

**SPORTS TURF ASSOCIATION  
WA Incorporated.**



**Rules of Association  
CONSTITUTION**

Sports Turf Association WA Incorporated.  
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Formerly trading as the Turf Grass Association of Australia (WA) Inc.  
Name Change voted at General Meeting of Special Resolution - Date: 08 August 2012

# CONTENTS

1. NAME OF ASSOCIATION .....	3
2. DEFINITIONS .....	3
3. OBJECTS OF ASSOCIATION .....	4
3.1. AIMS & OBJECTIVE .....	4
3.2. ASSETS & INCOME.....	4
3.3. AFFILIATION .....	4
3.4. CODE OF ETHICS .....	5
3.5. POWERS OF ASSOCIATION .....	5
4. MEMBERSHIP .....	6
4.1. MEMBERSHIP CATEGORIES .....	6
4.2. APPLICATION FOR MEMBERSHIP OF ASSOCIATION .....	6
4.3. REGISTER OF MEMBERS OF ASSOCIATION .....	6
4.4. SUBSCRIPTIONS OF MEMBERS OF ASSOCIATION .....	7
4.5. TERMINATION OF MEMBERSHIP OF THE ASSOCIATION .....	7
4.6. SUSPENSION OR EXPULSION OF MEMBERS OF ASSOCIATION .....	7
5. COMMITTEE OF MANAGEMENT .....	8
5.1. ELECTION OF COMMITTEE .....	8
5.2. PRESIDENT AND VICE-PRESIDENT .....	9
5.3. SECRETARY .....	9
5.4. TREASURER .....	10
5.5. INDUSTRY DEVELOPMENT OFFICER .....	10
5.6. CASUAL VACANCIES IN COMMITTEE .....	11
5.7. PROCEEDINGS OF COMMITTEE .....	11
5.8. REMOVAL OF MEMBER OF COMMITTEE .....	11
6. MEETINGS .....	11
6.1. ANNUAL GENERAL MEETING .....	11
6.2. SPECIAL GENERAL MEETINGS (SGM's) .....	12
6.3. NOTICE OF MEETINGS .....	12
6.4. QUORUM AND PROCEEDINGS AT MEETINGS.....	13
6.5. ADJOURNMENT OF MEETINGS .....	13
6.6. CONDUCT AT MEETINGS .....	14
7. VOTING AT MEETINGS .....	14
7.1. RESOLUTIONS .....	14
7.2. MEMBER VOTING RIGHTS .....	15
7.3. ENTITLEMENT TO VOTE .....	15
7.4. PROXY VOTING .....	15
7.5. POLLING .....	15
8. MINUTES OF MEETINGS OF ASSOCIATION .....	16
9. RULES OF ASSOCIATION .....	16
10. COMMON SEAL OF ASSOCIATION .....	17
11. INSPECTION OF RECORDS .....	17
12. WINDING UP OR DISSOLUTION OF ASSOCIATION .....	17

RULES OF ASSOCIATION for the  
**SPORTS TURF ASSOCIATION**  
**(WA) Incorporated.**  
A1009364J

## **1 Name of Association**

The name of the Association is the Sports Turf Association (WA) Incorporated.

In these rules called "the association" or the STA (WA)

## **2 Definitions**

In these rules, unless the contrary intention appears-

"annual general meeting" is the meeting convened under rule 6.1.1;

"Committee meeting" means a meeting referred to in rule 5.1;

"Committee member" means person referred to in paragraph (a), (b), (c), (d) of rule; 5.1

"convene" means to call together for a formal meeting;

"department" means the government department with responsibility for administering the *Associations Incorporation Act (1987)*;

"financial year" means a period not exceeding 15 months fixed by the Committee, being a period commencing on the date of incorporation of the Association and ending on 30 June; and thereafter each period commencing 1 July and ending on 30 June in the following year;

"general meeting" means a meeting to which all members are invited;

"member" means member of the Association;

"ordinary resolution" means resolution other than a special resolution;

"poll" means voting conducted in written form (as opposed to a show of hands);

"special general meeting" means a general meeting other than the annual general meeting;

"special resolution" has the meaning given by section 24 of the Act, that is-

A resolution is a special resolution if it is passed by a majority of not less than three-fourths of the members of the association who are entitled under the rules of the association to vote and vote in person or, where proxies or postal votes are allowed by the rules of the association by proxy or postal vote, at a general meeting of which notice specifying the intention to propose the resolution as a special resolution was given in accordance with those rules.

At a meeting at which a resolution proposed as a special resolution is submitted, a declaration by the person presiding that the resolution has been passed as a special resolution shall be evidence of the fact unless, during the meeting at which the resolution is submitted, a poll is demanded in accordance with the rules of the Association or, if the rules do not make provision as to the manner in which a poll may be demanded, by at least 3 members of the association present in person or, where proxies are allowed, by proxy.

If a poll is held, a declaration by the person presiding as to the result of a poll is evidence of the matter so declared.

