
- (b) becomes an insolvent under administration within the meaning of the Corporations Act;
- (c) Resigns their office by notice in writing given to the Secretary.
- (e) Fails to attend 3 consecutive meetings of the Board, without providing reasonable excuse for such absence.
- (f) Is the subject of sanction pursuant to clause 10 hereof.

20. QUORUM AND PROCEDURE AT BOARD MEETINGS

20.1. Convening a Board Meeting

- (a) The Board shall meet monthly or as often as required;
- (b) Written notice of not less than 7 days shall be given to each Board Member by the Secretary, specifying the time, date and place of the Board meeting and the general nature of the business to be transacted.

20.2. Urgent meetings

- (1) In cases of urgency, a meeting can be held without notice being given in accordance with rule 20.1 provided that as much notice as practicable is given to each Board member by the quickest means practicable.
- (2) Any resolution made at the meeting must be passed by an absolute majority of the Board.
- (3) The only business that may be conducted at an urgent meeting is the business for which the meeting is convened.

20.3. Quorum

- (a) Six (6) Board Members shall constitute a quorum for the transaction of the business of a meeting of the Board.
- (b) No business shall be transacted unless a quorum is present and if within half an hour of the appointed time for the meeting a quorum is not present the meeting shall stand adjourned to the place, date and time in the following week.

20.4. Procedures at Board Meetings

- (a) At Meetings of the Board;
 - (i) The president shall chair the meeting;
 - (ii) If the president is absent the Vice-president shall chair the meeting;
 - (iii) If the Vice-president is also absent the Board shall appoint one of its members to Chair the meeting.
- (b) Questions arising at a meeting of the Board shall be determined by a show of Hands, or if demanded by a member, by a poll taken in such a manner as the person presiding at the meeting may determine.
- (c) Each member present at a meeting of the board is entitled to one vote, and in the event of an equality of votes on any question the president or the person presiding shall exercise a second or casting vote.

20.5. Minutes of Board Meetings

- (a) The Board must ensure that minutes are taken and kept of each Board meeting
- (b) The Minutes must record;
 - (i) the business considered at the meeting;
 - (ii) Any resolution on which a vote is taken and the result of the vote.
 - (iii) Financial Report

20.6. Conflict of interest

- (1) A Board member who has a material personal interest in a matter being considered at a Board meeting must disclose the nature and extent of that interest to the Board.
- (2) The member—
 - (a) must not be present while the matter is being considered at the meeting; and
 - (b) must not vote on the matter.

Note *Under section 81(3) of the Act, if there are insufficient committee*

members to form a quorum because a member who has a material personal interest is disqualified from voting on a matter, a general meeting may be called to deal with the matter.

- (3) This rule does not apply to a material personal interest—
 - (a) that exists only because the member belongs to a class of persons for whose benefit the Association is established; or
 - (b) that the member has in common with all, or a substantial proportion of, the members of the Association.

21. SOURCES OF FUNDS

The funds of the WPF shall be derived from Annual Subscriptions, donations and such other sources as the Board determines.

22. MANAGEMENT OF FUNDS

- 1) The WPF must open an account with a financial institution from which all expenditure of the WPF is made and into which the WPF revenue is Deposited.
- (2) Subject to any restrictions imposed by a general meeting of the Association, the Board may approve expenditure on behalf of the Association.
- (3) The Board may authorise the Treasurer to expend funds on behalf of the Association (including by electronic funds transfer) up to a specified limit without requiring approval from the Board for each item on which the funds are expended.
- (4) All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments must be signed by 2 Board members.
- (5) All funds of the Association must be deposited into the financial account of the Association no later than 5 working days after receipt.
- (6) With the approval of the Board, the Treasurer may maintain a cash float provided that all money paid from or paid into the float is accurately recorded at the time of the transaction.

23. RECORDS AND ACCOUNTS

The Treasurer shall establish and maintain proper records concerning all Transactions of the WPF and the Board shall produce these as appropriate at each Board meeting or General Meeting.

23.1. Financial Records

- (a) The WPF must keep financial records that –
 - (i) Correctly record and explain its transactions, financial position and
 - (ii) enable financial statements to be prepared as required by the Act.

23.2. WPF to Retain Records

The WPF shall retain all books, documents, and securities for seven years all such records shall be kept in the care and control of the Secretary.

23.3. Board to submit Accounts

The Board shall submit to the Annual general meeting the accounts of the WPF in accordance with the Act.

24. SIGNING OF NEGOTIABLE INSTRUMENTS

The funds of the WPF shall be banked in the name of the WPF or may, at the discretion of the Board, be invested in such interest bearing deposits as the Board considers secure and desirable. Any two (2) of the President, Secretary Treasurer and one nominated Board member may be able to operate such bank account or investment account.

