

**CONSUMER AFFAIRS VICTORIA  
ASSOCIATIONS INCORPORATION ACT (1981)  
SCHEDULE 5**

**Rules of the  
Australasian Association of Yoga Therapists**

June 2015

**For an  
INCORPORATED ASSOCIATION**

**Including:**

- **amendments approved by special resolution on Oct 21<sup>st</sup> 2011 and approved by Consumer Affairs Victoria on December 8<sup>th</sup> 2011**
- **amendments approved by special resolution on Oct 19 2012 and approved by Consumer Affairs Victoria on 31 October 2012**
- **amendments approved by special resolution on June 12<sup>th</sup> 2015 and approved by Consumer Affairs Victoria on 17<sup>th</sup> July 2015**

**INCLUSIVE OF 12<sup>th</sup> June 2015 – AMENDMENTS**  
**SCHEDULE: 5**  
**RULES FOR The AUSTRALIAN ASSOCIATION OF YOGA THERAPISTS**

**1. Name**

1.1 The Australasian Association of Yoga Therapists

**1.A The Purpose of the Association**

1A.1 The Australasian Association of Yoga Therapists (AAYT) is an industry organisation which seeks to promote the ancient science, art and practice of yoga as it contributes specifically to the management of medical conditions or health concerns.

Its aim is to seek recognition and respect for the therapeutic potential of yoga within western and complementary health systems.

**2. Definitions**

2.1 In these Rules, unless the contrary intention appears:

“**Act**” means the Associations Incorporation Reform Act 2012;

“**committee**” means the committee of management of the Association;

“**membership sub-committee**” means the sub-committee of the Association responsible for membership approvals;

“**financial year**” means the year ending on 30 June;

“**general meeting**” means a general meeting of members convened in accordance with Rule 12;

“**member**” means a member of the Association;

“**subscriber**” means a subscriber to the Association;

“**ordinary member of the committee**” means a member of the committee who is not an officer of the Association under Rule 21;

“**Regulation**” means regulations under the Act;

“**relevant documents**” has the same meaning as in the Act.

2.2 In these Rules, a reference to the Secretary of an Association is a reference:

2.2a if a person holds office under these Rules as Secretary of the Association – to that person, and,

2.2b if any other case, to the public officer of the Association

**3. Alteration of the Rules**

3.1 These Rules may only be altered by special resolution of a general meeting of the Association

**4. Membership, entry fees and subscription**

4.1a A person who applies and is approved for membership as provided in these Rules is eligible to be a member of the Association on payment of the entrance fee and annual subscription payable under these Rules.

4.1b A person who applies and is approved as a subscriber as provided in these Rules is eligible to be a subscriber of the Association on payment of the entrance fee and annual subscription payable under these Rules.

4.1c Upon request made by a Committee member in writing to the President and or Vice-President, that a Committee member shall be entitled to a waiver of his or her annual membership fee, in recognition of the voluntary work performed for the Association.

- 4.2 Membership/subscriber categories and requirements are set out on the Association's website
- 4.3 A person who is not a member of the Association at the time of the incorporation of the Association (or who was a member at that time but has ceased to be a member) must not be admitted to membership unless:
  - 4.3a he or she applies for membership in accordance with Rule 4.4; and
  - 4.3b the admission as a member is approved by the membership sub-committee.
- 4.4 An application of a person for membership of, or subscription to, the Association must:
  - 4.4a be made in writing in the form as notified at the time on the Association's website and
  - 4.4b be lodged with the Membership Secretary of the Association to the email address as notified at the time on the Association's website
- 4.5 As soon as practicable after the receipt of an application for membership, the Membership Secretary must refer the application to the membership sub-committee
- 4.6 The membership sub-committee must determine whether to approve or reject the application.
- 4.7 If the membership sub-committee approves an application for membership the Membership Secretary must, as soon as practicable:
  - 4.7a notify the application in writing of the approval for membership; and
- 4.8 The Membership Secretary must, within 28 days after receipt of the notification referred to in sub-rule 7, enter the applicant's name in the register of members.
- 4.9 An applicant for membership becomes a member and is entitled to exercise the rights of membership when his or her name is entered in the register of members.
- 4.10 If the membership sub-committee rejects an application the Membership Secretary must, as soon as practicable, notify the applicant in writing that the application has been rejected and refund any pre-paid annual subscription.
- 4.11 A right, privilege or obligation of a person by reason of membership to the Association:
  - 4.11a is not capable of being transferred or transmitted to another person; and
  - 4.11b terminates upon the cessation of membership whether by death or resignation or otherwise.
- 4.12 The entrance fee and the annual subscription fee are the amounts as determined from time to time by the members at an annual general meeting.
- 4.13 The annual subscription is payable in advance on or before 29 December in each year.
- 4.14 The committee, at its discretion, may waive a membership or subscription fee to allow an honorary member or subscriber

## **5. *Register of members***

- 5.1 The Membership Secretary must keep and maintain a register of members and subscribers containing:
  - 5.1a the name and address of each member or subscriber; and
  - 5.1b the date on which each member's/subscriber's name was entered in the register.
- 5.2 The register is available for inspection free of charge by any member upon request.
- 5.3 A member may make a copy of entries in the register.

## **6. Ceasing membership**

- 6.1 A member of the Association who has paid all moneys due and payable by a member to the Association may resign from the Association by giving one month's notice in writing to the Membership Secretary of his or her intention to resign.
- 6.2 After the expiry of the period referred to in sub-rule 6.1:
- 6.2a the member ceases to be a member, and
  - 6.2b the Membership Secretary must record in the register of members the date on which the member ceased to be a member.

## **7. Discipline, suspension and expulsion of members**

- 7.1 Subject to these Rules, if the committee is of the opinion that a member has refused or neglected to comply with these Rules, or has been guilty of conduct unbecoming a member or prejudicial to the interests of the Association, the committee may, by resolution:
- 7.1a suspend that member from membership of the Association for a specified period; or
  - 7.1b expel that member from the Association.
- 7.2 A resolution of the committee under sub-rule 7.1 does not take effect unless:
- 7.2a at a meeting held in accordance with sub-rule 7.3, the committee confirms the resolution; and
  - 7.2b if the member exercises a right of appeal to the Association under this Rule, the Association confirms the resolution in accordance with this Rule.
- 7.3 A meeting of the committee to confirm or revoke a resolution passed under sub-rule 7.1 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 7.4.
- 7.4 For the purposes of giving notice in accordance with sub-rule 7.3, the Secretary must, as soon as practicable, cause to be given to the member a written notice:
- 7.4a setting out the resolution of the committee and the grounds on which it is based; and
  - 7.4b stating that the member, or his or her representative, may address the committee 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
  - 7.4c stating the date, place and time of that meeting; and
  - 7.4d informing the member that he or she may do one or both of the following:
    - 7.4di attend that meeting
    - 7.4dii give to the committee, before the date of that meeting, a written statement seeking the revocation of the resolution;
  - 7.4e informing the member that if, at that meeting, the committee 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 the Association in general meeting against the resolution.
- 7.5 At a meeting of the committee to confirm or revoke a resolution passed under sub-rule 7.1, the committee must:
- 7.5a give the member, or his or her representative, an opportunity to be heard; and
  - 7.5b give due consideration to any written statement submitted by the member; and
  - 7.5c determine, by resolution, whether to confirm or to revoke the resolution.
- 7.6 If, at the meeting of the committee, the committee 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 the Association in general meeting against the resolution.
- 7.7 If the Secretary receives a notice under sub-rule 7.6 he or she must notify the committee and the committee must convene a general meeting of the Association to be held within 21 days after the date on which the Secretary received the notice.

- 7.8 At a general meeting of the Association convened under sub-rule 7:
- 7.8a no business other than the question of the appeal may be conducted; and
  - 7.8b the committee may place before the meeting details of the grounds for the resolution and the reasons for the passing of the resolution; and
  - 7.8c the member, or his or her representative, must be given an opportunity to be heard; and
  - 7.8d the members present must vote, by secret ballot, on the question whether the resolution should be confirmed or revoked.
- 7.9 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.

## **8. Disputes and mediation**

- 8.1 The grievance procedure set out in this rule applies to disputes under these Rules between:
- 8.1a a member and another member, or
  - 8.1b a member and the Association.
- 8.2 The parties to the dispute must meet and discuss the matter in dispute and, if possible, resolve the dispute within 14 days after the dispute comes to the attention of all of the parties.
- 8.3 If the parties are unable to resolve the dispute at the meeting, or if a party fails to attend that meeting, then the parties must, within 10 days, hold a meeting in the presence of a mediator.
- 8.4 The mediator must be:
- 8.4a a person chosen by agreement between the parties; or
  - 8.4b in the absence of agreement:
    - 8.4bi in the case of a dispute between a member and another member, a person appointed by the committee of the Association; or
    - 8.4bii in the case of a dispute between a member and the Association, a person who is mediator appointed or employed by the Dispute Settlement Centre of Victoria (Department of Justice).
- 8.5 A member of the Association can be a mediator.
- 8.6 The mediator cannot be a member who is a party to the dispute.
- 8.7 The parties to the dispute must, in good faith, attempt to settle the dispute by mediation.
- 8.8 The mediator, in conducting the mediation, must:
- 8.8a give the parties to the mediation process every opportunity to be heard; and
  - 8.8b allow due consideration by all parties of any written statement submitted by any party; and
  - 8.8c ensure that natural justice is accorded to the parties to the dispute throughout the mediation process.
- 8.9 The mediator must not determine the dispute.
- 8.10 If the mediation process does not result in the dispute being resolved, the parties may seek to resolve the dispute in accordance with the Act or otherwise at law,

## **9. Annual general meetings**

- 9.1 The committee may determine the date, time and place of the annual general meeting of the Association.
- 9.2 The notice convening the annual general meeting must specify that the meeting is an annual general meeting.

- 9.3 The ordinary business of the annual general meeting shall be:
- 9.3a to confirm the minutes of the previous annual general meeting and of any general meeting held since that meeting; and
  - 9.3b to receive, from the committee, reports upon the transactions of the Association during the last preceding financial year; and
  - 9.3c to elect officers of the Association and the ordinary members of the committee; and
  - 9.3d to receive and consider the statement submitted by the Association in accordance with section 30(3) of the Act
- 9.4 The annual general meeting may conduct any special business of which notice has been given in accordance with these Rules.

## **10. Special general meetings**

- 10.1 In addition to the annual general meeting, any other general meetings may be held in the same year.
- 10.2 All general meetings, other than the annual general meeting, are special general meetings.
- 10.3 The committee may, whenever it thinks fit, convene a special general meeting of the Association.
- 10.4 If, but for this sub-rule, more than 15 months would elapse between annual general meetings, the committee must convene a special general meeting before the expiration of that period.
- 10.5 The committee must, on the request in writing of members representing not less than 20 per cent of the total number of members, convene a special general meeting of the Association.
- 10.6 The request for a special general meeting must:
- 10.6a state the objects of the meeting; and
  - 10.6b be signed by the members requesting the meeting; and
  - 10.6c be sent to the address of the Secretary
- 10.7 If the committee does not cause a special general meeting to be held within one month after the date on which the request is sent to the address of the Secretary, the members making the request, or any of them, may convene a special general meeting to be held not later than 3 months after that date.
- 10.8 If a special general meeting is convened by members in accordance with this rule, it must be convened in the same manner so far as possible as a meeting convened by the committee and all reasonable expenses incurred in convening the special general meeting must be refunded by the Association to the persons incurring the expenses.

## **11. Special business**

- 11.1 All business that is conducted at a special general meeting and all business that is conducted at the annual general meeting, except for business conducted under the rules as ordinary business of the annual general meeting, is deemed to be special business.

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

- 12.1 The Secretary of the Association, at least 14 days or, if a special resolution has been proposed at least 21 days, before the date fixed for holding a general meeting of the Association, must cause to be sent to each member of the Association, a notice stating the place, date and time of the meeting and the nature of the business to be conducted at the meeting.
- 12.2 Notice may be sent:
- 12.2a by facsimile transmission or electronic transmission (email); or

12.2b if the member requests, by prepaid post to the address appearing in the register of members.

12.3 No business, other than that set out in the notice convening the meeting, may be conducted at the meeting.

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

### **13. *Quorum at general meetings***

13.1 No item of business may be conducted at a general meeting unless a quorum of members, entitled under these Rules to vote, is present at the time when the meeting is considering that item.

13.2 Five members personally present (being members entitled under these Rules to vote at a general meeting) constitute a quorum for the conduct of the business of a general meeting.

13.3 If, within half an hour after the appointed time for the commencement of a general meeting, a quorum is not present:

13.3a in the case of a meeting convened upon the request of members - the meeting must be dissolved; and

13.3b in any other case – the meeting shall stand adjourned to the same day in the next week at the same time and (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) at the same place.

13.4 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 personally present (being not less than 3) shall be a quorum.

### **14. *Presiding at general meetings***

14.1 The President, or in the President's absence, the Vice-President, shall preside as Chairperson at each general meeting of the Association.

14.2 If the President and the Vice-President are absent from a general meeting, or are unable to preside, the members present must select one of their number to preside as Chairperson.

### **15. *Adjournment of meetings***

15.1 The person presiding may, with the consent of a majority of members present at the meeting, adjourn the meeting from time to time and place to place.

15.2 No business may be conducted at an adjourned meeting other than the unfinished business from the meeting that was adjourned.

15.3 If a meeting is adjourned for 14 days or more, notice of the adjourned meeting must be given in accordance with rule 12.4. Except as provided in sub-rule 12.3, it is not necessary to give notice of an adjournment or of the business to be conducted at an adjourned meeting.

### **16. *Voting at general meetings***

16.1 Upon any question arising at a general meeting of the Association, a member has one vote only. Associate members are not eligible to vote.

16.2 All votes must be given personally or by proxy.

16.3 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.

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

## **17. Poll at general meetings**

17.1 If, at a meeting, a poll on any question is demanded by not less than 3 members, it must be taken at that meeting in such manner as the Chairperson may direct and the resolution of the poll shall be deemed to be a resolution of the meeting on that question.

17.2 A poll that is demanded on the election of a Chairperson or on a question of an adjournment must be taken immediately and a poll that is demanded on any other question must be taken at such time before the close of the meeting as the Chairperson may direct.

## **18. Manner of determining whether resolution carried**

18.1 If a question arising at a general meeting of the Association is determined on a show of hands:

18.1a a declaration by the Chairperson that a resolution has been:

- 18.1ai carried; or
- 18.1aii carried unanimously; or
- 18.1aiii carried by a particular majority; or
- 18.1aiv lost; and

18.1b an entry to that effect in the minute book of the Association

– is evidence of the fact, without proof of the number or proportion of the votes recorded in favour of, or against, that resolution

## **19. Proxies**

19.1 Each member is entitled to appoint another 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.

19.2 The notice appointing the proxy must be:

- 19.2a for a meeting of the Association convened under rule 7.7, in the form set out in Appendix 1  
or
- 19.2b in any other case, in the form set out in Appendix 2.

## **20. Committee of Management**

20.1 The affairs of the Association shall be managed by the committee of management.

20.2 The committee:

- 20.2a shall control and manage the business and affairs of the Association; and
- 20.2b may, subject to these Rules, the Act and the Regulations, exercise all such powers and functions as may be exercised by the Association other than those powers and functions that are required by these Rules to be exercised by general meetings of the members of the Association; and
- 20.2c subject to these Rules, the Act and the Regulations, has power to perform all such acts and things as appear to the committee to be essential for the proper management of the business and affairs of the Association.

20.3 Subject to section 23 of the Act, the committee shall consist of:

- 20.3a the officers of the Association; and
- 20.3b between two and ten ordinary members

- each of whom shall be elected at the annual general meeting of the Association in each year.

20.4 The committee may –

- 20.4a appoint and remove staff
- 20.4b establish subcommittees consisting of members with terms of reference it considers appropriate
- 20.4c delegate to a member of the committee, a subcommittee or staff, any of its powers and functions other than –
  - 20.4ci this power of delegation; or
  - 20.4cii a duty imposed on the committee by the Act or any other law.

PROVIDED that the delegation must be in writing and may be subject to the conditions and limitations the committee considers appropriate and PROVIDED FURTHER that the committee may at any time, in writing, revoke a delegation wholly or in part

## **21. Office holders**

21.1 The officers of the Association shall be:

- 21.1a a President;
- 21.1b a Vice President;
- 21.1c a Treasurer; and
- 21.1d a Secretary
- 21.1e a Membership Secretary

21.2 The provisions of Rule 23, so far as they are applicable and with the necessary modifications, apply to and in relation to the election of persons to any of the offices referred to in sub rule 21.1.

21.3 Each officer of the Association shall be a member of the Association.

21.4 Each officer of the Association shall be a member of the committee

## **22. Rotation of officers and ordinary members of the committee**

22.1 At each annual general meeting, any committee member who has held the same office for two or more years must retire.

22.2 A retiring committee member holds office until the conclusion of the meeting at which that committee member retires but is eligible for re-election at that meeting.

22.3 The Association may, at a general meeting at which a committee member retires, by resolution fill the vacated office by electing a member to that office.

## **23. Election of officers and ordinary committee members**

23.1 Nominations of candidates for election as officers of the Association or as ordinary members of the committee must be:

- 23.1a made in writing, signed by two members of the Association and accompanied by the written consent of the candidate (which may be endorsed on the form of nomination); and

23.1b delivered to the Secretary of the Association not less than 7 days before the date fixed for the holding of the annual general meeting.

23.2 A candidate may only be nominated for one office, or as an ordinary member of the committee, prior to the annual general meeting.

23.3 If insufficient nominations are received to fill all vacancies on the committee, the candidates nominated shall be deemed to be elected and further nominations may be received at the annual general meeting.

23.4 If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated shall be deemed to be elected.

23.5 If the number of nominations exceeds the number of vacancies to be filled, a ballot must be held.

23.6 The ballot for the election of officers and ordinary members of the committee must be conducted at the annual general meeting in such a manner as the committee may direct.

## **24. Vacancies**

24.1 The office of an officer of the Association, or of an ordinary member of the committee, becomes vacant if the officer or member:

24.1a ceases to be a member of the Association; or

24.1b becomes an insolvent under administration within the meaning of the Corporations Law; or

24.1c resigns from office by notice in writing given to the Secretary.

24.2 Inspection of register of members

If requested to do so by one of its members the member shall be permitted at a reasonable time to inspect the register of members, provided that access will not be given to personal information access to which has been restricted pursuant to section 59 of the Act.

## **25. Members of the committee**

25.1 The committee must meet at least 2 times in each year at such place and such times as the committee may determine.

25.2 Special meetings of the committee may be convened by the President or by any 4 members of the committee.

## **26. Notice of committee meetings**

26.1 Written or electronic notice of each committee meeting must be given to each member of the committee at least 2 business days before the date of the meeting.

26.2 Written or electronic notice must be given to members of the committee of any special meeting specifying the general nature of the business to be conducted and no other business may be conducted at such a meeting.

## **27. Quorum for committee meetings**

27.1 Any 4 members of the committee constitute a quorum for the conduct of the business of a meeting of the committee.

27.2 No business may be conducted unless a quorum is present.

27.3 If, within half an hour of the time appointed for the meeting, a quorum is not present:

27.3a in the case of a special meeting – the meeting lapses;

27.3b in any other case – the meeting shall stand adjourned to the same place and the same time and day in the following week.

27.4 The committee may act notwithstanding any vacancy on the committee.

## **28. Presiding at committee meetings**

28.1 At meetings of the committee:

28.1a the President or, in the President's absence, the Vice-President presides; or

28.1b if the President and the Vice-President are absent, or are unable to preside, the members present must choose one of their number to preside.

## **29. Voting at committee meetings**

29.1 Questions arising at a meeting of the committee, or at a meeting of any sub-committee appointed by the committee, shall be determined on a show of hands or, if a member requests, by a poll taken in such manner as the person presiding at that meeting may determine.

29.2 Each member present at a meeting of the committee, or at a meeting of any sub-committee appointed by the committee (including the person presiding at the meeting), is entitled to one vote and, in the event of an equality of votes on any question, the person presiding may exercise a second or casting vote.

## **30. Removal of a committee member**

30.1 The Association in general meeting may, by resolution, remove any member of the committee before the expiration of the member's term of office and appoint another member in his or her place to hold office until the expiration of the term of the first-mentioned member.

30.2 A member who is the subject of a proposed resolution referred to in sub-rule 30.1 may make representations, in writing, to the Secretary or President of the Association (not exceeding a reasonable length) and may request that the representations be provided to the members of the Association.

30.3 The Secretary or the President may give a copy of the representations to each member of the Association, or if they are not so given, the member may require that they be read out at the meeting.

## **31. Records**

31.1 The Secretary of the Association must keep minutes of the resolutions and proceedings of each general meeting, and each committee meeting, together with a record of the names of persons present at committee meetings.

31.2 The Secretary of the Association must keep custody of the common seal (if any) of the Association and, except for the financial records required by law to be kept for 7 years, all books, documents and securities of the Association.

## **32. Funds**

32.1 The Treasurer of the Association must:

32.1a collect and receive (or oversee the collection and receipt of) all moneys due to the Association and make all payments authorised by the Association; and

32.1b keep the correct accounts and books showing the financial affairs of the Association with full details of all receipts and expenditure connected with the activities of the Association.

32.1c ensure that all money's received are paid into the account of the Association within 5 working days after receipt; and

- 32.1d make any payments authorized by the Committee of Management or by a general meeting of the Association from the Association's funds; and
- 32.1e ensure cheques are signed by at least 2 committee members.
- 32.1f ensure that the financial records of the Association are kept in accordance with the Act;
- 32.1g coordinate the preparation of the financial statements of the Association and their certification by the Committee of Management prior to their submission to the annual general meeting of the Association;
- 32.1h ensure that at least one other committee member has access to the accounts and financial records of the Association

32.2 All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments must be signed by two members of the committee.

32.3 The funds of the Association shall be derived from entrance fees, annual subscriptions, donations and such other sources as the committee determines.

### **33. Seal**

33.1 The common seal of the Association must be kept in the custody of the Secretary.

33.2 The common seal must not be affixed by any instrument except by the authority of the committee and the affixing of the common seal must be attested by the signatures either of two members of the committee, or, of one member of the committee and of the public officer of the Association.

### **34. Notice to members**

34.1 Except for the requirement in Rule 12, any notice that is required to be given to a member, by on behalf of the Association, under these Rules may be given by:

- 34.1a electronic transmission; or
- 34.1b sending it by prepaid post addressed to the member at that member's address shown in the register of members; or
- 34.1c facsimile transmission, if the member has requested that the notice be given to him or her in this manner, or
- 34.1d delivering the notice to the member personally, if the member has requested that the notice be given to him or her in this manner.

### **35. Winding up and cancellation**

35.1 The Association may be wound up voluntarily by special resolution

35.2 In the event of the winding up or the cancellation of the incorporation of the Association, the surplus assets of the Association must be distributed to any members or former members of the Association

35.3 Subject to the Act and any court order made under section 133 of the Act, the surplus assets must be given to a body that has similar purposes to the Association and which is not carried on for the profit or gain of its individual members.

35.4 The body to which the surplus assets are to be given must be decided by special resolution.

### **36. Custody and inspection of books and records**

36.1 Members may on request inspect free of charge –

- 36.1a the register of members;
- 36.1b the minutes of general meetings
- 36.1c subject to Rules 36.2, the financial records, books, securities and any other relevant document of the Association, including minutes of Committee of Management meetings

- 36.2 The Committee of Management may refuse to permit a member to inspect records of the Association that relate to confidential, personal, employment, commercial or legal matters or where to do so may be prejudicial to the interests of the Association.
- 36.3 The Committee must on request make copies of these rules available to members and applicants for membership free of charge.
- 36.4 Subject to Rule 36.2, a member may receive a copy of any of the other records of the Association referred to in this rule and the Association may charge a reasonable fee for provision of a copy of such a record.
- 36.5 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 Association and includes the following-
- (a) its membership records;
  - (b) its financial statements
  - (c) its financial records
  - (d) records and documents relating to transactions, dealings, business or property of the Association’

APPENDIX 1

**FORM OF APPOINTMENT OF PROXY FOR MEETING OF  
ASSOCIATION CONVENED UNDER RULE 7(7)**

I,.....  
(*name*)

of .....  
(*address*)

being a member of the Australian Association of Yoga Therapists.

appoint .....  
(*name of proxy holder*)

of .....  
(*address of proxy holder*)

being a member of that Incorporated Association, as my proxy to vote for me on my behalf at the appeal to the general meeting of the Association convened under rule 7(7), to be held on-

.....  
(*date of meeting*)

and at any adjournment of that meeting.

I authorise my proxy to vote on my behalf at their discretion in respect of the following resolution (insert details of resolution passed under rule 7(1)).

.....  
Signed  
Date

**APPENDIX 2**

**FORM OF APPOINTMENT OF PROXY**

I, .....  
(*name*)

of .....  
(*address*)

being a member of the Australian Association of Yoga Therapists.

appoint .....  
(*name of proxy holder*)

of .....  
(*address of proxy holder*)

being a member of that Incorporated Association, as my proxy to vote for me on my behalf at the annual/special\* general meeting of the Association to be held on

.....  
(*date of meeting*)

and at any adjournment of that meeting.

My proxy is authorised to vote in favour of/against\* the following resolution (insert details of resolution).

.....  
Signed  
Date

\* Delete if not applicable