



# **RULES OF BUSINESS EDUCATORS OF WESTERN AUSTRALIA, INC.**



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## PART 1 – PRELIMINARY

### 1. Terms used

- 1.1 **Act** means the *Associations Incorporation Act 2015*.
- 1.2 **AGM** means Annual General Meeting.
- 1.3 **Association** means the incorporated Association to which these rules apply – Business Educators of Western Australia, Inc. (BEWA).
- 1.4 Books of the Association includes the following:
- a register of members;
  - financial records, financial statements or financial reports, however compiled, recorded or stored;
  - documents relevant to BEWA;
  - any other record of information pertinent to the business of BEWA.
- 1.5 **Committee** means the management committee of BEWA.
- 1.6 **Executive** means the Executive Committee of BEWA referred to in Rule 11.
- 1.7 Financial records include:
- invoices, receipts, orders for the payment of money, cheques and vouchers;
  - documents of prime entry; working papers and any other documents needed to explain the methods by which financial statements are prepared.
- 1.8 **Financial member** means a BEWA member whose membership fees are fully paid.
- 1.9 **Financial year** of BEWA is defined in Rule 2 and runs from January 1<sup>st</sup> to December 31<sup>st</sup> of any given year.
- 1.10 **General Meeting** means a meeting of the Association that all members are entitled to receive notice of and to attend. These may be Special General Meetings or Annual General Meetings.
- 1.11 **In writing** means delivery of text by post or electronic means.
- 1.12 **Register of members** means the register of members referred to in Section 53 of the *Act*.
- 1.13 **Rules** means the rules of the Association as set out in this document.
- 1.14 **Special General Meeting** means a General Meeting of the Association other than the Annual General Meeting (AGM).
- 1.15 **Special resolution** means a resolution passed by the members at a General Meeting in accordance with Section 51 of *the Act*.



## **2. Financial year**

- 2.1 The financial year of the Association is from January 1<sup>st</sup> to December 31<sup>st</sup> of the same calendar year.

## **3. Name of the Association**

- 3.1 The name of the association shall be BUSINESS EDUCATORS OF WESTERN AUSTRALIA, INC, hereafter referred to as BEWA or the Association.
- 3.2 The letters BEWA shall be the recognised contraction for the name of this Association.

## **4. Purpose of the Association**

- 4.1 BEWA is a body that provides a voice for business education teachers in Western Australia.
- 4.2 BEWA promotes professionalism in teaching business education subjects.



## **PART 2 – ASSOCIATION TO BE A NOT-FOR-PROFIT BODY**

### **5. Not-for-profit body**

- 5.1 The property and income of BEWA must be applied solely for the promotion of the purpose or objectives of the Association.
- 5.2 No part of that property and income may be paid or otherwise distributed, directly or indirectly, to any member, except in good faith in the promotion of the purpose or objectives of the Association.
- 5.3 A payment may be made to a member out of the funds of the Association only if it is authorised.
- 5.4 A payment to a member out of the funds of the Association is authorised if:
  - 5.4.1 the payment is an honorarium, made in good faith to the member as a reasonable remuneration for any services provided to the Association; and/or
  - 5.4.2 the payment is reimbursement of reasonable expenses properly incurred by the member on behalf of the Association.
- 5.5 BEWA is a Tier 1 association and shall:
  - 5.5.1 prepare annual financial statements including a Statement of Receipts and Payments and/or a Statement of Income and Expenditure, a Balance Sheet and a Bank Reconciliation Statement;
  - 5.5.2 ensure that the financial statements undergo an annual review; and
  - 5.5.3 present the financial statements at BEWA's Annual General Meeting.

### **6. Objectives of the Association**

- 6.1 BEWA's objectives are to:
  - 6.1.1 promote business education in Western Australia;
  - 6.1.2 provide the means for the exchange of ideas on the teaching of business education subjects;
  - 6.1.3 act as a body representative of teachers of business education subjects wherever the educational interests of these subjects are involved;
  - 6.1.4 make available materials of interest and/or value to BEWA members;
  - 6.1.5 maintain and enhance liaison with associations of teachers of business education subjects elsewhere; and
  - 6.1.6 undertake any other activities aimed at promoting business education subjects elsewhere which, from time to time, the Committee deems suitable.



## PART 3 – MEMBERS

### 7. Membership

- 7.1 Any person or organisation who supports the objectives of the Association is eligible to apply to become a member of BEWA.
- 7.2 An individual who has a criminal record is not eligible to be a member of the BEWA Committee.
- 7.3 A person or organisation wishing to become a BEWA member must apply in writing by completing all required details on the BEWA membership application form, including the class of membership to which the application relates:
  - 7.3.1 personal – membership for individual persons. Personal members have one vote at General Meetings of BEWA;
  - 7.3.2 organisational – membership for any educational, government, charitable or commercial organisation approved by the Association. One vote is available per organisation at General Meetings of BEWA. The organisation must nominate the person to exercise its voting power; or
  - 7.3.3 student – membership for student teachers undertaking a full-time course that includes business education subjects. Student members are entitled to speak at General Meetings of BEWA but not to vote or hold office.
- 7.4 The Committee must consider each application of new membership of the Association and decide whether to accept or reject the application.
- 7.5 If the Committee rejects an application, the applicant must be notified of the Committee's decision as soon as practicable after making the decision and it is not required for a reason to be given.
- 7.6 When the Committee accepts an application and the applicant pays any membership fees payable to the Association under Rule 9.3, the applicant becomes a financial member of BEWA.
- 7.7 The Association must provide each new member with a copy of the Rules of Business Educators of Western Australia, Inc. that are in force at the time that their membership commences. This may be an electronic copy or by providing details on BEWA's website of how a copy can be downloaded.
- 7.8 Membership to the Association ceases if a member:
  - 7.8.1 dies;
  - 7.8.2 does not pay the annual membership fee within a period of three (3) months after its due date; or
  - 7.8.3 is expelled from the Association due to their acting detrimentally to the interests of BEWA.



## **8. Register of members of the Association**

- 8.1 The Secretary, or another person authorised by the Committee, shall on behalf of BEWA be responsible for the register of members of the Association in accordance with Section 53 of the *Associations Incorporations Act 2015*.
- 8.2 The register of members must be kept at the Secretary's place of residence, or an another place determined by the Committee.
- 8.3 The Secretary shall be responsible for ensuring that the register of members of the Association shall be available upon request to any member of the Association, so long as the inspection of the register is directly connected with the affairs of the Association in accordance with the *Act* and the *Commonwealth Privacy Act 2014*.
- 8.4 The Committee may require the member to provide a statutory declaration setting out the purpose for which the copy or extract is required and declaring that the purpose is connected with the affairs of the Association.

## **9. Membership subscriptions for members of the Association**

- 9.1 The Committee determines the annual membership fee to be paid for membership of the Association. There is no additional entry fee.
- 9.2 The fee determined under Rule 9.1 may be different for different classes of membership.
- 9.3 A member must pay the annual membership fee to the treasurer, or a financial institution authorised by the Committee to accept payments, by the due date of 1 March each calendar year.
- 9.4 If a member has not paid the annual membership fee within the period of three (3) months after the due date, the member ceases to be a member on the expiry of that period.

## **10. Management of the Association**

- 10.1 The affairs of the Association shall be managed by a committee, known as the Committee.
- 10.1.1 The Committee shall comprise the following positions:
- President;
  - Vice President;
  - Secretary;
  - Treasurer;
  - if appropriate, an immediate past President who may hold an ex officio position for a time decided by the Committee; and
  - not less than one (1) and not more than ten (10) other Committee members.



- 10.1.2 The President, Vice President, Secretary and Treasurer shall be known as the Executive Committee and, as per Rule 11 shall have specific duties.
- 10.1.3 All Committee members must comply with police checks and be able to produce evidence, upon request, that they do not have a criminal record as per Rule 7.2.
- 10.2 The Committee shall be elected at each Annual General Meeting (AGM).
  - 10.2.1 Nominations for membership of the Committee must be received in writing at least five (5) working days prior to the AGM. Nominations must include the names of the proposer and the seconder, and indicate agreement of the nominee. Nominees for the Committee will receive confirmation of their nomination two (2) days prior to the AGM.
  - 10.2.2 A Committee member's term will be from his or her election at an AGM until the next AGM, where he or she is eligible for re-election to the Committee.
- 10.3 When a casual vacancy occurs on the Committee, the Committee has the power to make an appointment for that position.
  - 10.3.1 A member appointed under Rule 10.3 shall hold office until the commencement of the next AGM, and be eligible for election to membership of the Committee at that AGM.
  - 10.3.2 The Committee may, at its discretion, call a Special General Meeting to fill such a vacancy.
- 10.4 If a position on the Committee is not filled at the AGM, the Committee has the power to make an appointment for that position under the same terms as Rule 10.3.
- 10.5 The Committee shall meet at least once a term during the school year at such place and time as it shall determine.
  - 10.5.1 The quorum for a Committee meeting shall be four (4) members of the Committee.
- 10.6 The President shall have both a deliberative and a casting vote at all Committee meetings.
- 10.7 The Committee may decide to form sub-committees to be responsible for and report on special duties.
  - 10.7.1 The leader of a sub-committee must be a Committee member who reports back to the Committee.
  - 10.7.2 The Committee may co-opt up to three (3) members to participate on a sub-committee.



## **11. Duties of Executive Committee members**

- 11.1 All Executive Committee members will represent the broad perspective of the Association and so consider the needs of all members during their deliberations.
- 11.2 The President or his/her proxy shall:
  - 11.2.1 convene and preside at all Executive Committee Meetings, Committee Meetings and General Meetings (AGMs and Special General Meetings);
  - 11.2.2 represent and be the public spokesperson for BEWA;
  - 11.2.3 work with the incumbent Committee to develop professional development events; and
  - 11.2.4 conduct any other duties as decided by the incumbent Committee.
- 11.3 The Vice President or his/her proxy shall:
  - 11.3.1 assist the President, by taking on delegated duties and assuming responsibilities of the President in their absence;
  - 11.3.2 preside at all Executive Committee Meetings, Committee Meetings, and General Meetings (AGMs and Special General Meetings) if the President is unable to do so;
  - 11.3.3 work with the incumbent Committee to develop professional development events; and
  - 11.3.4 conduct any other duties as decided by the incumbent Committee.
- 11.4 The Secretary or his/her proxy shall:
  - 11.4.1 keep official records, books, documents and securities, and correspondence of the Association;
  - 11.4.2 deal with the Association's correspondence;
  - 11.4.3 consult with the President regarding the business to be conducted at all Executive Committee Meetings, Committee Meetings, and General Meetings (AGMs and Special General Meetings);
  - 11.4.4 prepare the notices required for all Executive Committee Meetings, Committee Meetings, and General Meetings (AGMs and Special General Meetings) and for the business to be conducted at these meetings;
  - 11.4.5 preside at all Executive Committee Meetings, Committee Meetings, and General Meetings (AGMs and Special General Meetings) if the President and Vice president are unable to do so; and
  - 11.4.6 keep correct minutes of the proceedings of all Executive Committee Meetings, Committee Meetings, and General Meetings (AGMs and Special General Meetings) of the Association.



- 11.5 The Treasurer or his/her proxy shall:
- 11.5.1 maintain and coordinate all financial records of the Association in accordance with accepted book-keeping practice:
- issue invoices/receipts as appropriate for BEWA activities;
  - deposit all monies received by BEWA into the BEWA bank account within a reasonable time;
  - monitor the BEWA bank account, preparing bank reconciliation statements as required;
  - ensure that all payments made on BEWA's behalf are either a direct debit from the BEWA bank account for recurring periodical expenses or evidenced by a cheque signed by two authorised Committee members;
- 11.5.2 prepare financial statements for Committee Meetings and the AGM, or as requested by the Committee;
- 11.5.3 prepare, and have reviewed, annual statements for presentation to the AGM; and
- 11.5.4 preside at all Executive Committee Meetings, Committee Meetings, and General Meetings (AGMs and Special General Meetings) if the President, Vice President and Secretary are unable to do so.

## **12. Duties of Committee members**

- 12.1 Duties of Committee members shall be designed and allocated by agreement of the incumbent Committee.

## **13. Casual vacancies in membership of the Committee**

- 13.1 A casual vacancy occurs in the office of a Committee member and that office becomes vacant if the Committee member:
- 13.1.1 dies;
- 13.1.2 resigns by notice in writing delivered to the President or, if the Committee member is the President, to the Vice-President;
- 13.1.3 is permanently incapacitated by mental or physical ill-health;
- 13.1.4 is absent from three (3) Committee meetings in the same financial year without an apology to the person presiding at each of those Committee Meetings; or
- 13.1.5 ceases to be a member of the Association.



## **14. Committee Meetings**

- 14.1 Committee Meetings must be held at least four (4) times a year.
- 14.2 The procedure to be followed at a Committee Meeting must be determined from time to time by the Committee.
- 14.3 All Committee members are to be given 48 hours' notice of any meeting.
- 14.4 At a Committee Meeting four (4) committee members constitute a quorum.
  - 14.4.1 If a quorum is not present within 30 minutes after the notified commencement time of a Committee Meeting the meeting is adjourned to the same time, day and place in the following week. Should the venue of the meeting not be available, the convenor of the meeting may nominate an alternative venue and give Committee members 48 hours' notice of the change of venue.
  - 14.4.2 If a quorum is not present within 30 minutes after the notified commencement time of a Committee Meeting held under Rule 14.4.1 and at least two (2) Committee members are present at the meeting, those members present are taken to constitute a quorum.
- 14.5 The President is responsible for presiding over the meeting. In the absence of the President, the Chairperson shall be the Vice President, then the Secretary, then the Treasurer.
- 14.6 Each Committee member present at a Committee meeting has one vote.
- 14.7 A motion is carried if a majority of the Committee members present at the Committee Meeting vote in favour of a motion.
- 14.8 If the votes are divided equally on a question, the President or Chairperson of the meeting has a second or casting vote.
- 14.9 A vote may take place by the Committee members present indicating their agreement or disagreement or by a show of hands, unless the Committee decides that a secret ballot is needed to determine a particular question.
- 14.10 If a secret ballot is needed, the President or Chairperson of the meeting must decide how the ballot is to be conducted.
- 14.11 The presence of a Committee member at a Committee Meeting need not be by attendance in person but may be by that Committee member and each other Committee member at the meeting being simultaneously in contact by telephone or other means of instantaneous communication.
- 14.12 A member or other person who is not a Committee member may attend a Committee Meeting if invited to do so by the Committee, but this person cannot vote on any matter nor make comment about any matter discussed at the meeting unless invited by the Committee to do so.



## **15. Records of the proceedings at Committee Meetings**

- 15.1 The Committee must ensure that minutes are taken and kept of each Committee Meeting.
- 15.2 The minutes must record the following:
- 15.2.1 the names of the Committee members present at the meeting and apologies;
  - 15.2.2 the name of any person attending the meeting under Rule 14.12;
  - 15.2.3 the business considered at the meeting; and
  - 15.2.4 any motion on which a vote is taken at the meeting and the result of the vote.
- 15.3 The minutes of a Committee Meeting must be entered in the Association's minute book (paper or electronic) within 30 days after the meeting is held.
- 15.4 The President or Chairperson must ensure that the minutes of a Committee Meeting are reviewed and signed as correct by:
- 15.4.1 the President or Chairperson of the meeting; or
  - 15.4.2 the President or Chairperson of the next Committee Meeting.
- 15.5 When the minutes of a Committee Meeting have been signed as correct they are, until the contrary is proved, evidence that:
- 15.5.1 the meeting to which the minutes relate was duly convened and held;
  - 15.5.2 the matters recorded as having taken place at the meeting took place as recorded; and
  - 15.5.3 any appointment purportedly made at the meeting was validly made.

## **16. General Meetings**

- 16.1 General Meetings may be Special General Meetings or Annual General Meetings (AGMs).
- 16.2 At least fifteen (15) working days notice in writing shall be given to all BEWA members of Special General Meetings and AGMs.
- 16.3 The quorum for both a Special General Meeting and an AGM shall be a minimum of 10% of members, including at least three (3) Committee members.
- 16.4 General Meetings shall be presided over by the:
- President; or
  - Vice President in the absence of the President; or
  - Secretary in the absence of the President and the Vice President; or
  - Treasurer in the absence of the President, Vice President and Secretary.



## **17. Special General Meetings**

- 17.1 A Special General Meeting may be called:
- 17.1.1 by the Committee at its discretion; or
  - 17.1.2 by the Committee at the request, in writing, of 10% of financial members of BEWA, whose signatures appear on the request.
- 17.2 The notice of the meeting shall set forth the place, date and time of the meeting and the purpose for which the meeting is called.
- 17.3 No business is to be conducted unless a quorum is present.
- 17.4 If a quorum is not present within 30 minutes after the notified commencement time, the meeting lapses.
- 17.5 Only the business for which the Special General Meeting is called may be discussed.
- 17.6 Proxy voting in writing shall be available to members eligible to vote at Special General Meetings.

## **18. Annual General Meetings**

- 18.1 An AGM will be held once a year, on a date to be determined by the Committee within six months after the end of the Association's financial year.
- 18.2 No business is to be conducted unless a quorum is present.
- 18.3 If a quorum is not present within 30 minutes after the notified commencement time of an AGM the meeting is adjourned to:
- 18.3.1 the same time and day in the following week; and
  - 18.3.2 the same place, unless the Chairperson specifies another place at the time of the adjournment or written notice of another place is given to the members before the day to which the meeting is adjourned.
  - 18.3.3 If a quorum is not present within 30 minutes after the commencement time of an AGM held under Rule 18.3.2 and at least five (5) members are present at the meeting, those members present are taken to constitute a quorum.
- 18.4 The business to be conducted at the AGM shall be:
- recording of those present and apologies;
  - reading and acceptance of the minutes of the previous AGM;
  - the acceptance of the annual reports of the BEWA Committee;
  - the acceptance of the annual statement/s and review of BEWA's finances provided to members;
  - the election of vacant Committee positions for the ensuing year;
  - nomination of a reviewer of BEWA's finances for the ensuing year;
  - any changes to the Rules of the Association as per Rule 19;
  - general business as outlined in the agenda for the AGM; and
  - any other business.



## PART 4 – RULES OF THE ASSOCIATION

### 19. Amending the Rules of the Association

- 19.1 The Association may make additional rules, alter or rescind the rules as set out in these Rules of Association, in accordance with the procedure set out in the *Act*.
- 19.2 These rules bind every member and the Association to the same extent as if every member and the Association had signed and sealed these rules and agreed to be bound by all their provisions.
- 19.3 Notice of a motion to amend the Rules of Association may be given by any member.
- 19.4 Such notice shall be in writing and shall be lodged with the Secretary or at any meeting of the Association.
- 19.4.1 The motion should be discussed at the AGM.
- 19.4.2 Notice of the motion shall be sent to the members at least fifteen (15) working days before the date of the AGM and shall give precise details of the proposed amendment.
- 19.5 A seventy-five percent (75%) majority of those voting shall be necessary for the amendment of the Rules of Association.
- 19.6 Proxy voting in writing shall be available to those members requesting this facility.

### 20. Inspection of books of the Association

- 20.1 An up-to-date copy of the Rules of the Association is available to members, upon request in writing, from the Secretary.
- 20.2 An up-to-date copy of the register of members of the Association is available to members, upon request in writing, from the Secretary in accordance with Rule 8.3.
- 20.3 An up-to-date copy of the securities, books and documents of a financial nature and accounting records of the Association is available to members, upon request in writing, from the Treasurer so long as the inspection of the books is directly connected with the affairs of BEWA in accordance with the *Act* and the *Commonwealth Privacy Act of 2014*. The Committee may require the member to provide a statutory declaration setting out the purpose for which the copy or extract is required and declaring that the purpose is connected with the affairs of the Association.



## **PART 5 – DISCIPLINARY ACTION, DISPUTES AND MEDIATION**

### **21. Disciplinary action – suspension of membership or expulsion**

- 21.1 The Committee may decide to suspend a member if the member:
  - 21.1.1 contravenes any of the Rules of the Association of Business Educators of Western Australia, Inc;
  - 21.1.2 acts detrimentally to the interests or objectives of BEWA.
- 21.2 The Secretary or a person designated by the Committee must give the member notice, in writing, of the proposed suspension or expulsion at least twenty (20) working days before a disciplinary committee meeting at which the proposal is to be considered by the Committee.
  - 21.2.1 The notice must state when and where the disciplinary committee meeting is to be held.
  - 21.2.2 The notice must state the grounds on which the proposed suspension or expulsion is based.
  - 21.2.3 The notice must state that the member, or the member's representative, may attend the meeting and will be given a reasonable opportunity to make a submission orally or in writing (or both) to the Committee about the proposed suspension or expulsion.
  - 21.2.4 The Secretary or a person designated by the Committee must notify the member of the issues and proposed suspension.
- 21.3 At the disciplinary committee meeting the Committee shall:
  - 21.3.1 give the member or their representative a reasonable opportunity to make a submission orally or in writing (or both) to the Committee about the proposed suspension or expulsion;
  - 21.3.2 give due consideration to any submissions so made; and
  - 21.3.3 decide whether or not to suspend the member's membership and the period of suspension.
- 21.4 A decision of the Committee to suspend or expel the Committee member from the Committee takes effect immediately.
- 21.5 The Committee must provide the member with notice in writing of the Committee's decision and the reasons for the decision within five (5) working days after the Committee meeting at which the decision was made.
- 21.6 A member whose membership has been suspended may give notice, in writing, ten (10) days after receiving notification of the Committee's decision, of the right to apply for the appointment of a mediator under Rule 24.
- 21.7 In the case of an appeal for mediation, the member giving notice and the Committee are the parties in the mediation and the member requesting the appointment of a mediator must cover all relevant expenses.



## **22. Consequences of suspension of membership**

- 22.1 During the period a member is suspended, the member loses any rights (including voting rights) arising as a result of membership of BEWA.
- 22.2 When a member is suspended, the Secretary must record in the minutes that:
- the member has been suspended;
  - the date on which suspension takes place; and
  - the period of suspension.

## **23. Dispute resolution**

- 23.1 Members can apply to the Committee for a dispute resolution. Disputes may be between:
- 23.1.1 Committee members; or
- 23.1.2 members and the Committee.
- 23.2 If the parties to a dispute are unable to resolve the dispute between themselves within ten (10) working days 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 BEWA Secretary of:
- 23.2.1 the parties to the dispute; and
- 23.2.2 the matters that are the subject of the dispute.
- 23.3 Within twenty (20) working days after the Secretary is given the notice, a Committee meeting must be convened to consider and determine the dispute.
- 23.4 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 five (5) working days before the meeting is held.
- 23.5 The notice given to each party to the dispute must state:
- 23.5.1 when and where the Committee meeting is to be held; and
- 23.5.2 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) submissions to the Committee about the dispute.
- 23.6 Should one party request a mediator to settle the dispute, the Committee must appoint a mediator.
- 23.6.1 Any expenses involved in the appointment of a mediator must be met by the party requesting the mediator.
- 23.6.2 Both parties to the dispute must agree on the mediator to be appointed.



## **24. Appointment of a mediator**

- 24.1 The person appointed as mediator by the Committee must be agreed upon by all parties and may be:
  - 24.1.1 a member or former member of BEWA without a personal interest in the matter that is the subject of the mediation and not biased in favour or against any party to the mediation; or
  - 24.1.2 a person who acts as a mediator for another not-for-profit body.
- 24.2 The Secretary or person designated by the Committee will inform all parties of the location and time of the mediation ten (10) working days before the mediation takes place.
- 24.3 The parties involved in mediation will present a summary of their issues to the mediator five (5) working days before the mediation takes place.
- 24.4 All parties will attempt to settle the matter under mediation in good faith.
- 24.5 The mediator will write a Mediation Report, to be submitted to the Committee ten (10) working days after the mediation has taken place.
- 24.6 All parties will be bound by the recommendations made in the Mediation Report.



## PART 6 – DISSOLUTION OF THE ASSOCIATION

### 25. Dissolution of the Association

- 25.1 BEWA shall not be dissolved except at a Special General Meeting of the Association specially convened for the purpose and by special resolution carried by seventy-five percent (75%) of members present and eligible to vote.
- 25.2 If upon the winding up or dissolution of BEWA there remains after the satisfaction of all its debts or liabilities any property whatsoever, this must not be distributed to any member or former member of the Association, but be given or transferred to another association or associations incorporated under the *Act* which have similar objects and which are not carried out for the purposes of profit or gain to its individual members.
- 25.3 The decision for the transference of any funds shall be determined by a resolution of the members attending the Special General Meeting.
- 25.4 In the event of the winding up or dissolution of BEWA, notification of the date of dissolution shall be provided within thirty (30) days of the dissolution to:
- 25.4.1 the Commissioner of Taxation; and
  - 25.4.2 the relevant department responsible for the incorporation of associations in the Western Australian Government.



## PART 7 – OPERATIONS

### 26. By-Laws

- 26.1 Any developed procedures and processes, duty statements, templates, contracts negotiated by BEWA or other documentation detailing the Association's operations shall be outlined in the By-Laws for BEWA.
- 26.2 These documents shall be held by the Secretary or a person designated by the Committee and shall form the Books of the Association.