"the Act" means the *Associations Incorporation Act 1987*;

"the Association" means the Association referred to in rule 1;

"the President" means-

(a) in relation to the proceedings at a Committee meeting or general meeting, the person presiding at the Committee meeting or general meeting in accordance with rule 6.2; or

(b) otherwise than in relation to the proceedings referred to in paragraph (a), the person referred to in paragraph (a) of rule 6.2 or, if that person is unable to perform his or her functions, the Vice-President;

"the Commissioner" means the Commissioner for Fair Trading exercising powers under the Act;

"the Committee" means the Committee of Management of the Association referred to in rule 5.1;

"the Secretary" means the Secretary referred to in paragraph (c) of rule 5.1.1;

"the Treasurer" means the Treasurer referred to in paragraph (b) of rule 5.1.1;

"the Vice-President" means the Vice-President referred to in rule 5.1.2.

### **3 Objects of Association**

#### **3.1 Aims & Objectives**

- 3.1.1 To provide a forum for all with an interest in turf grass; specially to:
  - a) Promote friendship and solidarity between those involved in the turf grass industry
  - b) Disseminate current and new knowledge of technology.
  - c) Discuss and solve problems in turf grass technology.
- 3.1.2 To promote knowledge, understanding and awareness of the importance of the turf grass industry.
- 3.1.3 To promote education and research for those engaged in the turf grass industry.
- 3.1.4 To promote a wider and better usage of turf grass nationally.
- 3.1.5 To promote Awareness of national and international career opportunities in turf.
- 3.1.6 To liaise with other associations in turf.
- 3.1.7 To elevate personal and corporate status of the individuals engaged in the turf industry, and the turf industry itself, as a highly technical and significant employer of people.
- 3.1.8 To lobby where necessary for appropriate legislation affecting the needs of the turf grass industry.
- 3.1.9 To promote awareness of health and safety issues faced by workers in the industry, and to pursue means of introducing safeguards.
- 3.1.10 To stage and assist in the promotion and arrangement of national and regional seminars and field days within the turf industry.
- 3.1.11 To encourage and promote equal opportunity within the industry.
- 3.1.12 To promote awareness of the environmental benefits of turf.

#### **3.2 Assets & Income**

- 3.2.1 The STA (WA) is a not-for-profit association and the assets and income of the association shall be applied solely in the furtherance of its above mentioned objects and no portion shall be distributed directly or indirectly to the members of the association except as bona-fide compensation for services rendered or expenses incurred on behalf of the association.
- 3.2.2 The funds of the Association shall be derived from annual subscription, sponsorship, donations and such other sources as the Committee decide.
- 3.2.3 Cheques, payments, drafts, Bill of Exchange, promissory notes and other negotiable Instruments shall be approved by two nominated members of the committee.

#### **3.3 Affiliation**

The Association may choose to affiliate with other related organisations or to accept other organisations, which are, in the opinion of the Association, of sufficient standing to affiliate with the Association. Such affiliation shall not confer the right to use the words Member of the Sports Turf Association (WA) Inc, the letters STA (WA), nor any other similar description to qualify the name of the affiliates.

### **3.4 Code of Ethics**

The STA (WA) supports the principle of equal opportunity as defined as the adoption of practices and procedures that ensure all people are treated equally. The STA (WA) opposes discrimination on the grounds of gender, race, marital status, family responsibility, impairment, pregnancy, age, sexual preference, religious or political conviction. The STA (WA) encourages an awareness of the existence of sexual, racial and other forms of harassment and the need for its eradication.

All members of the Sports Turf Association (WA) Inc. accept and fully agree to abide by this code and pledge themselves:

- 3.4.1 To recognise and discharge all responsibilities and duties to the best of their ability and knowledge.
- 3.4.2 To practise sound business and turf management principles.
- 3.4.3 To expand their professional knowledge at every practical opportunity which will in turn improve both themselves and their profession.
- 3.4.4 To maintain the highest standards of personal and professional conduct to reflect credit and add to the stature of the Association, and the profession of Turf Management.
- 3.4.5 To offer endorsements of any kind only when completely satisfied with the integrity and usefulness of the product or service.
- 3.4.6 To not exploit their affiliation with the Association in connection with any endorsement.
- 3.4.7 To recognise and observe the highest standard of integrity in their relationship with fellow members of the turf industry.
- 3.4.8 To accept an obligation to assist and support their fellow members as far as practicable against engaging in conduct unbecoming of a member or prejudicial to the interests of the Association.
- 3.4.9 To assist their fellow turf managers consistent with their abilities, only when called upon to do so.
- 3.4.10 To support and actively participate in the efforts of the STA (WA).
- 3.4.11 To improve the public's understanding and recognition of the profession of Turf Management
- 3.4.12 To abstain from any exploitation of their Association, Industry or Profession.
- 3.4.13 To report to the STA (WA) committee any wilful violation of this code of ethics.

### **3.5 Powers of Association**

The powers conferred on the Association are the same as those conferred by section 13 of the Act, the Association may do all things necessary or convenient for carrying out its objects and purposes, and in particular, may open and operate bank accounts.

## 4 Membership

### 4.1 Membership Categories

Membership of the Association shall be by subscribing annually to an appropriate category of membership.

- a) **Individual Membership** - An individual membership within the association entitles an individual person, or nominated representative of an organisation/company to attend each convened general meeting, training and/or instructional demonstration/event and/or social function. The person will have full voting rights as referred to in Rule 7.2 and eligibility for committee under Rule 5.1.
- b) **Student Membership** - Entitles an individual who is currently enrolled as a student of Turf and/or Horticulture to be nominated as the representative of an organisation to the association at each convened meeting, training and instructional demonstration event and/or social function. As under rule 4.1(a) the student member will have all the rights as a member of the association.
- c) **Honorary Member** - Honorary Memberships may be awarded annually at the discretion of the Committee. As under rule 4.1(a) the honorary member will have all the rights as a member of the association.
- d) **Honorary Life Member** - Nomination for Honorary Life Member must be made in writing on the official form (Appendix 7) and submitted to the Committee who will discuss the nomination at a committee meeting and make a recommendation to the Association. The nomination will then be voted on by the members at any general meeting of the Association. As under rule 4.1(a) the Honorary Life Member will have all the rights as a member of the association.

### 4.2 Application for membership of Association

Membership of the Association is open to any person working or interested in the Turf Industry.

- 4.2.1 A person who wishes to become a member of the Association must apply for membership in writing as set out in the official STA (WA) application form (Appendix 1) and lodge it with the Secretary of the Association.
- 4.2.2 As soon as is practicable after the receipt of the application, the Secretary shall refer the nominated applicant to the Committee.
- 4.2.3 Upon direction by the committee, the Treasurer shall as soon as practicable arrange for an invoice to be sent for payment.
- 4.2.4 The secretary shall, upon notification of payment of the amounts enter the applicants' name/s in the register of members kept by the Secretary and upon the name being so entered the applicant becomes a member of the Association.

### 4.3 Register of members of Association

- 4.3.1 The Secretary, on behalf of the Association, must comply with section 27 of the Act by keeping and maintaining in an up to date condition a register of the members of the Association and their postal or residential addresses and, upon the request of a member of the Association, shall make the register available for the inspection of the member and the member may make a copy of or take an extract from the register but shall have no right to remove the register for that purpose.
- 4.3.2 The Secretary must cause the name of a person who dies or who ceases to be a member under rule 4.5 to be deleted from the register of members referred to in rule 4.3.1.

#### **4.4 Subscriptions of members of Association**

- 4.4.1 The amount of the annual subscription to be paid by each member shall be reviewed annually by the Committee.
- 4.4.2 Each member must pay to the Treasurer, annually on or after the 1<sup>st</sup> of July. Failure to pay all amounts due as determined under rule 4.4.1 by the 30<sup>th</sup> September will mean membership of the Association will be withdrawn unless prior arrangement has been made with the President.

#### **4.5 Termination of membership of the Association**

Membership of the Association may be terminated upon receipt by the Secretary or another Committee member of a notice in writing from a member of his or her resignation from the Association. Such a person remains liable to pay to the Association the amount of any subscription due and payable by that person to the Association but unpaid at the date of termination.

#### **4.6 Suspension or expulsion of members of Association**

- 4.6.1 If the Committee considers that a member should be suspended or expelled from membership of the Association because his or her conduct at STA (WA) events is detrimental to the interests of the Association, the Committee must communicate, either orally or in writing, to the member-
- a) notice of the proposed suspension or expulsion and of the time, date and place of the Committee meeting at which the question of that suspension or expulsion will be decided; and
  - b) particulars of that conduct, not less than 30 days before the date of the Committee meeting referred to in paragraph (a)
  - c) At the Committee meeting referred to in a notice communicated under rule 4.6.1, the Committee may, having afforded the member concerned a reasonable opportunity to be heard by, or to make representations in writing to, the Committee, suspend or expel or decline to suspend or expel that member from membership of the Association and must, forthwith after deciding whether or not to suspend or expel that member, communicate that decision in writing to that member. Subject to rule 4.6.5, a member has his or her membership suspended or ceases to be a member 14 days after the day on which the decision to suspend or expel a member is communicated to him or her under sub-rule 4.6.2.
- 4.6.2 A member who is suspended or expelled under sub-rule 4.6.2 must, if he or she wishes to appeal against that suspension or expulsion, give notice to the Secretary of his or her intention to do so within the period of 14 days referred to in sub-rule 4.6.3.
- 4.6.3 When notice is given under rule 4.6.4-
- A) the Association in a general meeting, must either confirm or set aside the decision of the Committee to suspend or expel the member, after having afforded the member who gave that notice a reasonable opportunity to be heard by, or to make representations in writing to, the Association in the general meeting; and
  - B) the member who gave that notice is not suspended or does not cease to be a member unless and until the decision of the Committee to suspend or expel him or her is confirmed under this sub-rule.

## 5 Committee of Management

### 5.1 Election of Committee

5.1.1 The affairs of the Association will be managed exclusively by a Committee of Management consisting of-

- A) a President;
- B) a Treasurer,
- C) a Secretary;
- D) an Events Officer

all of who must be members of the Association

5.1.2 The Committee shall appoint the role of Vice-President to either the Treasurer or the Events Officer.

5.1.3 Committee members must be elected at an annual general meeting or appointed under rule 5.1.8.

5.1.4 A Committee member's term will be from his or her election at an annual general meeting until the election referred to in rule 6.1.2(c) at the next annual general meeting, but he or she is eligible for re-election to the Committee.

5.1.5 Except for nominees under rule 5.1.8, a person is not eligible for election to the Committee unless a member has nominated him or her for election by delivering notice in writing of that nomination (Appendix 5), signed by-

- A) the nominator; and
- B) the nominee to signify his or her willingness to stand for election.

5.1.6 If the number of persons nominated in accordance with rule 5.1.5 for election to the Committee does not exceed the number of vacancies in that position to be filled-

- a) the Secretary must report accordingly to; and
- b) the President must declare those persons to be duly elected as members of the Committee at, the annual general meeting concerned.
- c) If vacancies remain on the Committee after the declaration under rule 5.1.6, additional nominations of Committee members may be accepted from the floor of the annual general meeting. If such nominations from the floor do not exceed the number of vacancies the President must declare those persons to be duly elected as members of Committee. Where the number of nominations from the floor exceeds the remaining number of vacancies on the Committee, elections for those positions must be conducted

5.1.7 If a vacancy remains on the Committee after the application of rule 5.1.7, or when a casual vacancy within the meaning of rule 5.6 occurs in the Committee-

- (a) the Committee may appoint a member to fill that vacancy; and
- (b) a member appointed under this sub-rule will –
  - i. hold office until the election referred to in rule 5.1.3; and
  - ii. be eligible for election to the Committee,at the next following annual general meeting.



## **5.2 President and Vice-President**

- 5.2.1 Subject to this rule, the President must preside at all general meetings and Committee meetings.
- 5.2.2 In the event of the absence from a Committee meeting of-
- (a) the President, the Vice- President;
  - (b) both the President and the Vice- President, a Committee member elected by the other Committee members present at the Committee meeting, must preside at the Committee meeting.
- 5.2.3 At the time of election the candidate for president must be a person currently employed within a position as manager / supervisor engaged in maintaining a turf/horticulture facility at their place of employment.
- 5.2.4 The role of the President or executive officer presiding on the committee, are:
- (i) The President or presiding committee member is responsible for ensuring the rules for committee operation are followed, including the appropriate recording of decisions and actions.
  - (ii) The President should conduct meetings with the degree of formality appropriate to the committee. The President should ensure meetings are conducted fluently so members understand the matters at hand and have the opportunity to discuss them, and the voting processes and resolutions are clear. The President should try to ensure the active participation by all members of the committee.

## **5.3 Secretary**

The Secretary must-

- 5.3.1 co-ordinate the correspondence of the Association;
- 5.3.2 keep full and correct minutes of the proceedings of the Committee and of the Association;
- 5.3.3 comply on behalf of the Association with-
- (a) section 27 of the Act with respect to the register of members of the Association, as referred to in rule 4.3.1;
  - (b) section 28 of the Act by keeping and maintaining in an up to date condition the rules of the Association and, upon the request of a member of the Association, must make available those rules for the inspection of the member and the member may make a copy of or take an extract from the rules but will have no right to remove the rules for that purpose; and
  - (c) section 29 of the Act by maintaining a record of -
    - I. the names and residential or postal addresses of the persons who hold the offices of the Association provided for by these rules, including all offices held by the persons who constitute the Committee and persons who are authorised to use the common seal of the Association under rule 10; and
    - II. the names and residential or postal addresses of any persons who are appointed or act as trustees on behalf of the Association,
    - III. upon the request of a member of the Association, make available the record for the inspection of the member and the member may make copy of or take an extract from the record but will have no right to remove the record for that purpose;

- 5.3.4 unless the members resolve otherwise at a general meeting, have custody of all books, documents, records and registers of the Association, including those referred to in paragraph (c) but other than those required by rule 5.4 to be kept and maintained by, or in the custody of, the Treasurer; and
- 5.3.5 perform such other duties as are imposed by these rules on the Secretary.

#### **5.4 Treasurer**

The Treasurer must-

- 5.4.1 be responsible for the receipt of all moneys paid to or received by, or by him or her on behalf of, the Association and must issue receipts for those moneys in the name of the Association;
- 5.4.2 pay all moneys referred to in paragraph 5.4.1 into such account or accounts of the Association as the Committee may from time to time direct;
- 5.4.3 make payments from the funds of the Association with the authority of a general meeting or of the Committee and in so doing ensure that all cheques are signed by himself or herself and at least one other authorised Committee member, or by any two others as are authorised by the Committee;
- 5.4.4 comply on behalf of the Association with sections 25 and 26 of the Act with respect to the accounting records of the Association by-
  - (a) keeping such accounting records as correctly record and explain the financial transactions and financial position of the Association;
  - (b) keeping its accounting records in such manner as will enable true and fair accounts of the Association to be prepared from time to time;
  - (c) keeping its accounting records in such manner as will enable true and fair accounts of the Association to be conveniently and properly audited; and
  - (d) submitting to members at each annual general meeting of the Association accounts of the Association showing the financial position of the Association at the end of the immediately preceding financial year.
- 5.4.5 whenever directed to do so by the President, submit to the Committee a report, balance sheet or financial statement in accordance with that direction;
- 5.4.6 unless the members resolve otherwise at a general meeting, have custody of all securities, books and documents of a financial nature and accounting records of the Association, including those referred to in paragraphs 5.4.4 and 5.4.5; and
- 5.4.7 perform such other duties as are imposed by these rules on the Treasurer.

#### **5.5 Industry Development Officer**

- 5.5.1 An IDO will be appointed by the Committee for a period of tenure at the discretion of the Committee.
- 5.5.2 The IDO will not have voting rights at Committee meetings.
- 5.5.3 The IDO will at all times keep within his/her Job Description and be accountable to the Committee.

## 5.6 Casual vacancies in Committee

A casual vacancy occurs in the Committee and that position becomes vacant if the Committee member-

- (a) dies;
- (b) resigns by notice in writing delivered to the President or, if the Committee member is the President, to the Vice-President and that resignation is accepted by resolution of the Committee;
- (c) is convicted of an offence under the Act;
- (d) is permanently incapacitated by mental or physical ill-health;
- (e) ceases to be a member of the Association under rule 4.5

## 5.7 Proceedings of Committee

- 5.7.1 The Committee must meet together for the dispatch of business not less than **four times** in each year and the President may at any time convene a meeting of the Committee.
- 5.7.2 Each Committee member has a deliberative vote.
- 5.7.3 A question arising at a Committee meeting must be decided by a majority of votes, but, if there no majority, the person presiding at the Committee meeting will have a casting vote in addition to his or her deliberative vote.
- 5.7.4 At a Committee meeting **three** Committee members constitute a quorum.
- 5.7.5 Members with special skills and expertise may be co-opted to support the committee and attend committee meetings, as required. These members will not have voting rights at Committee meetings.

## 5.8 Removal of Member of Committee

- 5.8.1 The Association in general meeting may by resolution remove any member of the committee before the expiration of their term of office and appoint another member in their stead to hold office until the expiration of the term of the first mentioned member.
- 5.8.2 Where the member to whom a proposed resolution referred to in clause 5.8.1 makes representations in writing to the Secretary or President of the Association (not exceeding a reasonable length) and requests that they be notified to the members of the Association, the Secretary or President may send a copy of the representations to each member of the Association or, if they are not so sent the members may require that they be read out at the meeting.

# 6 Meetings

## 6.1 Annual General Meeting

- 6.1.1 The Committee must convene Annual General Meetings within the time limits provided for the holding of such meetings by section 23 of the Act, that is, in every calendar year within 3 months after the end of the Association's financial year or such longer period as may in a particular case be allowed by the Commissioner, except for the first annual general meeting which may be held at any time within 18 months after incorporation.
- 6.1.2 The ordinary business of the AGM shall be:
  - (a) To confirm the minutes of the last preceding AGM and of any General Meeting held since that meeting;
  - (b) To receive from the Committee reports upon the transactions of the Association during the last preceding financial year;
  - (c) To elect the Committee of Management of the Association

(d) To receive and consider the statement submitted by the Association in accordance with Section 30 (3) of the Act.

6.1.3 The AGM may transact special business of which notice is given in accordance with rules 6.3.2 and 6.3.3

6.1.4 The AGM shall be in addition to any other general meetings that may be held in the same year.

## **6.2 Special General Meetings (SGM's)**

6.2.1 All General Meetings other than the Annual General Meeting (AGM) shall be called Special General Meetings.

6.2.2 The Committee-

(a) may at any time convene a special general meeting; and

(b) must, within 30 days of receiving a request in writing to do so from not less than 5% of the total number of members, convene a special general meeting for the purpose specified in that request; or

6.2.3 The members making a request referred to in rule 6.2.2(b) must-

(a) state in that request the purpose for which the special general meeting concerned is required; and

(b) sign that request.

## **6.3 Notice of Meetings**

6.3.1 The Secretary must give to all members not less than 14 days notice of a special general meeting (Appendix 2) and that notice must specify-

(a) when and where the general meeting concerned is to be held; and

(b) particulars of the business to be transacted at the general meeting concerned and of the order in which that business is to be transacted

6.3.2 The Secretary must give to all members not less than 21 days notice of an Annual General Meeting (Appendix 3) and that notice must specify-

(a) when and where the annual general meeting is to be held;

(b) the particulars and order in which business is to be transacted, as follows-

(i) first, the consideration of the accounts and reports of the Committee;

(ii) second, the election of Committee members to replace outgoing Committee members; and

(iii) third, any other business requiring consideration by the Association at the general meeting.

6.3.3 A special resolution may be moved either at a special general meeting or at an annual general meeting, however the Secretary must give to all members not less than 21 days notice of the meeting at which a special resolution is to be proposed. In addition to those matters specified in rule 6.3.1 or 6.3.2, as relevant, the notice must also include the resolution to be proposed and the intention to propose the resolution as a special resolution.

- 6.3.4 The Secretary must give a notice under sub-rule 6.3.1, 6.3.2 or 6.3.3 by
- (a) serving it on a member personally; or
  - (b) sending it by post to a member at the address of the member appearing in the register of members kept and maintained under rule 4.3.1.
- 6.3.5 When a notice is sent by post under rule 6.3.4(b), sending of the notice will be deemed to be properly effected if the notice is sufficiently addressed and posted to the member concerned by ordinary prepaid mail.

#### **6.4 Quorum and proceedings at meetings**

- 6.4.1 At a special general meeting and an annual general meeting **Fifteen** (15) members present in person constitute a quorum.
- 6.4.2 If within 30 minutes after the time specified for the holding of a special general meeting in a notice given under rule 6.3.1 a quorum is not present,
- a. the special general meeting lapses; or
  - b. the meeting stands adjourned to a date determined by the committee.
- 6.4.3 If within 30 minutes after the time specified for the holding of a special general meeting in a notice given under rule 6.3.2 a quorum is not present, the annual general meeting stands adjourned to a date as determined by the guidelines under rule 6.1.1

#### **6.5 Adjournment of Meetings**

- 6.5.1 If within 30 minutes of the time appointed by rule 6.4.2(b) for the resumption of an adjourned special general meeting, a quorum is not present, the members who are present in person or by proxy may nevertheless proceed with the business of that general meeting as if a quorum were present.
- 6.5.2 If within 30 minutes of the time appointed by rule 6.4.3 for the resumption of an adjourned annual general meeting, a quorum is not present, the members who are present in person or by proxy may nevertheless proceed with the business of that general meeting as if a quorum were present.
- 6.5.3 The President may, with the consent of either a special general meeting or an annual general at which a quorum is present, and must, if so directed by such a meeting, adjourn that meeting from time to time and from place to place.
- 6.5.4 There must not be transacted at an adjourned meeting any business other than business left unfinished or on the agenda at the time when the meeting was adjourned.
- 6.5.5 When a general meeting is adjourned for a period of 30 days or more, the Secretary must give notice under rule 6.3 of the adjourned general meeting as if that general meeting was a fresh general meeting.

## **6.6 Conduct at Meetings**

Members are required to conduct themselves in accordance with expectations of openness, honesty, tolerance, fairness and responsibility in social and moral matters, as outlined in the STA Codes of Ethics and Conduct.

6.6.1 Members on the committee should make every attempt to canvass the views and opinion of the member base, to bring back information to the discussions of the committee and report committee decisions back to their constituents.

6.6.2 Members are required to participate actively in committee business and provide appropriate contributions to decision making for the betterment of the group as a whole.

In brief:

- i. Understand the committee's role and purpose;
- ii. Stay informed about relevant matters affecting the committee's business;
- iii. Attend all committee meetings or where attendance is not possible, submit an apology;
- iv. Participate actively and work cooperatively with other committee members;
- v. Prepare for all committee meetings by reading and considering the agenda items, papers circulated and other relevant documents;
- vi. Not improperly influence other committee members;
- vii. Make new points succinctly without reiterating at length points already made;
- viii. All members have a responsibility to ensure efficient and effective operations of the committee and to participate constructively in committee activities in a lawful, ethical and justifiable manner.

6.6.3 Members are required to;

- i. maintain confidentiality of committee business where necessary, ensuring confidential records are subject to appropriate storage and access procedures, and
- ii. respect confidential discussions and not misuse any information obtained through membership of the committee.

6.6.4 Members must openly declare any matters of private interest and record any issues with the potential for conflict or perceived conflict to ensure they are transparent and capable of review. Where appropriate, members must disqualify themselves from committee discussions and decisions where a conflict of interest occurs.

## **7 Voting at Meetings**

### **7.1 Resolutions**

7.1.1 At a general meeting-

- (a) an ordinary resolution put to the vote will be decided by a majority of votes cast on a show of hands, and
- (b) a special resolution put to the vote will be decided in accordance with section 24 of the Act as defined in rule 2, and, if a poll is demanded, in accordance with rules 7.5.1 and 7.5.3.

- 7.1.2 A declaration by the President of a general meeting that a resolution has been passed as an ordinary resolution at the meeting will be evidence of that fact unless, during the general meeting at which the resolution is submitted, a poll is demanded in accordance with rule 7.5.

## **7.2 Member Voting Rights**

- 7.2.1 Upon any question arising at a general meeting of the Association, a member has one vote only.
- 7.2.2 All votes shall be given personally or by proxy.
- 7.2.3 In the case of an equality of voting on a question, the President of the meeting is entitled to exercise a second or casting vote.

## **7.3 Entitlement to Vote**

A member is not entitled to vote at any general meeting unless all moneys due and payable by him/her to the Association have been paid, other than the amount of the annual subscription payable in respect of the current financial year.

## **7.4 Proxy voting**

- 7.4.1 Each member shall be entitled to appoint another member as his/her proxy by notice given to the Committee no later than 24 hours before the time of the meeting in respect of which the proxy is appointed.
- 7.4.2 The notice appointing the proxy shall be in the form set out in Appendix 4.

## **7.5 Polling**

- 7.5.1 At a general meeting, a poll may be demanded by the President or by three or more members present in person or by proxy and, if so demanded, must be taken in such manner as the President directs.
- 7.5.2 If a poll is demanded and taken under rule 7.5.1 in respect of an ordinary resolution, a declaration by the President of the result of the poll is evidence of the matter so declared.
- 7.5.3 A poll demanded under rule 7.5.1 must be taken immediately on that demand being made.

## **8 Minutes of meetings of Association**

- 8.1 The Secretary must cause proper minutes of all proceedings of all meetings to be taken and then to be entered within 30 days after the holding of each meeting, in a minute book kept for that purpose.
- 8.2 The President must ensure that the minutes taken of a general meeting or Committee meeting under rule 8.1 are checked and signed as correct.
- 8.3 When minutes have been entered and signed as correct under this rule, they are, until the contrary is proved, evidence that-
- (a) the general meeting or Committee meeting to which they relate (in this sub-rule called "the meeting") was duly convened and held;
  - (b) all proceedings recorded as having taken place at the meeting did in fact take place at the meeting; and
  - (c) all appointments or elections purporting to have been made at the meeting have been validly made.

## **9 Rules of Association**

- 9.1 The Association may alter or rescind these rules, or make rules additional to these rules in accordance with the procedure set out in sections 17, 18 and 19 of the Act, which is as follows-
- (a) Subject to rules 9.1(d) and 9.1(e), the Association may alter its rules by special resolution but not otherwise;
  - (b) Within one month of the passing of a special resolution altering its rules, or such further time as the Commissioner may in a particular case allow (on written application by the Association), the Association must lodge with the Commissioner notice of the special resolution setting out particulars of the alteration together with a certificate given by a member of the Committee certifying that the resolution was duly passed as a special resolution and that the rules of the Association as so altered conform to the requirements of this Act;
  - (c) An alteration of the rules of the Association does not take effect until rule 9.1(b) is complied with;
  - (d) An alteration of the rules of the Association having effect to change the name of the association does not take effect until rules 9.1(a) to 9.1(c) are complied with and the approval of the Commissioner is given to the change of name;
  - (e) An alteration of the rules of the Association having effect to alter the objects or purposes of the association does not take effect until rules 9.1(a) to 9.1(c) are complied with and the approval of the Commissioner is given to the alteration of the objects or purposes.
- 9.2 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.



## **10 Common seal of Association**

- 10.1 The common seal of the Association must be kept in the custody of the Secretary or such other person as the Committee from time to time decides.
- 10.2 The common seal of the Association must not be used without the express authority of the Committee and every use of that common seal must be recorded in the minute book referred to in rule 8.1.
- 10.3 The affixing of the common seal of the Association must be witnessed by any two of the President, the Secretary and the Treasurer.

## **11 Inspection of Records**

A member may at any reasonable time inspect without charge the books, documents, records and securities of the Association.

## **12 Winding Up or Dissolution of Association**

If upon the winding up or dissolution of the Association there remains after satisfaction of all its debts and liabilities any property whatsoever, the same must not be paid to or distributed among the members, or former members. The surplus property must be given or transferred to another association incorporated under the Act which has similar objects and which is not carried out for the purposes of profit or gain to its individual members, and which association shall be determined by resolution of the members.



# SPORTS TURF ASSOCIATION (WA) INC

## MEMBERSHIP APPLICATION FORM

### Applicants Name/s

1. \_\_\_\_\_ 2. \_\_\_\_\_  
3. \_\_\_\_\_ 4. \_\_\_\_\_

### Organisation / Contact Details

ORGANISATION \_\_\_\_\_  
POSTAL ADDRESS \_\_\_\_\_  
SUBURB \_\_\_\_\_ POSTCODE \_\_\_\_\_  
TELEPHONE \_\_\_\_\_ FACSIMILE \_\_\_\_\_  
MOBILE \_\_\_\_\_  
EMAIL \_\_\_\_\_

### MEMBERSHIP FEES (please number quantity of selection)

Individual <b>\$100</b>		Student <b>\$50</b>		Group of 4 <b>\$350</b>		Corporate <b>\$275</b>	
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(all fees GST free) **Total Due \$**

### Payment details (please tick preference)

Please process this registration and send a tax invoice. Purchase Order No: \_\_\_\_\_

CHEQUE Please makes cheques payable to: **Sports Turf Association (WA) Inc.**

EFT Account Name: **Sports Turf Association** BSB: **036-041** Acc: **27-8935**  
**WA Incorporated**

### CREDIT CARD

Please charge the total fee now to the credit card below.


(Due to increases in Banking fees, a surcharge of \$5 will be added to any membership payment made via credit card)

Mastercard  Visa  Amex

Card Number:	/	/	/
Card Holders Name:		CCV:	
Expiry Date (mm/yy):	/	Amount:	
Signature:			

Complete membership forms and send by mail or email to:

Sports Turf Association (WA) Inc | PO Box 8492 | PERTH BC WA 6849  
Email: info@sportsturfwa.asn.au | Office: 9313 9378 | Mobile: 0417 977 734  
ABN 2585 3064 090

	<b>SPORTS TURF ASSOCIATION (WA)</b>
	<b>SPECIAL GENERAL MEETING</b>

## **SPECIAL GENERAL MEETING AGENDA**

The SPORTS TURF ASSOCIATION (WA) Incorporated is convening a special general meeting at which a special resolution will be proposed to alter the name and or rules and or objects of the association.

This special general meeting of the STA (WA) will be held in the ..., room, ... commencing at **(time)** on **(Day / Date)**.

**1.0 OPEN MEETING AND WELCOME**

**2.0 APOLOGIES**

**3.0 REVIEW EXISTING RULES OF ASSOCIATION (CONSTITUTION)**

**and reasons for change**

**4.0 REVIEW OF PROPOSED ALTERATION OF THE RULES OF THE ASSOCIATION**

**5.0 DISCUSSION**

**6.0 RESOLUTION VOTE**

### **CLOSE**

#### **INFORMATION for MEMBERS**

- Rule 7.4 allows for proxy votes. A proxy form is enclosed for you to nominate another member to vote on your behalf if you cannot attend the meeting.
- Alterations to the rules can only be made if supported by 75% of members voting at the meeting or by proxy.
- Alterations to the rules only take effect when lodged with the Department of Consumer & Employment Protection.




# **SPORTS TURF ASSOCIATION (WA)**

## **ANNUAL GENERAL MEETING**

### **ANNUAL GENERAL MEETING AGENDA**

The Annual General Meeting of the STA (WA) for the year 2012, held at the Riverview Function Centre, Peninsula Golf Course, Maylands, commencing at **11:00am** on **Wednesday 8th August 2012**.

- 1. WELCOME AND APOLOGIES**
- 2. CONFIRMATION OF 2011 AGM MINUTES**
- 3. REPORTS**
  - 3.1. PRESIDENT'S REPORT**
  - 3.2. FINANCIAL REPORT**
- 4. ELECTION OF EXECUTIVE COMMITTEE**
  - 4.1. PRESIDENT**
  - 4.2. TREASURER / VICE-PRESIDENT**
  - 4.3. SECRETARY**
  - 4.4. EVENTS OFFICER**
- 5. GENERAL BUSINESS**
  - 5.1. MEMBERS FEEDBACK**
  - 5.2. SPONSORS APPRECIATION**
  - 5.3. GOLD SPONSORS RESPONSE**
- 6. CLOSE**

	<b>SPORTS TURF ASSOCIATION (WA)</b>
	<b>EXECUTIVE COMMITTEE MEETING</b>

The [ ] meeting of the STA (WA) for the year 2012 will be held in the Inglewood Hotel, Beaufort Street, Mt Lawley commencing at **(time)** on **(Day / Date)**.

**MEMBERS:**

Mr Tony Guy - President  
Mr Hugh Gardner - Vice-President / Treasurer  
Mr. Clint Betts – Secretary  
Ms Louise Edmonds – WA Turf IDO (guest)

## **EXECUTIVE COMMITTEE MEETING AGENDA**

- 1. OPEN MEETING AND WELCOME**
- 2. APOLOGIES**
- 3. MINUTES**
- 4. MATTERS ARISING**
- 5. REPORTS**
- 6. GENERAL BUSINESS**

**Close**



**SPORTS TURF ASSOCIATION  
WA Incorporated**

**ELECTION OF THE COMMITTEE  
Nomination Form**

Complete and return to: The Secretary, GPO Box 8492 Perth BC, W.A. 6849 E-mail: [wa@tgaa.asn.au](mailto:wa@tgaa.asn.au)

I hereby nominate \_\_\_\_\_

for the position of:

- President
- Treasurer
- Secretary
- Events Officer

Proposed by: \_\_\_\_\_

I hereby accept the above nomination:

Nominee's signature \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_



**SPORTS TURF ASSOCIATION  
WA Incorporated**

**Proxy Form**

Complete and return to:    The Secretary, GPO Box 8492 Perth BC, W.A. 6849    E-mail: wa@tgaa.asn.au
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I, \_\_\_\_\_

of \_\_\_\_\_

being a member of the above named Association, hereby appoint

\_\_\_\_\_

of \_\_\_\_\_

or in his/her absence, \_\_\_\_\_

of \_\_\_\_\_

as my proxy to vote for me on my behalf

at the Annual General Meeting of the Association

to be held on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

and at any adjournment of that meeting.

This form is to be used as a single vote:  
(Strike out whichever is not desired)

- In favour of the resolution
- Against the resolution

Signed \_\_\_\_\_

Date \_\_\_\_/\_\_\_\_/\_\_\_\_



**SPORTS TURF ASSOCIATION  
WA Incorporated**

**Honorary Life Membership form**

To be regarded as a nominee for Sports Turf Association (WA) Honorary Life Membership, the prospective nominee/s should exhibit many of the following criteria: -

- be well respected as a member of the Association
- performed exceptional services within the Association
- shown and maintained interest in the Association and its' activities and endeavours
- maintained an active role in the executive, committee, sub-committees or membership of the Association
- promoted the Association to industry members

Please fill out the following form, with Proposer and Secunder clearly noted.

NB: Both the proposer and secunder must be financial members of the STA (WA)

\_\_\_\_\_

Nominee: \_\_\_\_\_

Proposed by: \_\_\_\_\_ Signature: \_\_\_\_\_

Secundered by: \_\_\_\_\_ Signature \_\_\_\_\_

Date: \_\_\_\_\_

**Official Use Only**

Date Received:

Signed:

Outcome: