

# Constitution



## 1. NAME

- 1.1. The name of the group shall be the "Western Australian Speleological Group", herein after referred to as the "Group".
- 1.2. The motto shall be "Telluris operta subire", that is, "to pass beneath the hidden (or covered) places of the earth".
- 1.3. The logo of the West Australian Speleological Group (Inc.) shall be defined as that shown in Appendix 1 of this constitution.
- 1.4. No individual or company shall use the logo (as defined in Appendix 1) the name, West Australian Speleological Group or the abbreviation WASG in advertising or photographic material without the express permission of the Committee.

## 2. OBJECTIVES

- 2.1. The objects of the Group shall be:
  - i) to foster preservation of Western Australian caves in co-operation with other interested organisations;
  - ii) to promote and encourage responsible speleology in Western Australia in all its aspects;
  - iii) to record and, if suitable, publish results of any investigations of the Group.
- 2.2. The Group shall be affiliated with the Australian Speleological Federation.

## 3. NON-PROFIT MAKING

- 3.1. The income and property of the Group however derived shall be applied solely towards the promotion of the Group's objectives as set forth in this Constitution and no portion shall be paid or transferred to its members excepting as payment in good faith or remuneration to any officer or servant of the Group for services actively rendered to the Group.

## 4. MEMBERSHIP

- 4.1. The Group shall be composed of members, the categories of membership being:
  - i) **Member (M)** A Member shall be a person who subscribes to this Constitution, conforms to the By-Laws of the Group and has paid the annual subscription. A person who has not previously been a member of the Group may join as an Introductory Member for a period of three (3) months.
  - ii) **Full Member (FM)** A Full Member shall be a Member who has been approved by the Committee as a Full Member.
  - iii) **Trip leader (TL)** A Trip Leader shall be a Full Member over eighteen (18) years of age who has been approved by the Committee as a trip leader.
  - iv) **Honorary Member (HM)** An Honorary Member shall be a person whom the Group wishes to honour, such recognition being awarded by a General Meeting of the Group on the recommendation of the Committee.
- 4.2. The term "member" herein after includes all of the categories listed in subrule 4.1.
- 4.3. Any person prepared to uphold the objectives of the Group may apply for membership of the Group.
- 4.4. An applicant for membership of the Group becomes a member when:
  - i) The applicant pays membership fees in accordance with subrule 13.1 to the Group; and
  - ii) The applicant provides a completed membership form to the Group.
- 4.5. Committee Members and Trip Leaders are authorised to accept the membership fees and membership form required by subrule 4.4 on behalf of the Group.
- 4.6. A person ceases to be a member when any of the following takes place:
  - i) The person resigns from the Group by providing written notice of their resignation to the Secretary;
  - ii) The person is expelled from the Group in accordance with subrule 19.1;
  - iii) The person's introductory membership expires;
  - iv) The person's membership expires in accordance with subrule 13.5.

## 5. COMMITTEE

- 5.1. The honorary office bearers of the Group shall consist of President, Vice-President, Secretary, Treasurer, Librarian, Property Officer, Co-ordination Officer and Conservation Officer. These plus three (3) non-office bearing members shall be termed the "Committee", by whom the Group shall be governed subject to the Constitution and By-laws, and in whom shall be vested the property of the Group.
- 5.2. All members of the Committee shall be appointed until the following Annual General Meeting.
- 5.3. Nominations for election to the Committee shall be in writing, signed by a proposer and the nominee, all of whom shall be members of the Group. Nominations shall be called for at the General Meeting prior to the Annual General Meeting and will be accepted at or prior to the Annual General Meeting.

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- 5.4. No member shall hold the office of President for more than three (3) consecutive years.
- 5.5. No member under the age of eighteen (18) is eligible to be elected to the Committee.
- 5.6. Should any member of the Committee be absent from three (3) meetings of the Committee without reasonable excuse, they shall be deemed to have vacated their office and the Committee shall appoint another member in their place, subject to the conditions of subrule 5.7 below. The Committee shall decide what is a reasonable excuse.
- 5.7. Vacancies occurring on the Committee during the year shall be filled by the Committee except that, during its term of office, the Committee shall not fill more than three (3) vacancies. Any further vacancies may be filled only at a Special General Meeting. The conditions of term of office and nominations shall be subject to subrules 5.2 and 5.3.
- 5.8. The Committee shall have the power to co-opt persons for special purposes, but such persons shall not have the power to vote at Committee meetings.
- 5.9. The Committee shall have the power to appoint convenors of sub-committees for the purpose of implementing any of the aims of the Group. Those persons so appointed shall be empowered to convene a sub-committee of a size deemed to be necessary to assist with their duties. The duties of these convenors will be as specified in the by-laws.
- 5.10. The Committee shall have the power to appoint delegates or appropriate proxies for the purpose of representing the Group at Australian Speleological Federation meetings.
- 5.11. Committee members are not entitled to be paid out of the funds of the Group for any expenses, including those incurred in attending General Meetings, Special General Meetings, Committee Meetings or Australian Speleological Federation Meetings.
- 5.12. Subrule 5.11 does not prevent a Committee member from being reimbursed for any purchase authorised by resolution of the Group or Committee in accordance with subrules 12.3 or 12.4.

