

**Extracts from the Model Rules for an association  
established under the Victorian Associations Incorporation Act (1981)**

**From 15 April 2009, the provisions below were deemed by the Registrar to apply to ANZMapS.**

**Rule 27.**

**The quorum for committee meetings.**

- (1) Any 4 members of the committee constitute a quorum for the conduct of the business of a meeting of the committee.
- (2) No business may be conducted unless a quorum is present.
- (3) If within half an hour of the time appointed for the meeting a quorum is not present --
  - (i) in the case of a special meeting -- the meeting lapses;
  - (ii) in any other case -- the meeting shall stand adjourned to the same place and the same time and day in the following week.
- (4) The committee may act notwithstanding any vacancy on the committee.

**Rule 8.**

**Disputes and mediation**

- (1) The grievance procedure set out in this rule applies to disputes under these rules between --
  - (a) a member and another member; or
  - (b) a member and the Association.
- (2) 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 the parties.
- (3) 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.
- (4) 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)

(5) A member of the association can be a mediator.

(6) The mediator cannot be a member who is a party to the dispute.

(7) The parties to the dispute must, in good faith, attempt to settle the dispute by mediation.

(8) The mediator, in conducting their mediation, must --

(a) give the parties to the mediation process every opportunity to be heard; and

(b) allow due consideration by all parties of any written statements submitted by any party; and

(c) ensure that natural justice is accorded to the parties to the dispute throughout the mediation process.

(9) The mediator must not determine the dispute.

(10) 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.

## **Rule 12.**

### **Notice of general meetings.**

(1) The Secretary of the Association, at least 14 days, or if a special resolution has been proposed at least 21 days, before the date fixed for holding a General meeting of the Association, must cause to be sent to each member of the Association, must cause to be sent to each member of the Association, a notice stating the place, date and time of the meeting and the nature of the business to be conducted at the meeting.

(2) Notice may be sent --

(a) by prepaid post to the address appearing in the register of members; or

(b) if the member requests, by facsimile transmission or electronic transmission.

(3) No business other than that set out in the notice convening the meeting may be conducted at the meeting.

(4) A member intending to bring any business before a meeting may notify in writing, or by electronic transmission, the Secretary of that business, who must include that business on the notice calling the next general meeting.