

APPENDIX 1.

STANDING ORDERS.

1. Meetings of the Management

Committee. All meetings of the Management Committee shall be held monthly. Under special circumstances the Chairman shall have power to postpone a meeting. A record shall be kept of the attendance of members at each meeting.

2. Meetings of the Executive Committee.

All meetings of the Executive Committee shall be held every three months. Under special circumstances the Chairman shall have power to postpone a meeting. A record shall be kept of the attendance of members at each meeting.

3. Notice of Meetings. The Secretary shall give 7 (seven) days notice of every meeting of the Management and Executive Committees together with an Agenda.

4. Order of Business. At each meeting of the Management Committee the Secretary shall present the minutes of the last preceding meeting. He shall cover all correspondence received since last meeting, reading such letters as shall be necessary. The Treasurer will report verbally on the Finances of the Association. Reports will be received from each attending organisation. The business on the Agenda shall be proceeded with

in such order as the Chairman may direct.

At each meeting of the Executive Committee the Secretary shall present the minutes of the last preceding meeting. The Secretary will present a report on the business of the Management Committee. Minutes of the Management Committee will be presented to members of the Executive Committee following all Management Committee meetings.

5. Voting Method. All voting shall be by a show of hands unless a ballot is requested by a Member of either the Management or Executive Committees and supported by at least two other members. No member shall be entitled to vote on any matter directly concerning the Club to which the Member is attached.

6. Quorum. A quorum shall be considered present if 5 (Five) Members of the Management Committee are present at the meeting or five members of the Executive Committee are present at their meeting.

7. Privilege. The discussion, statements of Members, evidence of witnesses and their matters within and before the Management or Executive Committees shall be deemed privileged and the each Committee shall have the power to censure or suspend from that Committee any Member proved guilty of a breach of such privilege.