## 6. DUTIES OF OFFICE BEARERS

- 6.1. The President shall:
  - a) chair all meetings; and
  - b) facilitate the activities of the Group.
- 6.2. The Vice-President shall:
  - a) assist the President in the President's duties;
  - b) arrange speakers and presentations for meetings; and
  - c) assist other members of the Committee as required.
- 6.3. The Secretary shall:
  - a) arrange meetings;
  - b) draw up agendas;
  - c) keep minutes of all meetings;
  - d) handle all official Group correspondence; and
  - e) co-ordinate the internal affairs of the Group.
- 6.4. The Treasurer shall:
  - a) be responsible for the monies of the Group;
  - b) submit an Annual Balance Sheet and a Statement of the financial position for a given period when called for;
  - c) with the assistance of the Committee, operate the Group's financial accounts;
  - d) maintain the register of members in accordance with the requirements imposed under subrule 53 of the *Associations Incorporation Act 2015*;
  - e) ensure that the Australian Speleological Federation membership database and club email list are kept current; and
  - f) provide new members with relevant information.
- 6.5. The Librarian shall:
  - a) maintain the Library;
  - b) operate the borrowing system; and
  - c) co-operate with other groups for library acquisitions.
- 6.6. The Property Officer shall:
  - a) keep all the Group property;
  - b) undertake repairs and authorised purchases; and
  - c) maintain a borrowing system and inventory.

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- 6.7. The Coordination Officer shall:
- a) be responsible for bookings of the Group's hut;
  - b) coordinate hut repairs and maintenance;
  - c) respond to enquiries from prospective members; and
  - d) assist new members with trip selection.
- 6.8. The Conservation Officer shall:
- a) co-ordinate the Group's response to government management plans and other developments involving karst in consultation with the Committee and relevant Trip leaders;
  - b) encourage and support cave conservation projects being carried out by members of the Group; and
  - c) submit a report on conservation projects to the Annual General Meeting or when otherwise requested.

## 7. INDEMNITY

- 7.1. No office bearer or member of a Committee or other working group for the Group shall be liable for the acts or defaults of any other person working for the Group or for any error of judgement on his/her part or for any loss or damage resulting from his/her duties unless it be by dishonesty or wilful negligence on his/her part.
- 7.2. No person shall be entitled to be indemnified out of the fund of the Group for any liability incurred by him/her without specific authorisation by the Group.
- 7.3. Should the Constitution of the Group be altered, no action by members previous to the alteration of the Constitution shall be deemed illegal because of such an alteration.

## 8. MEETINGS

- 8.1. All members are entitled to receive notice of and to attend any General Meeting of the Group.
- 8.2. General Meetings of the Group shall be held on a day decided by the Committee, the date not being more than two (2) months from the date of the previous meeting.
- 8.3. The Annual General Meeting shall be held on the first Tuesday in March, unless otherwise determined by the Committee. The Annual Report shall be delivered and the election of the Committee undertaken.
- 8.4. Special General Meetings shall be held at the discretion of the Committee or upon the written and signed request of at least twenty percent (20%) of members.
- 8.5. The President or, in the President's absence, the Vice-President must preside as chairperson of each General Meeting.
- 8.6. If the President and Vice-President are absent or are unwilling to act as chairperson of a meeting, the Committee members at the meeting must choose one of them to act as chairperson of the meeting.
- 8.7. A quorum for any General Meeting, Special General Meeting or Annual General Meeting shall consist of ten (10) members.
- 8.8. No business is to be conducted at a General Meeting unless a quorum is present.
- 8.9. If a quorum is not present within 30 (thirty) minutes after the notified commencement time of a General Meeting:
- i) in the case of a Special General Meeting the meeting lapses; or
  - ii) in the case of the Annual General Meeting the meeting is adjourned to the time and place of the next General Meeting.
- 8.10. If a quorum is not present within 30 (thirty) minutes after the commencement time of an Annual General Meeting held under subrule 8.9(ii); and at least 2 (two) members who are not honorary office bearers are present at the meeting, those members present are taken to constitute a quorum.
- 8.11. The secretary or, in the case of a special general meeting convened under subrule 8.4, the members convening the meeting, must give to each member:
- a) at least 21 days' notice of a General Meeting if a special resolution is to be proposed at the meeting; or
  - b) at least 14 days' notice of a General Meeting in any other case.
- 8.12. Notice given under subrule 8.11 must:
- a) specify the date, time and place of the meeting; and
  - b) indicate the general nature of each item of business to be considered at the meeting; and
  - c) if the meeting is the annual general meeting, include the names of the members who have nominated for election to the committee under subrule 5.3; and
  - d) if a special resolution is proposed:
    - i) set out the wording of the proposed resolution;
    - ii) state that the resolution is intended to be proposed as a special resolution; and
    - iii) state that the member may appoint an individual who is an ordinary member as a proxy for the meeting; and provide a copy of any approved proxy form.

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## 9. COMMITTEE MEETINGS

- 9.1. The Committee must meet at least three (3) times in each year on the dates and at the times and places determined by the Committee.
- 9.2. A quorum for a Committee Meeting shall be five (5) committee members.
- 9.3. The date, time and place of the first Committee meeting must be determined by the members of the Committee as soon as practicable after the Annual General Meeting at which the Committee are elected.
- 9.4. Notice of Committee Meetings shall be given to all members of the Committee at least seven (7) days prior to a meeting. If all members of the Committee by any communication signify their consent, a Committee Meeting may be held at shorter notice.
- 9.5. Notice of Committee Meetings must describe the date, time and place of the meeting and must describe the general nature of the business to be conducted at the meeting.
- 9.6. Urgent business that has not been described in the notice may be conducted at the meeting if the committee members at the meeting unanimously agree to treat that business as urgent.
- 9.7. Should the Secretary be unable to summon a Committee Meeting, the President or Vice-President may do so.
- 9.8. The President or, in the President's absence, the Vice-President must preside as chairperson of each Committee Meeting.
- 9.9. If the President and Vice-President are absent or are unwilling to act as chairperson of a meeting, the Committee members at the meeting must choose one of them to act as chairperson of the meeting.
- 9.10. The procedure to be followed at a Committee Meeting must be determined from time to time by the Committee.
- 9.11. The order of business at a Committee Meeting may be determined by the Committee members at the meeting.
- 9.12. A member or other person who is not a Committee member may attend a Committee Meeting if invited to do so by the Committee.
- 9.13. A person invited under subrule 9.12 to attend a Committee Meeting:
  - i) has no right to any agenda, minutes or other document circulated at the meeting; and
  - ii) must not comment about any matter discussed at the meeting unless invited by the Committee to do so; and
  - iii) cannot vote on any matter that is to be decided at the meeting.

## 10. VOTING

- 10.1. Only members of the Group shall propose motions or vote at meetings.
- 10.2. Members under the age of eighteen (18) are not eligible to propose motions or vote at meetings.
- 10.3. Members may vote at meetings by proxy in accordance with the requirements below.
  - i) The Committee shall only accept proxy votes for business of which prior notification has been given in writing to all members.
  - ii) Proxy votes shall be declared to the Secretary at the beginning of the meeting.
  - iii) No person shall hold more than two (2) proxy votes.
  - iv) Proxy votes shall include:
    - a) the name of the person authorised to exercise proxy
    - b) the date of the meeting for which proxy applies
    - c) the topic for which proxy applies
    - d) the way in which the vote shall be exercised, which may be "as the bearer thinks fit", and
    - e) the name and signature of the member the proxy is being cast on behalf of and date of signing.
- 10.4. Votes taken with notice at Annual or Special General Meetings shall take precedence over those taken at General Meetings, which in turn shall have precedence over those taken by the Committee.
- 10.5. No person shall hold more than one (1) deliberative vote except in the case of proxies as noted above. The meeting chair and persons holding multiple office positions shall have only their one (1) deliberative vote.
- 10.6. The chairperson of a meeting may, on the basis of general agreement or disagreement or by a show of hands, declare that a resolution has been:
  - a) carried; or
  - b) carried unanimously; or
  - c) carried by a particular majority; or
  - d) lost.
- 10.7. Except in the case of a special resolution, a motion is carried if a majority of the members present at a meeting vote in favour of the motion.
- 10.8. Under the *Associations Incorporation Act 2015* a special resolution is required if the Group proposes:
  - a) to adopt the *Associations Incorporation Act 2015* model rules;

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- b) to alter this Constitution's rules, including changing the name of the Group;
  - c) to decide to apply for registration or incorporation as a prescribed body corporate;
  - d) to approve the terms of an amalgamation with one or more other incorporated associations;
  - e) to be disbanded voluntarily or by the Supreme Court;
  - f) to cancel its incorporation.
- 10.9. Subrule 10.8 does not limit the matters in relation to which a special resolution may be proposed.
- 10.10. A special resolution requires a seventy five percent (75%) majority of the members voting at the meeting in order to be carried.
- 10.11. In the event of a tied vote no action shall be taken and the motion or resolution shall be deemed to have failed. Discussion may be continued and further motions tabled or the matter may be discussed again at a subsequent meeting.
- 10.12. A declaration under subrule 10.6 must be entered in the minutes of the meeting, and the entry is, without proof of the voting in relation to the resolution, evidence of how the resolution was determined.
- 11. MINUTES**
- 11.1. The Secretary, or a person authorised by the Committee from time to time, must take and keep minutes of each meeting of the Group.
- 11.2. If the Secretary is unable or unwilling to take the minutes of a meeting, the members at the meeting must choose one of them to act as Secretary for the duration of the meeting.
- 11.3. Minutes of all meetings must record the business considered at the meeting, any resolution on which a vote is taken and the result of the vote.
- 11.4. In addition, the minutes of each Annual General Meeting must record —
- a) the names of the members attending the meeting; and
  - b) any proxy forms given to the Secretary of the meeting under subrule 10.3; and
  - c) the financial statements or financial report presented at the meeting, as referred to in subrule 6.4(b);
  - d) any report of the review or auditor's report on the financial statements or financial report presented at the meeting; and
  - e) any reports from Office Bearers of the Committee.
- 11.5. Minutes of General Meetings shall include a record of trips discussed at the meeting, including past trips undertaken and any future trips proposed by members.
- 11.6. Minutes of the Annual General Meeting, Special General Meetings and any General Meeting at which the Group makes a resolution shall be circulated to all members within a reasonable time period following the meeting.
- 11.7. Minutes the subject of circulation under subrule 11.6 shall be confirmed by a vote of members at a subsequent General Meeting.
- 11.8. Minutes of Committee Meetings shall be circulated to all Committee Members within a reasonable time period following the meeting.
- 11.9. Minutes the subject of circulation under subrule 11.8 shall be confirmed by a vote of Committee Members at the following Committee Meeting.
- 11.10. When the minutes of a meeting have been confirmed as correct by a vote in accordance with subrule 11.6 or 11.9 as required, and in the absence of evidence to the contrary, they are taken to be proof that:
- a) the meeting to which the minutes relate was duly convened and held; and
  - b) the matters recorded as having taken place at the meeting took place as recorded; and
  - c) any election or appointment purportedly made at the meeting was validly made.
- 12. FINANCE**
- 12.1. The financial year for the Group shall begin on the first day of January in each year.
- 12.2. All monies received by the Group shall be paid into an account in the Group's name at a bank recommended by the Committee.
- 12.3. The Committee shall have the discretion to expend monies on the Group's behalf up to a limit of five hundred dollars (\$500) on any particular item or project.
- 12.4. Any expenditure of greater than five hundred dollars (\$500) must be authorised by a resolution of the Group.
- 12.5. Such standing accounts as determined by the Group at the Annual General Meeting may be paid by the Treasurer as they arise.
- 12.6. The Treasurer shall arrange for auditing of the Group's Annual Balance Sheet or accounts when so directed by the Committee or by a vote of the Group.

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### 13. FEES

- 13.1. Annual subscriptions and any other charges shall be at rates scheduled by the Committee.
- 13.2. Annual subscriptions shall become due on the first day of January, and shall be paid for the calendar year.
- 13.3. Members shall have two (2) months grace to renew their membership.
- 13.4. Subrule 13.3 does not apply to introductory members.
- 13.5. A person's membership shall be deemed to have expired if the annual subscription is not paid within two (2) months of the due date, notice of such not being necessary.
- 13.6. The cost of Introductory Membership is to be equal to one quarter of the normal fee plus an administration charge to be set by the Committee. This fee may be deducted from the cost of annual membership should the person decide to remain with the Group for the remainder of the Groups financial year.

### 14. CUSTODY OF BOOKS AND SECURITIES

- 14.1. Subject to subrule 14.2, the books and any securities of the Group must be kept in the Secretary's custody or under the Secretary's control.
- 14.2. The financial records and, as applicable, the financial statements or financial reports of the Group must be kept in the Treasurer's custody or under the Treasurer's control.
- 14.3. Rules 14.1 and 14.2 have effect except as otherwise decided by the Committee.
- 14.4. The books of the Group must be retained for at least seven (7) years.

### 15. INSPECTION OF RECORDS

- 15.1. Members may; at any reasonable time and without charge, inspect the records of the Group within the following provisions.
  - i) Administrative records, including memberships, minutes of meetings and financial statements shall be available to all members.
  - ii) Cave maps which do not include location information shall be available for viewing to all members.
  - iii) Cave location information shall only be available to Full Members who have received authorisation from the Committee and Trip Leaders.

### 16. EXECUTING DOCUMENTS AND COMMON SEAL

- 16.1. The Trustees of the Group shall be the President, Vice President, Secretary and Treasurer.
- 16.2. Payment of all amounts should be by traceable electronic means or by cheque to be signed by the Treasurer and another member of the Committee.
- 16.3. Except as provided in subrule 16.2, the Group may execute a document without using a common seal if the document is signed by two (2) Committee Members.
- 16.4. If the Group has a common seal the name of the Group must appear in legible characters on the common seal.
- 16.5. The Common Seal of the Group shall not be used except by the authority of a resolution of the Group or Committee; which shall be recorded in the meeting minutes.
- 16.6. A document may only be sealed with the common seal by the authority of a resolution of the Group or the Committee and in the presence of two of the Trustees. Each Trustee is to sign the document to attest that the document was sealed in their presence.
- 16.7. The common seal must be kept in the custody of the Secretary or another Committee member authorised by the Committee.

### 17. BY-LAWS

- 17.1. The Committee may make or amend By-Laws and codes of practice from time to time which shall be circulated among members within twenty-eight (28) days of such amendment or addition and such amendment or addition shall be ratified by resolution at the next General Meeting after circulation to members. Failing ratification such amendment or addition shall lapse.

### 18. SUSPENSION OR EXPULSION

- 18.1. Should any member violate this Constitution or the By-Laws of the Group or for any cause be deemed an undesirable member, the Committee may decide to suspend that member's membership or to expel that member from the Group.
- 18.2. The Secretary must give the member written notice of the proposed suspension or expulsion at least fourteen (14) days before the Committee meeting at which the proposal is to be considered by the Committee.
- 18.3. The notice given to the member must state:
  - i) when and where the Committee meeting is to be held; and

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- ii) the grounds on which the proposed suspension or expulsion is based; and
  - iii) that the member, or the member's representative, may attend the meeting and will be given a reasonable opportunity to make written or oral (or both written and oral) submissions to the Committee about the proposed suspension or expulsion;
- 18.4. At the Committee meeting, the Committee must:
- i) give the member, or the member's representative, a reasonable opportunity to make written or oral (or both written and oral) submissions to the Committee about the proposed suspension or expulsion; and
  - i) give due consideration to any submissions so made; and
  - ii) decide:
    - a) whether or not to suspend the member's membership and, if the decision is to suspend the membership, the period of suspension; or
    - b) whether or not to expel the member from the Group.
- 18.5. A decision of the Committee to suspend the member's membership or to expel the member from the Group takes immediate effect.
- 18.6. The Committee must give the member written notice of the Committee's decision, and the reasons for the decision, within seven (7) days after the Committee meeting at which the decision is made.
- 18.7. Any member so disciplined by the Committee shall have the right of appeal to a subsequent General Meeting of the Group. The appeal shall be made in person and notice of intention to appeal shall be given to the Secretary at least fourteen (14) days prior to such a meeting with written notice to be sent to all members a minimum seven (7) days prior to the meeting.
- 18.8. If the decision to suspend a member's membership or expel a member is revoked, that revocation does not affect the validity of any decision made at a Committee meeting or General Meeting during the period of suspension or expulsion.

## 19. DISPUTE RESOLUTION

- 19.1. The procedure set out in this Division (the grievance procedure) applies to disputes:
- i) between members; or
  - ii) between one or more members and the Group.
- 19.2. How grievance procedure is started:
- i) If the parties to a dispute are unable to resolve the dispute between themselves within fourteen (14) days of after the dispute has come to the attention of each party, any party to the dispute may start the grievance procedure by giving written notice to the Secretary of:
    - a) the parties to the dispute; and
    - b) the matters that are the subject of the dispute.
  - ii) Within twenty-eight (28) days after the Secretary is given the notice, a Committee meeting must be convened to consider and determine the dispute.
  - iii) The Secretary must give each party to the dispute written notice of the Committee meeting at which the dispute is to be considered and determined at least seven (7) days before the meeting is held.
  - iv) The notice given to each party to the dispute must state:
    - a) when and where the Committee meeting is to be held; and
    - b) that the party, or the party's representative, may attend the meeting and will be given a reasonable opportunity to make written or oral (or both written and oral) submissions to the Committee about the dispute.
  - v) If:
    - a) the dispute is between one or more members and the Group; and
    - b) any party to the dispute gives written notice to the Secretary stating that the party:
      - i) does not agree to the dispute being determined by the Committee; and
      - ii) requests the appointment of a mediator under subrule 20.2,the Committee must not determine the dispute.
- 19.3. Determination of dispute by Committee
- i) At the Committee meeting at which a dispute is to be considered and determined, the Committee must:
    - a) give each party to the dispute, or the party's representative, a reasonable opportunity to make written or oral (or both written and oral) submissions to the Committee about the dispute; and
    - b) give due consideration to any submissions so made; and

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- c) determine the dispute.
- ii) The Committee must give each party to the dispute written notice of the Committee's determination, and the reasons for the determination, within seven (7) days after the Committee meeting at which the determination is made.
- iii) A party to the dispute may, within fourteen (14) days after receiving notice of the Committee's determination under subrule (i)(c), give written notice to the Secretary requesting the appointment of a mediator under subrule 20.2.
- iv) If notice is given under subrule (iii), each party to the dispute is a party to the mediation.

## 20. MEDIATION

20.1. This Division applies if written notice has been given to the Secretary requesting the appointment of a mediator by a party to a dispute under subrule 19.2(v)(b)(ii) or 19.3(iii). If this Division applies, a mediator must be chosen or appointed under subrule 20.2.

### 20.2. Appointment of mediator

- i) The mediator must be a person chosen by agreement between the parties to the dispute.
- ii) If there is no agreement for the purposes of subrule (21.2)(i), then, subject to subrules (iii) and (iv), the Committee must appoint the mediator.
- iii) The person appointed as mediator by the Committee must be a person who acts as a mediator for another not-for-profit body, such as a community legal centre, if the appointment of a mediator was requested by —
  - a) a party to a dispute under subrule 19.2(v)(b)(ii); or
  - b) a party to a dispute under subrule 19.3(iii) and the dispute is between one or more members and the Group.
- iv) The person appointed as mediator by the Committee may be a member or former member of the Group but must not —
  - a) have a personal interest in the matter that is the subject of the mediation; or
  - b) be biased in favour of or against any party to the mediation.

### 20.3. Mediation process

- i) The parties to the mediation must attempt in good faith to settle the matter that is the subject of the mediation.
- ii) Each party to the mediation must give the mediator a written statement of the issues that need to be considered at the mediation at least five (5) days before the mediation takes place.
- iii) In conducting the mediation, the mediator must —
  - a) give each party to the mediation every opportunity to be heard; and
  - b) allow each party to the mediation to give due consideration to any written statement given by another party; and
  - c) ensure that natural justice is given to the parties to the mediation throughout the mediation process.
- iv) The mediator cannot determine the matter that is the subject of the mediation.
- v) The mediation must be confidential, and any information given at the mediation cannot be used in any other proceedings that take place in relation to the matter that is the subject of the mediation.
- vi) The costs of the mediation are to be paid by the party or parties to the mediation that requested the appointment of the mediator.

## 21. DISBANDMENT

21.1. The existence of the Group shall end if:

- i) Twelve (12) months elapse without a General Meeting, or
- ii) The membership falls below six (6) members.

21.2. Any motion for disbandment must be a special resolution in accordance with subrule 10.7.

21.3. In the event of disbandment and after the satisfaction of all debts and liabilities any funds or property held by the Group shall not be paid or distributed amongst the members or former members but shall, by resolution of the members, be given or passed to an incorporated body having similar objectives or be donated for charitable purposes.

21.4. In the event of disbandment, the records and archives of the Group shall, by resolution of the members, be given or passed to an incorporated body having similar objectives.



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## Appendix 1 – WASG Logo:

