

AUSTRALIAN & NEW ZEALAND ACADEMY OF PERIODONTISTS



RULES

AUSTRALIAN AND NEW ZEALAND ACADEMY OF PERIODONTISTS INC. RULES**Adopted 24/04/1987****Amendments 29/03/1995 and 20/05/1998 and 23/10/2000 and 04/05/2012 and 25/03/2022****1 NAME**

The "Australian and New Zealand Academy of Periodontists Inc." shall be known as the **Academy**.

2 OBJECTIVES

The objectives of the Academy shall be:

- 2.1 To promote the dental and general health of the community through improved periodontal knowledge and care.
- 2.2 To support the interests of Members in the practice and teaching of Periodontics and the advancement of Periodontics in general.
- 2.3 To encourage and maintain the study of Periodontics and the clinical advancement of Periodontics, and to promote and maintain high ethical and professional standards among Members.
- 2.4 To pursue and advance the recognition and acceptance of the practice of Periodontics as a specialist branch of dentistry and to promote its formal recognition as such.
- 2.5 To make constructive recommendations to Members in relation to the practice of Periodontics or the practice of dentistry in the field of Periodontics.
- 2.6 To maintain close relations with the Australian and New Zealand Dental Associations, and the Royal Australasian College of Dental Surgeons and to seek or grant close relations with any other body or association of Periodontists upon such terms and conditions as shall best further the objectives of the Academy.
- 2.7 To promote and support the activities of the Australian Society of Periodontology and the New Zealand Society of Periodontology.
- 2.8 To hold regular meetings of Members.
- 2.9 To encourage a desirable standard of periodontal training for dental students in Australian and New Zealand universities.
- 2.10 To encourage, support and monitor the attainment of desirable standards of specialty training for Periodontists in Australia and New Zealand.
- 2.11 To monitor the standards of overseas specialty training for Periodontists.
- 2.12 To advise the appropriate Australian and New Zealand registering bodies of the requirements for specialist registration as a Periodontist.

- 2.13 To encourage the appointment of specialist Periodontists by hospital boards and public bodies and to advise on appropriate qualifications for such appointees.
- 2.14 To encourage and support periodontal research in Australia and New Zealand.
- 2.15 To do all such other lawful things as are incidental or conducive to the attainment of the above objectives.

3 DEFINITIONS

In the Rules, the following terms shall have the following meanings except where the context otherwise requires:

Academy shall mean the incorporated association constituted under the Rules.

Act shall mean the *Associations Incorporation Reform Act 2012 (Vic)* as amended from time to time.

Area shall mean any one of New Zealand or any State or Territory of Australia.

Chairperson shall mean the person presiding at any meeting of the Council or a General Meeting.

Council shall mean the Council of the Academy as constituted by clause 8.1 which is the committee for the purposes of the Act.

Councillor shall mean a member of the Council.

Executive shall have the meaning given to that term by clause 8.2.

General Meeting shall mean and include any annual general meeting and any special general meeting of the Academy.

Members shall mean a member of the Academy belonging to any of the classes of membership pursuant to clause 4.

Periodontics for the purpose of Membership eligibility shall include the teaching of Periodontics.

Rules shall mean these rules, incorporating the statement of purposes of the Academy in clause 2, as amended from time to time.

Secretary shall mean the person appointed to the office of secretary under clause 8.7 but is not for the purposes of the Act the public officer or secretary of the Academy.

Secretary (Consumer Affairs Victoria) shall mean the public officer or secretary of the Academy appointed by the Council for the purposes of the Act, and who may or may not be the same person as the Secretary.

4 MEMBERSHIP

4.1 All persons who were entered as members in the register of members of the unincorporated association known as the Australian and New Zealand Academy of Periodontists, are from the date of incorporation of the Academy, Members.

4.2 In addition to the requirements of clause 5, each Member must:

4.2.1 be an individual;

- 4.2.2 be a person of good standing;
 - 4.2.3 not be bankrupt;
 - 4.2.4 not be subject to a guardianship order; and
 - 4.2.5 must not be prohibited from practicing by a relevant health practitioner regulator, as chosen by the Academy from time to time.
- 4.3 All Members and applicants for Membership, excepting certain classes of Honorary Membership, Retired Membership and International Membership as determined by the Council from time to time, must agree to comply with and be bound by the Code of Ethics (if any) and the constitution:
- 4.3.1 of a professional association for dentists approved by the Council, and
 - 4.3.2 a professional association for dentists with a special interest in periodontology approved by the Council.

5 CLASSES OF MEMBERSHIP

5.1 There shall be the following classes of membership:

5.1.1 Full membership:

Full Membership may be granted to a registered dentist who:

5.1.1.1 Has completed a course, of which the Council approves, comprising three or more full time academic years of advanced education (or some equivalent period approved by the Council) leading to a higher qualification in Periodontics approved by Council.

OR

5.1.1.2 Has completed a course and gained a qualification in Periodontics, provided that:

(a) the applicant can demonstrate to the Council that he or she has advanced in clinical expertise to a level equivalent to that of a graduate of a three year full time course approved by the Council; and

(b) such clinical expertise above must be verified by a statement from an authority which is acceptable to a panel of three (by a majority decision) Members appointed by the Council to consider such applications.

OR

5.1.1.3 Has been:

(a) a full member in good standing of a comparable overseas Periodontal Society; and

(b) the Council is satisfied as to the applicant's clinical expertise as in clause 5.1.1.2 above.

OR

5.1.1.4 Is a registered dentist who:

- (a) is in the exclusive practice of Periodontics; and
- (b) has completed at least ten continuous years of exclusive practice in Periodontics prior to the adoption of the Rules.

OR

5.1.1.5 Was a Provisional Member of the Academy at the time when the former clause 4.3 (Provisional Membership) was removed by the adoption of the Rules.

Full Membership shall, subject to the Rules, cease upon that Member failing to remain in the exclusive practice of Periodontics and implant dentistry. Nothing contained in this clause 5.1.1 shall prevent the Council from re-admitting any previous Full Member who re-applies for Membership.

5.1.2 Honorary membership:

Honorary Membership may be awarded by the Academy by resolution in General Meeting to any person not a member of the academy who has rendered long or outstanding service to Periodontics or the Academy.

5.1.3 Retired membership:

Retired Membership may be granted to a Full Member whom the Council considers in its sole discretion has retired from active periodontal practice.

5.1.4 Life membership:

Life Membership may be awarded by the Academy by resolution in General Meeting to any person who has rendered long or outstanding service to the Academy.

5.1.5 Student membership:

Student Membership may be granted to a registered Dentist who:

5.1.5.1 is enrolled in a graduate training programme in Periodontics at an institution approved by the Council; and

5.1.5.2 the applicant has provided to the Council's satisfaction evidence of the person's enrolment which shall include the signatures of:

- (a) two Full Members; and
- (b) the senior academic supervisor, or equivalent, at that institution.

5.1.6 International membership:

International Membership may be granted to persons residing outside Australia and New Zealand who would otherwise satisfy the requirements for Full Membership.

6 ADMISSION OF MEMBERS

6.1 Application for Membership:

6.1.1 General applications for Membership, other than for Honorary Membership, Retired Membership or Life Membership, shall be:

6.1.1.1 made in the form prescribed by the Council;

6.1.1.2 sent to the Secretary or secretariat;

6.1.1.3 signed by the proposer and seconder, both of whom shall be Full Members;

6.1.1.4 signed and dated by the applicant;

6.1.1.5 accompanied by full particulars of the applicant's professional circumstances and qualifications together with such other information as shall from time to time be required; and

6.1.1.6 accompanied by payment of the annual subscription for Membership.

6.1.2 The Council:

6.1.2.1 shall be at liberty to require such further and better particulars of any applicant as they may consider necessary or expedient; and

6.1.2.2 shall consider all the information received regarding the application for Membership.

6.1.2.3 An applicant shall not be admitted to Membership of the Academy unless a simple majority of Councillors present and voting, vote in favour of the admission of the applicant.

6.1.3 Any applicant who is refused Membership under this clause 6 shall have the right of appeal to the Members. Such appeal shall take the form of a postal poll decided by a simple majority. The appeal shall be in writing and will clearly set out:

6.1.3.1 the applicant's case for Membership; and

6.1.3.2 the Council's case for refusal.

6.2 Retired Membership:

The admission of applicants for Retired Membership shall be decided by a simple majority of the Executive provided that any contrary decision taken by a simple majority of the Council within twelve months after any decision by the Executive

shall replace and nullify the decision of the Executive in respect of any such applicant.

6.3 Honorary Membership:

6.3.1 Nominations for Honorary Membership may be made by any Full Member. If the nomination is accepted by a simple majority of the Council then such nomination shall be:

6.3.1.1 submitted to a General Meeting; and

6.3.1.2 decided by a simple majority of Members present and voting.

6.3.2 Appointments of Honorary Membership shall continue, subject to the Rules, until the next General Meeting following the time of appointment.

6.4 Life Membership:

6.4.1 The Council may nominate any appropriate person for Life Membership and shall submit such nominations to the next General Meeting. A simple majority of the votes of Members at the General Meeting shall be sufficient to appoint a Life Member.

6.4.2 An appointment of Life Membership shall not be revoked except by the resolution of three-quarters of the Members present at a General Meeting.

7 [UNUSED]

8 COUNCIL

8.1 Composition of Council:

The Council shall be comprised of:

8.1.1 a President;

8.1.2 a Secretary/Treasurer (who shall reside in the same Area as the President);

8.1.3 a Vice President (President Elect) who shall automatically advance to the office of President in the next Council; and

8.1.4 five Councillors elected in accordance with clause 9.

The Council will be elected so that there is at least one representative on the Council from the following Areas:

8.1.5 New South Wales or the Australian Capital Territory;

8.1.6 Western Australia;

8.1.7 Queensland;

8.1.8 New Zealand;

8.1.9 South Australia or the Northern Territory; and

8.1.10 Victoria or Tasmania.

Councillors must be Full Members and shall hold office for a period of two years. The President shall not be eligible to hold office in the next Council.

8.2 Executive:

The President, Secretary/Treasurer and Vice President shall comprise the Executive of the Council (**Executive**).

8.3 Vacancy:

A Councillor shall vacate his or her office and membership of the Council if:

8.3.1 the Councillor's membership of the Academy ceases; or

8.3.2 the Councillor tenders his or her resignation in writing to the Secretary; or

8.3.3 the Councillor ceases to be registered to practise the speciality of Periodontics; or

8.3.4 the Councillor dies; or

8.3.5 the Councillor becomes of unsound mind; or

8.3.6 the Councillor becomes bankrupt; or

8.3.7 the Councillor becomes subject to a guardianship order; or

8.3.8 due to disciplinary or other decisions by a professional registration board, the Councillor's registration, license, accreditation or certification to practice as a Periodontist is cancelled, revoked, limited or withdrawn; or

8.3.9 the Councillor is removed from office by special resolution passed at any special general meeting convened for the purpose of considering such a resolution.

8.4 Duties of Council:

8.4.1 The Council shall implement the decisions and resolutions of the Members in General Meeting of the Academy.

8.4.2 The Council shall conduct the affairs of the Academy, its Rules and By-Laws and shall have power to:

8.4.2.1 appoint and remove the Secretary (Consumer Affairs Victoria) (when the position is not otherwise filled by the Secretary);

8.4.2.2 appoint committees (which are not the committee for the purposes of the Act);

8.4.2.3 fill vacancies in such committees; and

- 8.4.2.4 delegate to such committees such authority for such period as it considers necessary or expedient.
- 8.4.3 A record shall be kept of:
 - 8.4.3.1 all meetings of the Council;
 - 8.4.3.2 all meetings of Council appointed committees; and
 - 8.4.3.3 all matters and things done by the Council for and on behalf of the Academy.
- 8.4.4 The Council shall prepare and present a report of its conduct of affairs of the Academy to each annual general meeting of the Academy.
- 8.4.5 The Council may at its discretion employ one or more people such as an administrator to assist with running the Academy's affairs.
- 8.4.6 The Councillors must disclose any material personal interests as required under the Act.
- 8.5 Proceedings of Council:
 - 8.5.1 The Council shall meet upon the written request of:
 - 8.5.1.1 the President; or
 - 8.5.1.2 at least three Councillors.
 - 8.5.2 Special meetings of the Council shall be convened in the same manner as ordinary Council meetings.
 - 8.5.3 Notice shall be given to Councillors of any meeting.
 - 8.5.4 For any special meeting, such notice shall specify the general nature of the business to be transacted and no other business shall be transacted at that meeting.
 - 8.5.5 Any four Councillors constitutes a quorum for the transaction of the business of a meeting of the Council.
 - 8.5.6 No business shall be transacted unless a quorum is present. If within 20 minutes of the time appointed for the meeting a quorum is not present the meeting shall stand adjourned to the same place and time the following day unless the meeting was a special meeting in which case it lapses.
 - 8.5.7 At meetings of the Council:
 - 8.5.7.1 the President, or in the President's absence, the Vice President shall preside as Chairperson; or
 - 8.5.7.2 if the President and the Vice President are absent, a Councillor chosen by the remaining Councillors present shall preside as Chairperson.

- 8.5.8 Questions arising at a meeting of the Council shall be determined on a show of hands or, if demanded by a Councillor, by a poll taken in such manner as the Chairperson may determine.
- 8.5.9 Each Councillor present at a meeting of the Council (including the person presiding at the meeting) is entitled to one vote. In the event of an equality of votes on any question, the Chairperson may exercise a second or casting vote.
- 8.5.10 Written notice of each Council meeting shall be served by:
- 8.5.10.1 delivering it to each Councillor at a reasonable time before the meeting; or
- 8.5.10.2 by sending it by pre-paid post or email addressed to him or her at his or her usual or last known address at least seven days before the date of the meeting.
- 8.5.11 Subject to clause 8.5.5, the Council may act despite any vacancy on the Council.
- 8.5.12 Council meetings may be held by telecommunication link as long as the technology enables each Councillor present to clearly and simultaneously communicate with every other Councillor. A Councillor who participates in a meeting using that technology is taken to be present at the meeting.
- 8.6 Duties of the President:
- 8.6.1 The President, or in his or her absence, the Vice President, shall preside at all meetings of the Council.
- 8.6.2 In meetings of the Council the President shall have a deliberative vote and in the event of a tied vote, a casting vote.
- 8.6.3 The President shall be responsible for the general supervision of any committees appointed by the Council.
- 8.6.4 Subject to any resolution of the Council, the President and Secretary of the Academy shall be the signatories to all documents (other than bills of exchange) requiring execution by the Academy.
- 8.7 Duties of the Secretary & Minutes:
- 8.7.1 The Secretary shall be responsible for ensuring that written minutes are kept of all meetings of the Council, the Executive and of all General Meetings of the Academy, and shall receive minutes of meetings of committees appointed by the Council.
- 8.7.2 The minutes must record the business considered at the meeting, any resolution on which a vote is taken and the result of the vote.
- 8.7.3 In addition, the minutes of each annual general meeting must include—
- 8.7.3.1 the names of the Members attending the meeting; and
- 8.7.3.2 proxy forms given to the Secretary of the meeting under clause 10.4.8; and

- 8.7.3.3 the financial statements submitted to the Members in accordance with clause 10.1.4.2; and
 - 8.7.3.4 the certificate signed by two Councillors certifying that the financial statements give a true and fair view of the financial position and performance of the Academy; and
 - 8.7.3.5 any audited accounts and auditor's report or report of a review accompanying the financial statements that are required under the Act.
- 8.7.4 The Secretary/Secretariat shall, subject to clause 15.2, make the minutes of any meeting of the Council, the Executive and any General Meeting available for inspection by any Member at the Member's request.
- 8.7.5 The Secretary/Secretariat shall notify Councillors of their election to the Council and applicants for Membership of the result of their application.
- 8.7.6 The Secretary/Secretariat shall conduct the correspondence of the Academy subject to any direction of the President or the Council and shall ensure that a record of all correspondence of the Academy is kept.
- 8.7.7 The Secretary/Secretariat shall circulate to Councillors a copy of minutes of all meetings of the Executive and copies of the minutes for all meetings held by committees appointed by the Council.
- 8.8 Duties of the Treasurer:
- 8.8.1 The Treasurer must:
 - 8.8.1.1 ensure that all moneys paid to or received by the Academy have receipts issued for such moneys in the name of the Academy; and
 - 8.8.1.2 ensure that all moneys received are paid into the account of the Academy within 5 working days after receipt; and
 - 8.8.1.3 make any payments authorised by the Council or by a general meeting of the Academy from the Academy's funds; and
 - 8.8.1.4 ensure cheques are signed by at least 2 Councillors or such other persons determined by the Council; and
 - 8.8.1.5 ensure that the financial records of the Academy are kept in accordance with the Act; and
 - 8.8.1.6 coordinate the preparation of the financial statements of the Academy and their certification by the Council prior to their submission to the annual general meeting of the Academy.
 - 8.8.2 The Treasurer must ensure that at least one other Councillor has access to the accounts and financial records of the Academy.

- 8.8.3 The Treasurer must keep in his or her custody, or under his or her control:
- 8.8.3.1 the financial records for the current financial year; and
 - 8.8.3.2 any other financial records as authorised by the Council.
- 8.9 Duties of the Secretary (Consumer Affairs Victoria):
- 8.9.1 The Secretary (Consumer Affairs Victoria) must perform any duty or function required under the Act to be performed by the secretary of an incorporated association.
- 8.9.2 The Secretary (Consumer Affairs Victoria) must:
- 8.9.2.1 maintain the register of members in accordance with clause 8.10; and
 - 8.9.2.2 keep custody of the common seal (if any) of the Association and, except for the financial records referred to in clause 8.8.3, all books, documents and securities of the Association in accordance with rules 21 and 15; and
 - 8.9.2.3 subject to the Act and these Rules, provide members with access to the register of members, the minutes of general meetings and other books and documents; and
 - 8.9.2.4 perform any other duty or function imposed on the Secretary (Consumer Affairs Victoria) by these Rules.
- 8.9.3 The Secretary (Consumer Affairs Victoria) must give to the Registrar notice of his or her appointment within 14 days after the appointment.
- 8.10 Register of Members:
- 8.10.1 The Council shall maintain a register of all Members (**Register**) which shall contain such particulars in respect of each Member as the Council shall from time to time determine.
- 8.10.2 The Register shall include the following particulars of each Member:
- 8.10.2.1 name;
 - 8.10.2.2 postal address;
 - 8.10.2.3 email address;
 - 8.10.2.4 contact phone numbers;
 - 8.10.2.5 qualifications;
 - 8.10.2.6 the appropriate class of Membership; and
 - 8.10.2.7 the date of becoming a member.
- 8.10.3 For each former Member, the date of ceasing to be a Member must also be included in the Register.

- 8.10.4 The Register shall be kept at all times in the possession of the Secretary (Consumer Affairs Victoria).
- 8.10.5 Any Member may, at a reasonable time and free of charge, inspect the Register of Members.
- 8.10.6 Subject to the By-Laws, Members of the Academy shall be at liberty to inspect the Register at such time and place as shall be nominated by the Secretary.
- 8.10.7 The information contained within the register of Members will be available to Members on the Members' section of the Academy's web-site.

9 ELECTION OF COUNCILLORS

- 9.1 Councillors shall be elected for a period of two years.
- 9.2 During the second year of a Council term, the Secretary will:
 - 9.2.1 call for nominations from Full Members and, if necessary, conduct a postal ballot to elect a person to the position of Vice President (President Elect) in the next Council. (Nominations may not be received from persons residing in the same Area as the current Vice President); and
 - 9.2.2 call for the Full Members in each of the Areas not represented by the person referred to in clause 9.2.1 to nominate one person to serve on the next Council. The person nominated from the Area represented by the current Vice President will take the office of Secretary and Treasurer in the next Council.
- 9.3 A ballot shall be conducted as follows:
 - 9.3.1 The Council shall appoint a returning officer and two scrutineers to assist, none of whom shall be candidates for the Council.
 - 9.3.2 Ballot papers in such form and with such instructions as are prescribed by the Council shall be sent to each Full Member at least seven days prior to the date of the election and must be returned to the returning officer within 21 days of the date of the election.
 - 9.3.3 The returning officer shall count the ballot papers, and after being checked by the scrutineers, shall certify the result in writing to the President who shall announce the result to the Members within 7 days of its receipt. In any case in which an equal number of votes are cast, the President or Vice President (if the President is absent) shall have a casting vote.
- 9.4 Should a Councillor vacate his or her office, nominations for his or her replacement will be called for from the appropriate Area. If more than one nomination is received then the election will be determined by a simple majority vote of the Council. Councillors so elected shall hold office until the conclusion of the next biennial election.

10 MEETINGS

10.1 Annual General Meeting:

- 10.1.1 The Academy shall, in each calendar year, convene an annual general meeting of its Members.
- 10.1.2 The annual general meeting shall be held on such day as the Council determines.
- 10.1.3 The annual general meeting shall be specified as such in the notice convening it.
- 10.1.4 The ordinary business of the annual general meeting shall be:
 - 10.1.4.1 to confirm the minutes of the last preceding annual general meeting and of any General Meeting held since that meeting;
 - 10.1.4.2 to receive from the Council financial statements and reports upon the transactions of the Academy during the last preceding financial year;
 - 10.1.4.3 to elect Councillors; and
 - 10.1.4.4 to receive and consider the statements submitted by the Academy in accordance with the Act.
- 10.1.5 The annual general meeting may transact special business of which notice is given in accordance with the Rules.
- 10.1.6 The annual general meeting shall be in addition to any other General Meeting that may be held in the same year.

10.2 Special General Meetings:

- 10.2.1 All General Meetings other than the annual general meeting shall be called special general meetings.
- 10.2.2 The Council may, whenever it thinks fit, convene a special general meeting of the Academy. Where, but for this clause 10.2, more than fifteen months would elapse between annual general meetings, the Council shall convene a special general meeting before the expiration of that period.
- 10.2.3 The Council shall, on the requisition in writing of at least ten Full Members, convene a special general meeting.
- 10.2.4 The requisition for a special general meeting shall:
 - 10.2.4.1 state the purpose for which the meeting is proposed;
 - 10.2.4.2 be signed by the Members making the requisition;
 - 10.2.4.3 be sent to the address of the Secretary; and
 - 10.2.4.4 may consist of several documents in a like form, each signed by one or more of the Members making the requisition.

- 10.2.5 A quorum for any special general meeting convened pursuant to clause 10.2.3 shall be 30 Full Members present in person.
- 10.2.6 If the Council does not cause a special general meeting to be held within the month after the date on which the requisition is sent to the address of the Secretary, the Members making the requisition, or any of them, may convene a special general meeting to be held not later than three months after that date.
- 10.2.7 A special general meeting convened by Members pursuant to the Rules:
- 10.2.7.1 shall be convened in the same manner as nearly as possible as that in which those meetings are convened by the Council; and
- 10.2.7.2 all reasonable expenses incurred in convening the meeting shall be refunded by the Academy to the persons incurring the expenses.
- 10.3 Notice of Meeting:
- 10.3.1 The Secretary shall, at least 28 days before the date fixed for holding a General Meeting, cause to be sent to each Member a notice stating:
- 10.3.1.1 the place, date and time of the meeting; and
- 10.3.1.2 the nature of the business to be transacted at the meeting.
- 10.3.2 No business other than that set out in the notice convening the meeting shall be transacted at the meeting.
- 10.3.3 A Member desiring to bring any business before a meeting may give notice of that business in writing or by email to the Secretary, who shall include that business in the notice calling the next General Meeting after the receipt of the notice.
- 10.3.4 For the purposes of these Rules, **send** and **sent** are taken include sending by post or by email to the address contained on the Register of Members.
- 10.4 Proceedings at Meetings:
- 10.4.1 Business and quorum:
- 10.4.1.1 All business that is transacted at a special general meeting and all business that is transacted at the annual general meeting with the exception of that specially referred to in the Rules as being the ordinary business of the annual general meeting shall be deemed to be special business.
- 10.4.1.2 No item of business shall be transacted at a General Meeting unless a quorum of Members entitled under the Rules to vote is present during the time when the meeting is considering that item.
- 10.4.1.3 The quorum for any annual general meeting or General Meeting, except as otherwise provided, shall be 20 Full Members present in person.

10.4.1.4 If within half an hour after the appointed time for the commencement of a General Meeting, a quorum is not present, the meeting, if convened upon the requisition of Members, shall be dissolved.

10.4.1.5 If clause 10.4.1.4 does not apply:

- (a) the meeting shall stand adjourned to sometime the following day;
- (b) unless another place is specified by the Chairperson at the time of the adjournment or by written notice to Members given before the day to which the meeting is adjourned, the meeting is to be held at the same place; and
- (c) if at the adjourned meeting the quorum is not present within half an hour after the time appointed for the commencement of the meeting, the Members present (being not less than 10 Full Members) shall be a quorum.

10.4.2 Chairperson of meeting:

10.4.2.1 The President, or in the President's absence, the Vice President, shall preside as Chairperson at each General Meeting.

10.4.2.2 If the President and the Vice President are absent from a General Meeting, the Councillors present shall elect one of their number to preside as Chairperson at the meeting.

10.4.2.3 If all the Councillors are absent from a General Meeting, the Members present shall elect one of their number to preside as Chairperson at the meeting.

10.4.3 Adjournment:

10.4.3.1 The Chairperson of a General Meeting at which a quorum is present may, with the consent of the meeting, adjourn the meeting to another time and place, but no business shall be transacted at an adjourned meeting other than the business left unfinished at the original meeting.

10.4.3.2 Where a meeting is adjourned for 28 days or more, a like notice of the adjournment meeting shall be given as in the case of the General Meeting.

10.4.3.3 Except as provided in clauses 10.4.3.1 and 10.4.3.2, it is not necessary to give notice of adjournment or of the business to be transacted at an adjourned meeting.

10.4.4 Questions arising:

A question arising at a General Meeting shall be determined on a show of hands, and unless before or on the declaration of the show of hands a poll is demanded, a declaration by the Chairperson that a resolution has, on a show of hands, been carried or carried unanimously or carried by a

particular majority or lost, and an entry to that effect in the Minute Book of the Academy is evidence of the fact, without proof of the number or proportion of the votes recorded in favour of, or against that resolution.

- 10.4.5 Voting:
- 10.4.5.1 Upon any question arising at a General Meeting, a Full Member has one vote only.
- 10.4.5.2 All votes shall be given personally or by proxy.
- 10.4.5.3 In the case of an equality of voting on a question, the Chairperson of the meeting is entitled to exercise a second or casting vote.
- 10.4.6 Poll:
- 10.4.6.1 If at a meeting a poll on any question is demanded by not less than three Full Members, it shall be taken at that meeting in such manner as the Chairperson may direct. The resolution of the poll shall be deemed to be a resolution of the meeting on that question.
- 10.4.6.2 A poll that is demanded on the election of a Chairperson or on a question of an adjournment shall be taken immediately. A poll that is demanded on any question shall be taken at such time before the close of the meeting as the Chairperson may direct.
- 10.4.7 Unfinancial Members:
- A Member is not entitled to vote at any General Meeting unless all moneys due and payable by the Member have been paid, other than the amount of the annual subscription payable in respect of the current financial year.
- 10.4.8 Proxies:
- 10.4.8.1 Each Full Member is entitled to appoint another Full Member as a proxy by notice given to the Secretary no later than 24 hours before the time of the meeting in respect of which the proxy is appointed.
- 10.4.8.2 The notice appointing the proxy shall be in the form set out in Appendix 1.

11 AREA BRANCHES

- 11.1 The Council may grant permission for the formation of Area branches upon the written application of five Members resident in that Area.
- 11.2 Each Area branch may draw up and adopt such rules and regulations as may be necessary or expedient for its administration, provided that such rules and regulations shall not be inconsistent with the Rules and By-Laws of the Academy.
- 11.3 A copy of such rules and regulations of any Area branch shall be forwarded to the Secretary.

- 11.4 If rules and regulations of any Area branch are amended, the Area branch shall forward these amendments to the Secretary as soon as is practicable.

12 SUBSCRIPTIONS AND ASSESSMENTS

- 12.1 The financial year of the Academy shall end on 31 December in each year.
- 12.2 The Council shall determine the amount of any annual subscription for Membership or any special assessment that shall be payable by Members for the purposes of the Academy.
- 12.3 The Council shall have power to determine and levy differing amounts for the subscriptions and special assessments for the different classes of Membership of the Academy.
- 12.4 The Treasurer shall notify Members of the amounts that are payable by Members and of the time allowed for payment.
- 12.5 Life Members and Honorary Members shall be exempt from the payment of annual subscriptions.
- 12.6 Retired Members, Student Members and Members who are in their first year after graduation from a post graduate programme shall pay a reduced subscription so determined by the Council.
- 12.7 For new Members, the first year's subscription shall be paid at the time application for Membership is lodged with the Secretary and shall cover the remainder of the then current financial year from the date of admission. Where a Member is admitted after 30 June in any year the Council may refund one half of the annual subscription to the applicant upon his election as a Member.
- 12.8 A Member who is on leave of absence from the Academy shall be required to pay a reduced subscription so determined by the Council.
- 12.9 If any Member shall fail to pay his or her annual subscription or the amount of any special assessment within three months from 1 January of each year (or such date on which such subscription assessment shall be levied) then Membership shall automatically be forfeited. Any such Members whose Membership has been forfeited may only be reinstated by resolution of the Council and upon payment of all sums owing to the Academy.

13 COUNCILLORS' EXPENSES

- 13.1 Councillors shall be entitled to reimbursement from the funds of the Academy for such sums of money by way of travelling and other proper expenses incurred in performing their duties as Councillors as the Council shall determine by a majority of three fourths of their number.
- 13.2 There shall be no reimbursement of Councillors for attendance at any General Meeting.

14 [UNUSED]

15 CUSTODY AND INSPECTION OF RECORDS

- 15.1 Members may on request inspect free of charge:
- 15.1.1 the register of Members;

- 15.1.2 the minutes of general meetings;
- 15.1.3 subject to clause 15.2, the financial records, books, securities and any other relevant document of the Academy, including minutes of Council meetings.
- 15.2 The Council may refuse to permit a Member to inspect records of the Academy that relate to confidential, personal, employment, commercial or legal matters or where to do so may be prejudicial to the interests of the Academy.
- 15.3 The Council must on request make copies of these Rules available to Members and applicants for membership free of charge.
- 15.4 Subject to clause 15.2, a member may make a copy of any of the other records of the Association referred to in this rule and the Academy may charge a reasonable fee for provision of a copy of such a record.
- 15.5 For purposes of this rule—
 - relevant documents** means the records and other documents, however compiled, recorded or stored, that relate to the incorporation and management of the Academy and includes the following:
 - 15.5.1 its membership records;
 - 15.5.2 its financial statements;
 - 15.5.3 its financial records;
 - 15.5.4 records and documents relating to transactions, dealings, business or property of the Academy.

16 RIGHTS AND DUTIES OF MEMBERS

- 16.1 All Members shall be bound by the Rules and by all proper directions of the Council and resolutions of the Academy.
- 16.2 All Members shall comply with all Ethical Rules or Codes of Conduct adopted by the Academy with respect to the practice of Periodontics.
- 16.3 Full Members:
 - Full Members shall be entitled to:
 - 16.3.1 receive notice of general meetings and of proposed special resolutions in the manner and time prescribed by these Rules;
 - 16.3.2 submit items of business for consideration at a general meeting;
 - 16.3.3 attend at all meetings of the Academy;
 - 16.3.4 vote upon all matters brought before the Academy;
 - 16.3.5 be eligible for any office in the Academy;
 - 16.3.6 have access to the minutes of general meetings and other documents of the Association as provided under rule 15; and

16.3.7 inspect the register of members,
provided that no moneys are owing by any such Members to the Academy.

16.4 International Members and Student Members:

International and Student Members shall be entitled to:

- 16.4.1 attend all meetings of the Academy;
- 16.4.2 take part in all discussions at such meetings; and
- 16.4.3 contribute, scientific, clinical, or other relevant information to any meeting of the Academy.

International and Student Members shall not be:

- 16.4.4 entitled to vote in the conduct of the affairs of the Academy or at any General Meeting;
- 16.4.5 eligible for election to the Council; nor
- 16.4.6 eligible to serve on committees.

16.5 Life Members, Retired Members and Honorary Members:

Life Members and Retired Members shall:

- 16.5.1 retain, during the continuance of their Membership, all rights and privileges attaching to their previous Membership classification (and will for the purposes of the Rules be deemed to also be a Member in that previous Membership classification); and
- 16.5.2 be entitled to attend all meetings of the Academy and to vote at such meetings (and without limitation, may be eligible to vote as Full Members if previously in that Membership classification).

Honorary Members shall be entitled to attend all meetings of the Academy but shall not be:

- 16.5.3 entitled to vote at such meetings;
- 16.5.4 entitled to take part in any vote conducted by the Academy
- 16.5.5 eligible for election to the Council.

16.6 Academic papers:

- 16.6.1 All papers read before the Academy which are not otherwise committed to a benefactor shall become the property of the Academy and a copy of each such paper shall be delivered to the Secretary as soon as possible after that time.
- 16.6.2 Despite clause 16.6.1, any such paper may be published in any scientific journal provided that a suitable reference is made on the paper to the fact that it was first presented to a meeting of the Academy.

- 16.7 The Council may, in its absolute discretion, grant leave of absence to any Member upon application by such Member where such Member proposes to be overseas for a period of not less than eleven months.
- 16.8 No Member, other than the President, shall make a public statement on behalf of the Academy unless that Member has been specifically authorised by Council to do so.

17 RESIGNATION AND CESSATION OF MEMBERS

- 17.1 A Member shall cease to be a Member if:
- 17.1.1 the Member tenders their written resignation to the Council;
 - 17.1.2 the Member dies; or
 - 17.1.3 is expelled pursuant to clause 18.
- 17.2 A resignation of Membership shall be without prejudice to the right of the Academy to claim and recover from any Member the amount of any subscription or assessment or other moneys owing by such Member to the Academy.

18 EXPULSION OF MEMBERS

- 18.1 Despite any other provision of this clause 18, the Academy shall have the right at any time or from time to time to expel or suspend the Membership of any Member who has been shown to have:
- 18.1.1 failed to comply with these Rules; or
 - 18.1.2 refused to support the purposes of the Academy; or
 - 18.1.3 acted in a grossly unprofessional manner; or
 - 18.1.4 breached the Code of Ethics or Articles of Association of the professional associations with which the Member has agreed to be bound pursuant to clause 4.2; or
 - 18.1.5 engaged in conduct prejudicial to the Academy.
- 18.2 Disciplinary Subcommittee:
- 18.2.1 If the Council is satisfied that there are sufficient grounds for taking disciplinary action against a Member, the Council must appoint a disciplinary subcommittee to hear the matter and determine what action, if any, to take against the Member.
 - 18.2.2 The members of the disciplinary subcommittee:
 - 18.2.2.1 may be Councillors, Member of the Academy or anyone else; but
 - 18.2.2.2 must not be biased against, or in favour of, the Member concerned.

- 18.3 Notice to Member:
- 18.3.1 Before disciplinary action is taken against a Member, the Secretary must give written notice to the Member:
- 18.3.1.1 stating that the Academy proposes to take disciplinary action against the Member; and
 - 18.3.1.2 stating the grounds for the proposed disciplinary action; and
 - 18.3.1.3 specifying the date, place and time of the meeting at which the disciplinary subcommittee intends to consider the disciplinary action (the disciplinary meeting); and
 - 18.3.1.4 advising the member that he or she may do one or both of the following:
 - (a) attend the disciplinary meeting and address the disciplinary subcommittee at that meeting;
 - (b) give a written statement to the disciplinary subcommittee at any time before the disciplinary meeting; and
 - 18.3.1.5 setting out the Member's appeal rights under rule 18.5.
- 18.3.2 The notice must be given no earlier than 28 days, and no later than 14 days, before the disciplinary meeting is held.
- 18.4 Decision of Subcommittee:
- 18.4.1 At the disciplinary meeting, the disciplinary subcommittee must:
- 18.4.1.1 give the Member an opportunity to be heard; and
 - 18.4.1.2 consider any written statement submitted by the Member.
- 18.4.2 After complying with clause 18.4.1, the disciplinary subcommittee may:
- 18.4.2.1 take no further action against the Member; or
 - 18.4.2.2 subject to clause 18.4.3:
 - (a) reprimand the Member; or
 - (b) suspend the membership rights of the Member for a specified period; or
 - (c) expel the Member from the Academy.
- 18.4.3 The disciplinary subcommittee may not fine the Member.
- 18.4.4 The suspension of membership rights or the expulsion of a Member by the disciplinary subcommittee under this rule takes effect immediately after the vote is passed.

18.5 Appeal Rights:

- 18.5.1 A person whose membership rights have been suspended or who has been expelled from the Academy under clause 18.4 may give notice to the effect that he or she wishes to appeal against the suspension or expulsion.
- 18.5.2 The notice must be in writing and given:
- 18.5.2.1 to the disciplinary subcommittee immediately after the vote to suspend or expel the person is taken; or
- 18.5.2.2 to the Secretary not later than 48 hours after the vote.
- 18.5.3 If a person has given notice under clause 18.5.2, a disciplinary appeal meeting must be convened by the Council as soon as practicable, but in any event not later than 21 days, after the notice is received.
- 18.5.4 Notice of the disciplinary appeal meeting must be given to each Member of the Academy who is entitled to vote as soon as practicable and must:
- 18.5.4.1 specify the date, time and place of the meeting; and
- 18.5.4.2 state:
- (a) the name of the person against whom the disciplinary action has been taken; and
- (b) the grounds for taking that action; and
- (c) that at the disciplinary appeal meeting the Member present must vote on whether the decision to suspend or expel the person should be upheld or revoked.

18.6 Conduct Of Disciplinary Appeal Meeting:

- 18.6.1 At a disciplinary appeal meeting:
- 18.6.1.1 no business other than the question of the appeal may be conducted; and
- 18.6.1.2 the Council must state the grounds for suspending or expelling the member and the reasons for taking that action; and
- 18.6.1.3 the person whose membership has been suspended or who has been expelled must be given an opportunity to be heard.
- 18.6.2 After complying with clause 18.6.1, the Members present and entitled to vote at the meeting must vote by secret ballot on the question of whether the decision to suspend or expel the person should be upheld or revoked.
- 18.6.3 A Member may not vote by proxy at the meeting.
- 18.6.4 The decision is upheld if not less than three fourths of the Members voting at the meeting vote in favour of the decision.

19 CASUAL VACANCIES

- 19.1 The Council may appoint any appropriate Member to fill any casual vacancy occurring in any committee.
- 19.2 An appointment under clause 19.1 shall continue no longer than the un-expired portion of the term of the Councillor whose position became vacant.

20 AMENDMENT OF RULES, BY-LAWS AND STATEMENT OF PURPOSES

- 20.1 Rules:
- 20.1.1 The Rules may from time to time be amended, altered or added to, by special resolution passed by not less than three-fourths of the Members present and voting at a General Meeting.
- 20.1.2 Notice of the proposed amendment, alteration or addition must be set out in a notice sent to all Members not less than twenty one days prior to the proposed date of meeting.
- 20.1.3 The failure of any Member to receive such notice of meeting shall not affect the validity of such resolution passed at such General Meeting.
- 20.2 By-Laws:
- 20.2.1 The Council may from time to time make, alter and repeal By-Laws for the purpose of:
- 20.2.1.1 carrying out the objectives of the Academy; and
- 20.2.1.2 putting the Rules into effect.
- 20.2.2 The By-Laws of the Academy may be made, altered or added to by resolution passed by three-fourths of the Councillors present and voting.
- 20.2.3 The Members in General Meeting may disallow any By-Laws made, altered or added to by the Council under this clause 20.2.
- 20.3 Ballot:
- 20.3.1 Subject to the Act, all amendments, alterations and additions to the Rules may be made by email vote in lieu of a General Meeting.
- 20.3.2 The Council shall send a notice containing all of the proposed amendments, alterations or additions to the Rules to all Full Members together with a statement that the poll will close no later than 21 days after the date of the notice.
- 20.3.3 The Council shall count all votes received by the Academy promptly after the poll closes.
- 20.3.4 A resolution which is supported by three-fourths of the number of votes received within the time allowed shall be deemed to be passed provided that at least 30 votes in aggregate have been received.
- 20.3.5 If passed the Rules shall be deemed to be amended upon the 21st day after the date of the notice requesting Members to vote.

21 THE SEAL

- 21.1 The seal of the Academy shall be in the form of a rubber stamp, inscribed with the name of the Academy encircling the words "Common Seal".
- 21.2 The seal of the Academy shall not be affixed to any instrument except by the authority of:
- 21.2.1 the Executive; or
 - 21.2.2 the Council.
- 21.3 The affixing of the seal shall be attested to by the signatures of:
- 21.3.1 two members of the Executive;
 - 21.3.2 a Councillor and the Secretary; or
 - 21.3.3 such other persons as the Council may appoint for that purpose .
- 21.4 Attestation in accordance with clause 21.3 is sufficient for all purposes, that the seal was affixed by the authority of the Council.
- 21.5 The seal shall remain in the custody of the Secretary.

22 INDEMNITY

- 22.1 Every Councillor or other office holder or committee member shall be indemnified out of the funds of the Academy against all liability incurred by him or her in that capacity resulting from the proper execution of their duty or upon the carrying out of any bona fide act or undertaking performed with the authority of the Academy or the Council whether or not beyond power.
- 22.2 No Councillor or other office holder or committee member shall be liable for the acts, receipts, neglect or defaults of any other Councillor or other office holder or committee member.

23 FUNDS

The funds of the Academy shall be derived from annual subscriptions, donations, scientific meetings and such other sources as the Council determines.

24 MANAGEMENT OF FUNDS

- 24.1 The Academy must open an account with a financial institution from which all expenditure of the Association is made and into which all of the Academy's revenue is deposited.
- 24.2 Subject to any restrictions imposed by a general meeting of the Academy, the Council may approve expenditure on behalf of the Academy.
- 24.3 The Council may authorise the Treasurer to expend funds on behalf of the Academy (including by electronic funds transfer) up to a specified limit without requiring approval from the Council for each item on which the funds are expended.
- 24.4 All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments must be signed by 2 Councillors or such other persons determined by the Council.

- 24.5 All funds of the Academy must be deposited into the financial account of the Academy no later than 5 working days after receipt.
- 24.6 With the approval of the Council, the Treasurer may maintain a cash float provided that all money paid from or paid into the float is accurately recorded at the time of the transaction.

25 INCOME & PROPERTY

- 25.1 The income and property of the Academy, however derived, shall be applied solely towards the promotion of the objectives and purposes of the Academy. No portion of that income or property shall be paid or transferred, directly or indirectly, by dividend, bonus or otherwise to any Member.
- 25.2 The Academy shall not:
- 25.2.1 appoint a person who is a Councillor to any office of the Academy for which remuneration by way of salary, fees or allowances is payable; or
 - 25.2.2 pay to any such person any remuneration or other benefit in money or moneys worth (other than the repayment of reasonable out-of-pocket expenses previously approved by the Council).
- 25.3 Nothing in clauses 25.1 or 25.2 prevents the payment in good faith to a servant or Member of:
- 25.3.1 remuneration in return for services actually rendered to the Academy by the servant or Member, or for goods supplied to the Academy by the servant or Member in the ordinary course of business;
 - 25.3.2 interest at current bank overdraft rate on money lent; or
 - 25.3.3 a reasonable and proper sum by way of rent for premises let to the Academy by the servant or Member.

26 WINDING UP

- 26.1 If at any time the Academy in General Meeting shall resolve, by special resolution (as defined in the Act), that the Academy be wound up the following steps shall be taken:
- 26.1.1 The winding up shall be deemed to have commenced from the date when such resolution has been passed.
 - 26.1.2 If after the winding up of the Academy, there remains after the satisfaction of all debts and liabilities, any moneys or other property of the Academy whatsoever; the same shall not be paid or distributed to or amongst any Members, but the Members in General Meeting shall resolve by a simple majority the manner in which such funds of the Academy shall be distributed provided that such funds of the Academy shall not be distributed to anybody having aims or objectives which are opposed to the objectives of the Academy.

27 DISPUTES AND MEDIATION

- 27.1 The grievance procedure set out in this clause 27 applies to disputes under the Rules between:
- 27.1.1 a Member and another Member;
 - 27.1.2 a Member and the Council; or
 - 27.1.3 a Member and the Academy.
- 27.2 A Member must not initiate a grievance procedure in relation to a matter that is the subject of a disciplinary procedure until the disciplinary procedure has been completed.
- 27.3 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 of the parties.
- 27.4 If the parties are unable to resolve the dispute at the meeting, or if a party fails to attend the meeting, then the parties, within 10 days, must notify the Council and hold a meeting in the presence of a mediator and, in good faith, attempt to settle the dispute by mediation.
- 27.5 The mediator may be a Member or former Member of the Academy but in any case must not be a person who:
- 27.5.1 has a personal interest in the dispute; or
 - 27.5.2 is biased in favour of or against any party.
- 27.6 The mediator must be:
- 27.6.1 a person chosen by agreement between the parties; or
 - 27.6.2 in the absence of agreement:
 - 27.6.2.1 in the case of a dispute between a Member and another Member, a person appointed by the Council; or
 - 27.6.2.2 in the case of a dispute between a Member and the Academy, a person who is a mediator appointed or employed by the Dispute Settlement Centre of Victoria (Department of Justice).
- 27.7 The mediator, in conducting the mediation, must:
- 27.7.1 give the parties to the mediation process every opportunity to be heard;
 - 27.7.2 allow due consideration by all parties of any written statement submitted by any party; and
 - 27.7.3 ensure that natural justice is accorded to the parties to the dispute throughout the mediation process.
- 27.8 The mediator must not determine the dispute.

- 27.9 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.

Appendix 1

FORM OF APPOINTMENT OF PROXY

(Name)

of

(Address)

being a Member of Australian and New Zealand Academy of Periodontists Inc. (**Academy**) appoint

(Name)

of

(Address)

being a Member of the Academy with the right to vote, as my proxy to vote for me on my behalf at the General Meeting of the Academy (annual general meeting or special general meeting, as the case may be) to be held on and at any adjournment of that meeting.

My proxy is authorised to vote in favour of / against (delete as appropriate) the resolution (insert details):

Signed

Date:

THE ACADEMY WAS FORMED ON 24 April 1987.

SUBSCRIBERS:

NEW SOUTH WALES

Dr E G Altman, Dr S Boyatzis, Dr D J Dal Pra, Dr J M Goodman, Dr B Harvey, Dr T Higgins, Dr J Highfield, Dr W Jackson, Dr H Lewis, Dr N McGregor, Dr A McHugh, Dr B Pearlman, Dr J Pritchard, Dr G Whyte and Dr S Yeung

NEW ZEALAND

Dr N P Ewart, Dr K W Frisken, Dr P Harvey, Dr D W Holborow, Dr R W Jefferies, Dr A Kewene, Dr A Laws, Dr A R C Pack, Dr T Rich, Dr G Sinclair and Dr C C Waalkens

QUEENSLAND

Dr R Burgess, Dr M Cuilinan, Dr P Clark Ryan, Dr D Keys, Dr P Lander, Dr G Newcomb, Dr K Nixon, Dr G Seymour, Dr M D Smyth, Dr J M Smyth and Dr I B Wilson

VICTORIA

Dr V Amerena, Dr B Bastiaan, Dr A Cattermole, Dr J Diminic, Dr D A Haig, Dr R Hammond, Dr G Judowski, Dr E Nelson, Dr R Papli, Dr B Shrimpton and Dr C Steidler

WESTERN AUSTRALIA

Dr R C Bower, Dr S B Gairns, Dr K M Gale, Dr I A Newnham, Dr N R Radny, Dr A E S Tan and Dr R B Turner

SOUTH AUSTRALIA

Dr F Henning, Dr B Kardachi and Dr S Shepherd

AUSTRALIAN CAPITAL TERRITORY

Dr S Kitchings and Dr S Parsons

PROVISIONAL MEMBERS:

NEW SOUTH WALES

Dr D Grossberg, Dr D Paxinos ne Maroudas and Dr M Radinovich

NEW ZEALAND

Dr K Chapman

VICTORIA

Dr S Chen, Dr V Kiven and Dr E Lobaza

SOUTH AUSTRALIA

Dr P M Bartold and Dr P L McHugh

TABLE OF CONTENTS

1	NAME	2
2	OBJECTIVES	2
3	DEFINITIONS	3
4	MEMBERSHIP	3
5	CLASSES OF MEMBERSHIP	4
6	ADMISSION OF MEMBERS	6
7	[UNUSED]	7
8	COUNCIL.....	7
9	ELECTION OF COUNCILLORS	13
10	MEETINGS	14
11	AREA BRANCHES.....	17
12	SUBSCRIPTIONS AND ASSESSMENTS	18
13	COUNCILLORS' EXPENSES	18
14	[UNUSED]	18
15	CUSTODY AND INSPECTION OF RECORDS.....	18
16	RIGHTS AND DUTIES OF MEMBERS.....	19
17	RESIGNATION AND CESSATION OF MEMBERS	21
18	EXPULSION OF MEMBERS	21
19	CASUAL VACANCIES	24
20	AMENDMENT OF RULES, BY-LAWS AND STATEMENT OF PURPOSES	24
21	THE SEAL	25
22	INDEMNITY	25
23	FUNDS.....	25
24	MANAGEMENT OF FUNDS	25
25	INCOME & PROPERTY.....	26
26	WINDING UP	26
27	DISPUTES AND MEDIATION.....	27
	APPENDIX 1 FORM OF APPOINTMENT OF PROXY	29