



Pedal Power ACT Inc.

ABN: 98 440 716 832

Rules

As adopted at Annual General meeting 26 February 2013

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Preliminary

The Name

- The name of the organisation is Pedal Power ACT Incorporated.
- The organisation also may be referred to as Pedal Power.

Interpretation and definitions

- Except as provided in this clause, these rules are to be interpreted by reference to the Legislation Act 2001 and, where necessary, to the Associations Incorporation Act 1991 (ACT).
- In these rules, unless the contrary intention appears:
 - 'the Act' means the Associations Incorporation Act 1991 (ACT)
 - 'AGM' means Pedal Power's annual general meeting
 - 'member' means a member or members of Pedal Power, classes of which may be determined by the Council pursuant to rule 13.
 - 'Pedal Power' means the organisation established under these rules
 - 'purpose' means the purpose of Pedal Power specified in clause 10
 - 'Register of Members' means a record (either electronic or hard copy) of members' names, most recent fee payment dates and amounts paid and may include other information regarding a member that is collected by Pedal Power from time to time
 - 'Registrar' means the person holding this office under the Act
 - 'special resolution' means a resolution passed at a special general meeting
- Part and clause titles, the table of contents and the index are not part of the text of these rules and may not be used in their interpretation.
- At each AGM Pedal Power is to appoint a Public Officer, and:
 - the Public Officer must be a resident of the ACT and must be eighteen years of age or more
 - a retiring Public Officer and former Public Officers are not excluded from eligibility for appointment
 - in addition to carrying out any duties conferred on the Public Officer by these rules, the Public Officer is also to perform any statutory duties required by or under the Act.
- Pedal Power is to hold and store securely a common seal.
- The seal may be applied only to a document that requires the seal to be applied, and with the authority of the Council.
- A document to which the seal is applied, must be signed by either the President or Secretary and by the Public Officer. If the Public Officer is not available, then the Council may designate another person to sign that document only.

Purpose and powers

Purpose

- The purpose of Pedal Power is to promote the safe and convenient use of bicycles and other pedal powered vehicles.

Powers

- Subject to the provisions of these rules relating to financial

management, Pedal Power may do all things permitted by law and by these rules that are necessary or helpful to pursue Pedal Power's purpose.

Character of operations

12. The operations of Pedal Power must at all times be undertaken in a manner that is conducive to the inclusion of all members in the work and decision-making of Pedal Power.

Membership

General membership

- The Council of Pedal Power may, from time to time, determine the classes of membership and any applicable joining fee and annual membership fee for each class.
- An applicant for membership of Pedal Power is to complete an application for membership and pay any joining fee and the current annual membership fee.
- An applicant becomes a member of Pedal Power once Pedal Power receives the annual membership fee, and any joining fee, and the applicant's name is entered on the Register of Members.
- Upon becoming a member, the member agrees to abide by the provisions of these rules, and any policies formulated under these rules. The member may vote on resolutions and at elections so long as the member is 18 years of age or over.
- A member may resign at any time by sending a written notice of resignation to the registered office of Pedal Power.
- A member who resigns under rule 17 ceases to be a member when his or her name is removed from the Register of Members.
- Subject to rules 23 and 24 a member shall cease to be a member if he or she does not renew membership and pay the annual membership fee.
- The rights, privileges and obligations of membership are not transferable.
- Pedal Power or a member shall not bear any responsibility for the safety or well being of any member.
- Every member engages in any Pedal Power activity entirely at his or her own risk.

Honorary life membership

23. The Council may appoint a person who has rendered special service to Pedal Power or who has made a special contribution to the advancement of cycling to honorary life membership of Pedal Power. This appointment carries all rights, privileges and obligations of individual membership, without the payment of any membership fees for the duration of that person's life.

Honorary membership

24. The Council may admit as an honorary member any person of whom it approves for a period that it determines, up to 12 months. This appointment carries all rights, privileges and obligations of individual membership, without the payment of any membership fees for the

determined period.

Corporate membership

25. A corporate member has only one vote, and may vote on resolutions and at elections.

Register of members

26. Pedal Power must keep the Register of Members.

27. The Register of Members may be kept electronically or in hard copy and is to be kept at the office of Pedal Power (or if Pedal Power has no office, at a place nominated by the Council).

Membership fees and members' liabilities

28. The annual membership fee, and any joining fee, may be set at a meeting of the Council.

29. Different membership fees may be fixed for different classes of membership.

30. The annual membership fee, and any joining fee of a new member initially is for a period of one year from the date the member's name is entered on the Register of Members and each subsequent annual membership fee covers subsequent periods of one year. Council may from time to time allow multi-year payments for membership.

31. The liability of a member to contribute towards the payment of Pedal Power's debts and liabilities or the costs, charges and expenses of its winding up is limited to the amount (if any) unpaid by the member in relation to membership, unless the debt etc has been incurred through the unauthorised action of that member

Discipline

Discipline of members

32. Pedal Power may use the following for the discipline of a member or members:

(1) Subject to these Rules, if the Council is of the opinion that a member has refused or neglected to comply with these Rules, or has persistently and willfully acted in a manner prejudicial to the interests of Pedal Power, the Council may by resolution-

- (a) suspend that member from membership of Pedal Power for a specified period; or
- (b) expel that member from Pedal Power; or
- (c) remove that member from office.

(2) A resolution of the Council under sub-rule (1) does not take effect unless-

- (a) at a meeting held in accordance with sub-rule (3), the Council confirms the resolution; and
- (b) if the member exercises a right of appeal to Pedal Power under this rule, Pedal Power confirms the resolution in accordance with this rule.

(3) A meeting of the Council to confirm or revoke a resolution passed under sub-rule (1) must be held not earlier than 14 days, and not later than 28 days, after notice has been given to the member in accordance with sub-rule (4).

(4) For the purposes of giving notice in accordance with sub-rule (3), the Secretary (or another member of the Executive nominated by the Executive) must, as soon as practicable, cause to be given to the member a written notice-

- (a) setting out the resolution of the Council and the grounds on which it is based; and
- (b) stating that the member, or his or her representative, may address the Council at a meeting to be held not earlier than 14 days and not later than 28 days after the notice has been given to that member; and
- (c) stating the date, place and time of that meeting; and
- (d) informing the member that he or she may do one or both of the following-

- (i) attend that meeting;
- (ii) give to the Council before the date of that meeting a written statement seeking the revocation of the resolution;

(e) informing the member that, if at that meeting, the Council confirms the resolution, he or she may not later than 48 hours after that meeting, give the Secretary a notice to the effect that he or she wishes to appeal to Pedal Power in general meeting against the resolution.

(5) At a meeting of the Council to confirm or revoke a resolution passed under sub-rule (1), the Council must-

- (a) give the member, or his or her representative, an opportunity to be heard; and
- (b) give due consideration to any written statement submitted by the member; and
- (c) determine by resolution whether to confirm or to revoke the resolution.

(6) If at the meeting of the Council, the Council confirms the resolution, the member may, not later than 48 hours after that meeting, give the Secretary a notice to the effect that he or she wishes to appeal to Pedal Power in general meeting against the resolution.

(7) If the Secretary receives a notice under sub-rule (6), he or she must notify the Council and the Council must convene a general meeting of the Association to be held within 21 days after the date on which the Secretary received the notice.

(8) At a general meeting of Pedal Power convened under sub-rule (7)-

- (a) no business other than the question of the appeal may be conducted; and

- (b) the Council may place before the meeting details of the grounds for the resolution and the reasons for the passing of the resolution; and

- (c) the member, or his or her representative, must be given an opportunity to be heard; and

- (d) the members present must vote by secret ballot on the question whether the resolution should be confirmed or revoked.

(9) A resolution is confirmed if, at the general meeting, not less than two-thirds of the members vote in person, or by proxy, in favour of the resolution. In any other case, the resolution is revoked.

Administrative arrangements

Structure

33. The Council comprises up to 13 members, as follows:

33.1. the following Officers: President, up to two Vice Presidents, Secretary, and Treasurer; and

33.2. up to five other members of Pedal Power; and

33.3. up to three other persons, who may or may not be members, if co-opted by the Council at a Council meeting.

34. The role of Council is to be responsible for the management of Pedal Power.

35. The Executive comprises the Officers and an Executive Officer who may be appointed to manage the affairs of Pedal Power.

36. The role of the Executive is to be responsible to the Council and through it to the members for the management of Pedal Power's day-to-day business.

37. Council and Executive members (but not necessarily the Executive Officer nor the Council members co-opted in accordance with rule 33.3) must be financial members of Pedal Power.

38. Council may exercise all the powers and functions that Pedal Power may exercise, other than those powers and functions that these rules require general meetings of the members to exercise.

39. Council may delegate to the Executive, to a sub-committee, or to any of its members any Council powers and functions that Council considers necessary for the proper conduct and management of Pedal Power's business and affairs.

40. Council may rescind any delegation made under rule 39.

41. The Executive may exercise any of the powers and functions that Council delegates to it, but must report on its action to the next Council meeting.

42. The President and Secretary are ex-officio members of all sub-committees and teams.

Tenure

43. A member may not hold the office of President for more than three consecutive years.

Elections

Officers and Council

44. Election of Council

44.1 Subject to rule 44.2, up to ten Council members are to be elected at the AGM for a term of two years.

- 44.2. At the 2014 AGM, the Members will elect five Council members to serve a term of one year, and five Council members to serve a term of 2 years.
- 44.3. Following the election of Council members at the AGM, the members are to elect one of the elected Council members as President for a term of one year.
45. Notification of the election is to be circulated to all members with the notice of the AGM.
46. Nominations for the election to Council members are:
- 46.1. to be in writing and signed by two financial Pedal Power members
 - 46.2. to be accompanied by the written consent of the candidate
 - 46.3. to reach the Secretary before the date of the AGM;
 - 46.4. only to be received from members who are on the Register of Members; and
 - 46.5. The person chairing the AGM may accept nominations, if required, at the AGM.

Election of Officers

47. Election of Officers:
- 47.1. At the first meeting of the Council following each AGM, the Council may, by secret ballot, elect from its members the Officers specified in rule 33.1 for a term of one year, with the exception of the President, who will have been elected at each AGM.
 - 47.2. Nominations for Officers will be taken prior to the ballot, and each nominee will have an opportunity to address the Council prior to the ballot.
 - 47.3. Subject to rule 43, there is no limit on the number of terms that each Officer may serve.
 - 47.4. Subject to rule 32, the Council may, during the term, remove from office any of the Officers elected in accordance with rule 44.1, and replace them, by election, with an alternative member of the Council.

Voting

48. In any election:
- 48.1. proxies that comply with rule 62 are permitted
 - 48.2. each member is to have one vote (subject to rule 16), and the chairperson may exercise a casting vote.

Casual vacancies

49. A casual vacancy arises when an insufficient number of Council members are elected at an AGM, or where an officer or a member of the Council:
- 49.1. dies
 - 49.2. resigns in writing
 - 49.3. fails to attend three consecutive meetings without tendering an apology
 - 49.4. is removed from office under rule 50.1.
 - 49.5. ceases to be a member of Pedal Power, or
 - 49.6. votes as a member of the Council on any contract in which he or she is financially interested.
50. The Council may appoint a member to fill any casual vacancy in any office or on the Council, and the member so appointed is to continue in office until the next AGM.
- 50.1. Subject to rule 32, the members in general meeting may by resolution, subject to the Act, remove any member of the Council before the end of the member's term of office.

Meetings

Ordinary general meetings

51. Pedal Power need not hold ordinary general meetings. (Note: see rule 12 on keeping members informed and rule 71 on members' participation in Council meetings.)

Annual general meetings

52. Pedal Power is to hold an annual general meeting each year not later than three months after the close of Pedal Power's financial year.
53. Notice is to be given to all members at least 21 days prior to the date of the meeting, advising of the agenda items, and the time and place of the meeting. (Note: see rule 106 on giving notice.)
54. The following documents must be presented at the AGM:
- 54.1. the audited statement of the previous year's accounts

- 54.2. a copy of the auditor's report to Pedal Power for the previous year
- 54.3. a report signed by two members of the Council stating:
 - 54.3.1. the name of each member of the Council during the previous year
 - 54.3.2. the changes if any on the membership of the Council in the previous year
 - 54.3.3. the principal activities of Pedal Power during the previous year
 - 54.3.4. any significant change which occurred in those activities in the previous year
 - 54.3.5. a statement of net profit and loss.

Special general meetings

55. Where an issue of importance cannot be resolved at a Council meeting, or the Council determines it is in the particular interests of the members, a special general meeting is to be convened to deal with it.
56. A special general meeting, stating the business of the meeting, may be called by:
- 56.1. the President, or
 - 56.2. any three members of the Council, or
 - 56.3. any ten members of Pedal Power.
57. Special general meetings are to be notified in the same way as AGMs. (Note; see rule 53.)
58. Only business of which notice has been given in the notification of the meeting may be dealt with at a special general meeting.

General meetings: conduct and procedure

59. The quorum for the Annual General meetings or Special General meeting is 10 members of Pedal Power.
60. At any general meeting the chairperson has a substantive vote and also has a casting vote.
61. The Executive Officer cannot vote on any resolution at any meeting.
62. All voting shall be given personally or by proxy. Each member may appoint another member as proxy provided:
- 62.1. the proxy is in the form as determined from time to time by the Council (which may be an electronic or paper-based form); and
 - 62.2. a proxy is received by Pedal Power two days before a meeting; or is given to the person chairing the meeting before the meeting, or as the first item of business at that meeting.
63. An annual general meeting, a special meeting or a general meeting may be adjourned by simple majority of those present and voting.
64. Notification of the date, time and place of the resumed meeting is to be given to all members of Pedal Power at least fourteen days prior to the date on which the adjourned meeting will be resumed. (Note: see rule 106 on giving notice)
65. Written notification of the date, time and place of the resumed meeting need not be given if the resumed meeting is to be held at the same date, time and place of the next scheduled Council meeting of Pedal Power.

Council and Executive: quorum and procedure

66. The Council is to meet at least six times during the year.
67. The President, or any three Council members, may convene additional Council meetings, provided reasonable notice is given to all Council members.
68. At any meeting of the Council a quorum is five of its members.
69. The President, or in his or her absence, a Vice President is to chair meetings. In the absence of the President and any Vice President, the meeting shall elect a chairperson.
70. Each Council member present at a Council meeting has one vote, with the chairperson having a casting vote if required.
71. Members of Pedal Power may attend meetings of the Council, propose agenda items and speak to those items, however only members of the Council may vote.
72. Having regard for the informality of Council meetings, the procedure to be followed is to be determined from time to time by the Council and may include provision for electronic voting, where appropriate and where not inconsistent with the Act.
73. A Council member who is financially interested in any contract or arrangement made or proposed by Pedal Power must disclose that interest to the Council at the earliest opportunity and cannot vote on questions related to that contract or arrangement.
74. The Executive is to meet as and when required.

75. The President, or any other two Executive members, may convene additional Executive meetings, provided reasonable notice is given to all Executive members.

76. At any meeting of the Executive a quorum is three of its voting members.

77. The President, or in his or her absence, a Vice-President, is to chair meetings. In the absence of the President and a Vice-President, the meeting shall elect a chairperson.

78. Each Executive member (other than the Executive Officer) present at an Executive meeting, has one vote, with the chairperson having the casting vote.

79. The Executive may invite Council members or other members to attend and participate in its meetings.

80. The Executive determines its own procedures.

81. All decisions of the Executive are to be reported to the next Council meeting.

Finance

Finance and banking

82. The financial year of Pedal Power runs from 1 January to 31 December in the one year.

83. The Treasurer is responsible for the maintenance of financial records and:

- 83.1. receipt of all moneys paid to Pedal Power
- 83.2. issuing official receipts; and
- 83.3. the deposit, as soon as possible after receipt, of all moneys into the account Pedal Power holds with a bank or other financial institution.

84. Payments by Pedal Power may be made electronically or by cheque, or in cash (up to \$100) so that the transactions can be traced and accounted for.

85. All of Pedal Power's payments must be:

- 85.1. authorised by the Treasurer or, in his or her absence, by another Council member that Council nominates for that purpose; and
- 85.2. co-authorised by any other officer, or the Executive Officer.

Source of Income

86. Pedal Power may derive income from annual membership fees, entrance fees, event fees, donations and any other sources that Council decides, subject to the Act, (Section 114) for purposes which are consistent with these rules.

Payments to members

87. The assets and income of Pedal Power must be applied exclusively to the promotion of its purpose and no portion is to be paid or distributed directly or indirectly to the members except as proper remuneration for services rendered or expenses incurred on Pedal Power's behalf.

88. Pedal Power may pay a member for services actually rendered or for goods supplied, but must not pay a Council member for their service as an Officer or Council member.

89. Pedal Power may pay a member:

- 89.1. interest, at the prevailing average rate payable by banks, for monies lent to Pedal Power by the member
- 89.2. a reasonable and proper amount of rent for premises let to Pedal Power by the member.

Accounts

Annual accounts

90. The Council must ensure that an annual statement is prepared setting out:

- 90.1. an income and expenditure statement for the year past
- 90.2. a statement of the assets and liabilities of Pedal Power at the end of the previous financial year
- 90.3. any mortgages or securities affecting any property of Pedal Power
- 90.4. any trust established or operated by Pedal Power.

91. The annual statement may in addition contain such further information as the Treasurer or the Council consider desirable or as a general meeting directs.

Audit

92. An auditor appointed by the Council must audit the accounts and financial records of Pedal Power at least annually.

93. The auditor must not be a member or a person who helped prepare

the accounts.

94. The auditor's report on Pedal Power's accounts is to certify as to their correctness, and is to state whether:

- 94.1. all information required has been given to the auditor
- 94.2. in the auditor's opinion, the accounts are properly drawn up so as to show a true and fair view of Pedal Power's financial position according to the available information and explanations given and
- 94.3. the rules of Pedal Power have been observed.

Alteration of rules

Notice of proposed change

95. Proposed changes to these rules can be considered at any general meeting whether annual, or special, provided due notice has been given. (Note: see rule 53.)

96. If a member or group of members opposing the proposed change so requests, a statement of the reasons for their opposition must likewise be circulated.

Discussion and voting

97. Any member of Pedal Power may speak to the proposed rule change at the meeting at which it is considered.

98. A rule change is passed if carried by three quarters of the members present and voting or voting by proxy.

Policies

Role and content

99. The Council may formulate policies that are consistent with these rules and the purpose.

100. Policies must not be inconsistent with these rules, but if they are, the provision of the rules prevails over an inconsistent provision in a policy.

Concluding provisions

Lodgment of annual returns

101. The Public Officer must lodge with the Registrar within three months of the start of each financial year, or whatever period may be stipulated by the Act, detailed statements relating to:

102. the audited statement of Pedal Power's accounts

- 102.1. a copy of the auditor's report
- 102.2. a statement signed by two members of the Council certifying that the preparation, auditing and presentation of accounts to the AGM complied with the requirements of the Act.

Custody and inspection of records

103. The Council is to provide for the safe custody of all books and other records of Pedal Power, and to safely hold records for any applicable statutory requirement.

104. Any member may inspect any record unless inspection would create a conflict of interest or a breach of privacy, in which case the member will be provided with a written explanation from the Council of the reason access was not provided.

105. A request from Pedal Power's auditor or Public Officer, or from the Registrar, must be met.

Service of notices

106. For these rules, a notice may be served or circulated by or on behalf of Pedal Power on any member either personally or by sending it by email or post to the member at the member's email address or mailing address shown in the register of members.

107. If a document or notice is sent by email to the email address recorded in the register of members, or if it is sent by post to the address recorded in the register of members, the document or notice is taken for these rules, unless the contrary is proved, to have been served on the person at the end of the second business day after the document or notice was sent.

Winding up

108. Pedal Power may be wound up voluntarily by the members of Pedal Power resolving by special resolution that this happen.

109. Any property remaining after meeting the debts and liabilities of Pedal Power, and paying the costs of winding up, is to be disposed of in accordance with the requirements of the Act at that time and paid to an organisation (or organisations) which has similar objects to Pedal Power and which has rules prohibiting the distribution of its assets and income to its members.