25. COMMON SEAL

- (a) The common seal of the WPF shall be kept in the custody of the Secretary.
- (b) The Common Seal shall not be affixed to any instrument except by the authority of the Board and the affixing of the Common Seal shall be attested by the signatures either of two, (2) members of the Board or one member of the Board and the Public Officer of the WPF.

26. ALTERATION OF CONSTITUTION

This Constitution shall not be altered except by a Special Resolution in Accordance with the Act

27. SERVICE OF NOTICE

- (a) A notice may be served by or on behalf of the WPF upon any member either personally or by sending it by post this also includes By E-Mail or other Electronic means to the member at his address or e-mail address as shown in the Register of Members.
- (b) Where a document is properly addressed pre-paid and posted to a person as a letter, the document shall, unless the contrary is proved, be deemed to have been given to the person at the time at which the letter would have been delivered in the ordinary course of the post.
- (c) Where the document is forwarded electronically to the member at the email address provided by the member notice shall be deemed to have been given within 2 hours of sending.

28. DISPUTES and MEDIATION

- 28.1. The grievance procedure set out in this rule applies to disputes under this Constitution other than a matter or matters arising pursuant to clause 9 hereof

between:

- (a) a member and another member; or
- (b) a member and the Association
- (c) The parties to the dispute must meet and discuss the matter in dispute and if possible resolve the dispute within 14 days after the dispute comes to the attention of all parties.
- (d) If the parties are unable to resolve the dispute at the meeting, or if a party fails to attend that meeting then the parties must, within 10 days, hold a meeting in the presence of a mediator.

The mediator must be:-

- (a) A person chosen by agreement between the parties; or
- (b) in the absence of agreement:
 - (i) In the case of a dispute between a member and another member, a person appointed by the committee of the Association; or
 - (ii) In the case of a dispute between a member and the Association, a person who is a mediator appointed or employed by the Dispute Settlement Centre of Victoria (Department of Justice)
- (c) A member of the Association can be a mediator.
- (d) The mediator cannot be a member who is a party to the dispute.
- (e) The parties to the dispute must, in good faith, attempt to settle the dispute by mediation.

28.2. The mediator, in conducting the mediation, must:-

- (i) give the parties to the mediation process every opportunity to be heard; and
- (ii) allow due consideration by all parties of any written statement submitted by any party; and
- (iii) Ensure that natural justice is accorded to the parties to the dispute throughout the mediation process.

28.3. The mediator must not determine the dispute

- (i) If the mediation process does not result in the dispute being resolved, the parties may seek to resolve the dispute in accordance with the Act or otherwise at law.

29. INDEMNITY OF OFFICERS

All Board and Trustees of the WPF shall be indemnified by the WPF from losses and expenses incurred by them in or about the discharge of their respective duties for the WPF except where such losses or expenses are incurred by way of extravagance, culpable negligence, willful default or dishonesty. No Board or Trustee of the WPF shall be liable for any loss or expense incurred by the WPF except where the same happens by way of such Board or Trustee being guilty of negligence, default or dishonesty.

30. REGULATIONS

- (a) The Board shall be the sole authority for the interpretation of the Constitution and Regulations made hereunder. The decision of the Board upon any question, interpretation or upon any matters affecting the WPF and not provided for in the Constitution or Regulations shall be final and binding on all parties.
- (b) The Board may make Regulations from time to time for the conduct of pigeon races, pigeon Shows, sales or other matters which may better achieve the Purposes of the WPF.

Such Regulations shall be binding upon members and may be added to amended or varied by the Board from time to time upon appropriate notice to members. Provided always that such Regulations shall not be in any way oppose or be in conflict with this Constitution. Such Regulations shall be available to all members.

- (c) In particular the Regulations shall provide that all WPF members must vaccinate their birds against PMV and sign a statutory declaration and hand it to the WPF on or before the first basketing night each year.
- (d) The Regulations shall include a WPF Code of Practice and each member of the WPF shall comply with the Code of Practice. Infringement of the Code of Practice shall be dealt with by the Board pursuant to clause 10 hereof

31. WIND UP

- (1) The Association may be wound up voluntarily by special resolution.
- (2) In the event of the winding up or the cancellation of the incorporation of the Association, the surplus assets of the Association must not be distributed to any members or former members of the Association.
- (3) Subject to the Act and any court order made under section 133 of the Act, the surplus assets must be given to a body that has similar purposes to the Association and which is not carried on for the profit or gain of its individual members.
- (4) The body to which the surplus assets are to be given must be decided by special resolution.