

FREE REFORMED SCHOOL ASSOCIATION INC.

CONSTITUTION

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FREE REFORMED SCHOOL ASSOCIATION INC.

CONSTITUTION

1 Name

The name of the Association shall be "Free Reformed School Association Inc." (hereafter called "the Association")

2 Interpretation

2.1 Where the meaning of this constitution is called into question, the matter shall, subject to the section 2.2., be determined by the Association in general meeting

2.2 In this constitution, unless the contrary intention appears:

a)"The Foundation" means the doctrine contained in the Old and New Testaments as it is confessed in the Three Forms of Unity of the Free Reformed Churches of Australia

b)"Board" means the Board of the Association as constituted by this constitution

c)"General Meeting" means a general meeting of members convened in accordance with section 16

d)"School" means a school conducted and maintained by the Association

e)"Member" means a person who is a member of this Association

f)"Special resolution" means a special resolution as described in the Association Incorporation Act 1964;

g)"Act" means the Association Incorporation Act 1964;

2.3 Headings and sub-headings are included for convenience only but do not form part of this constitution and shall not effect the construction of this constitution.

3 Office

The office of the Association shall be at such place at the Board may determine from time to time.

4 Objects

4.1 Basic object

The basic object and purpose of the Association is to establish, conduct and maintain schools in which education is provided in accordance with the Foundation

4.2 Secondary objects

In addition to the basic object of the Association, the objects and purposes of the Association shall be deemed to include the doing of all such lawful things as are incidental of conducive to the attainment of the basic object of the Association.

5 Membership of the Association

5.1 Becoming a member

A person who qualifies under section 5.6. becomes a member by submitting an application in writing, signed by him and accompanied by the first week's membership contribution to the Secretary.

5.2 Recorded in the register

Upon receipt of such an application and being satisfied that the applicant satisfies the requirements of section 5.6., the Secretary shall record the person's name in the register of members, whereupon the applicant becomes a member.

5.3 Doubtful applications

If upon receiving an application for membership the Secretary is not satisfied that the applicant satisfies the provisions of section 5.6., he shall refer the application to the Board whose decision thereon shall be final and if the Board is satisfied that the applicant satisfied the provisions of that subsection the Secretary shall record the applicant's name in the register of members, whereupon the applicant becomes a member.

5.4 Member notified

As soon as practicable after recording a member in the register of members, the Secretary shall notify the member of this in writing.

5.5 Former member

Notwithstanding the previous provisions of this section, a person shall not be eligible to become a member if he has been expelled from the Association except with the approval of the Board.

5.6 Qualifications

A person may be a member if he is a communicant member of one of the Free Reformed Churches of Australia.

5.7 Married members

Where a member is married his spouse may exercise all membership rights held by the member, including the right to vote, in the absence of the member.

5.8 Limitation on member's rights

A right, privilege or obligation of a person by virtue of this membership:

- a) is not capable of being transferred to another person; and
- b) terminates upon the cessation of his membership, whether by death, resignation or otherwise.

5.9 Liability on winding up

In the event of the Association being wound up:

- a) every member, and
- b) every person who, within the twelve months preceding commencement of winding up, was a member,

is liable to contribute to the assets of the Association for payment of the debts or liabilities of the Association and for the cost, charges and expenses of winding up and for the adjustment of the rights of the contributories among themselves such sum, not exceeding \$ 20, as may be required, but a former member is not liable so to contribute in respect of any liability of the Association contracted after he ceased to be a member.

6 Termination of membership

6.1 Resignation

A member may, at any time, resign from the Association by submitting a written notice of resignation to the Secretary, who upon receipt of the same, shall remove the member's name from the register of members, whereupon he ceases to be a member.

6.2 Death of a member

Upon the death of a member the Secretary shall remove his name from the register of members.

6.3 Cease of membership of FRC

Where a person is no longer a member of any of the Free Reformed Churches of Australia, the Secretary shall remove his name from the register of members and give notice in writing thereof to the member, who thereupon ceases to be a member.

6.4 Arrears of contribution

Where a member is eight weeks or more in arrears with payment of the weekly contributions payable by him, the Secretary shall notify him in writing of this and of the fact that the Board will proceed to terminate his membership unless the arrears have been fully paid within fourteen days. If the arrears are not paid in full within this period, the Board shall proceed to expel the member

6.5 Misconduct

The Board may expel a member from the Association if, in the opinion of the Board, the member has been guilty of conduct detrimental to the Association

7 Expulsion of members

7.1 Effective date

The expulsion of a member under sections 6.4. and 6.5. does not take effect:

- a) until the expiration of fourteen days after the date on which the notice referred to in section 7.2. was served, or
 - b) if the member exercises his right to appeal under this section, the conclusion of the special general meeting conveyed to hear the appeal,
- whichever is the later date.

7.2 Member notified

Where the Board expels a member in accordance with section 6.4. and 6.5., the Secretary shall serve the member with a notice in writing:

- a) stating that the Board has expelled the member;
- b) specifying the grounds for the expulsion; and
- c) informing the member that he may appeal against his expulsion as provided by this section.

7.3 Appeal by member

A member who receives a notice of expulsion under section 7.2. or section 6.3. may appeal against his expulsion to a special general meeting by delivering to the Secretary, within fourteen days after service of the notice, a requisition in writing requiring the convening of such a meeting for the purpose of hearing the appeal.

7.4 Meeting to hear appeal

The Board shall, within twenty-one days of receipt of a notice under section 7.3., cause a special meeting to be held, at which

- a) no business other than the question of expulsion shall be transacted
- b) the Board may place before the meeting the reasons for the expulsion
- c) the expelled member shall be given an opportunity to be heard; and
- d) the members present shall vote whether the expulsion should be lifted or confirmed, and the decision of the meeting shall be effective from that time.

8 *Income and Property*

8.1 For promotion of objects

The income and property of the Association, however derived, shall be applied solely towards the objects of the Association and no portion thereof shall be paid or transferred, directly or indirectly, to the benefit of any member, except as provided by this section.

8.2 No payment to Board members

The Association shall not pay to a member of the Board any remuneration or any other benefit in money or money's worth, other than the repayment of out-of-pocket expenses.

8.3 Payment to members

Nothing in the foregoing provisions of this section prevents the payment in good faith to a member of:

- a) reasonable remuneration for services actually rendered or for goods actually supplied to the Association in the ordinary course of business
- b) interest at a rate not exceeding normal commercial rates on moneys lent to the Association or
- c) reasonable rent for premises let to the Association.

8.4 Sources

The income of the Association may comprise weekly membership contributions, tuition fees, gifts, endowments and income from any other lawful sources

9 *Weekly Membership Contributions*

9.1 Payable by members

Each member shall, subject to section 9.3, pay weekly in advance a weekly membership contribution as fixed in accordance with the provisions of this section.

9.2 Fixed by AGM

At each Annual General Meeting the Association shall fix the contribution payable for the financial year in which the meeting is held for:

- a) ordinary membership (for members without children enrolled at school)
- b) parents membership (for members with children at the school)
- c) special membership (for members in receipt of a pension)

9.3 Reduction of amount

Upon the application of a member, the Board may, if the Board is satisfied that payment would cause undue financial hardship, reduce the amount of the weekly membership contribution payable by that member or exempt that member from the requirement to pay the same and the Board may review such reduction or exemption from time to time.

9.4 Excess contributions

Contributions in excess of the minimum amount determined by the Annual General Meeting can not be carried forward against future years' contributions.

10 Records of Receipts and Expenditure

10.1 Books of account

Books of account shall record:

- a) All sums of money received and expended by the Association and the matter in respect of which the receipt or expenditure took place; and
- b) all property, credits and liabilities of the Association

10.2 Treasurer to keep records

The Treasurer shall faithfully keep all accounting books, general records and records of receipts and expenditure in connection with the business and operations of the Association in such form and manner, and at such place, as the Board may decide

10.3 Availability to Board and Members

The records referred to in section 10.1 and section 10.2

- a) shall be available to board members for inspection at all reasonable times upon request, and
- b) shall, excepting those containing details of contributions and gifts from identified members, be available to a member for inspection upon a written request stating reasons and motives delivered to the Board

10.4 Annual financial statements

At the conclusion of each financial year the Board shall cause statements to be prepared to properly explain the financial transactions of the Association for the year and the financial positions at the end of the year and shall present these to the annual general meeting

10.5 The financial year shall be 1st January to 31st December

11 Banking and Finance

11.1 Receipt of funds

The Treasurer shall, on behalf of the Association, receive all monies paid to the Association

11.2 Bank Account

The Board shall cause one or more bank accounts to be opened in the name of the Association into which all monies received shall be paid by the Treasurer as soon as possible after receipt

11.3 Payments by cheque

Except with the authority of the Board, no payment shall be made from the funds of the Association otherwise than by cheques drawn on the Association's bank account, but the Board may provide the Treasurer with a sum to meet urgent expenditure,

subject to the observance of such conditions in relation to the use and expenditure thereof as the Board may impose

11.4 Authorisation of expenditure

No cheques shall be drawn on the Association's bank account except for the payment of expenditure that has been authorised by the Board and recorded in the minutes

11.5 Signing of instruments

All cheques and other negotiable instruments shall be signed by two of the three Board members or Association members nominated by the Board for that purpose

11.6 Budgetary constraint

No substantial expenditure or substantial liability may be incurred by the board unless this has been approved by the Association as part of the annual budget or otherwise

12 Auditor

12.1 Appointment

At each annual general meeting, members present shall appoint a person as auditor of the Association

12.2 Tenure of office

A person so appointed shall hold office until the next annual general meeting, and is eligible for re-appointment

12.3 Casual vacancy

If a vacancy occurs in the office of auditor, whether upon incorporation, failure to appoint an auditor at an annual general meeting or otherwise, the Board shall appoint a person as auditor and a person so appointed shall hold office until the next annual general meeting

12.4 Removal

The auditor may only be removed from office by special resolution

13 Audit of Financial Statements

13.1 Annual Audit

Once at least each financial year the account of the Association shall be examined by the auditor

13.2 Report

In his report the auditor shall state whether:

- a) he has obtained the information required by him,
- b) in his opinion, the financial statements are properly drawn up so as to exhibit a true and fair view of the activities of the Association for the year and its financial position at then end of the year
- c) the rules relating to the administration of the funds of the Association have been observed

13.3 Rights of the auditor

The auditor:

- a) has the right of access to the accounts, books, records, vouchers and documents of the Association

- b) may require from the servants of the Association such information and explanations as may be necessary for the performance of his duties as auditor
- c) may employ persons to assist him in auditing the accounts of the Association

14 Annual General Meetings

14.1 Convened annually

The Association shall, in each year, hold an annual general meeting within three months after the close of the financial year and this meeting shall be in addition to any other general meetings held in the same year.

14.2 Notice of meeting

The annual general meeting shall be specified as such in the notice convening it

14.3 Business

The ordinary business of the annual general meeting shall include:

- a) to confirm the minutes of the last annual general meeting and any other general meetings held since that meeting
- b) to receive from the Board, auditor and servants of the Association reports upon the transactions and activities of the Association during the last preceding financial year
- c) to receive and consider a budget to be presented by the Board in respect of the operations of the Association for the financial year in which the meeting is held
- d) to fix the weekly membership contributions in accordance with section 9
- e) to fix the tuition fees in accordance with section 30
- f) to elect members to the Board as required by this constitution
- g) to appoint the auditor

15 Special General Meetings

15.1 Definition

All general meetings other than the annual general meeting shall be called special general meetings

15.2 Board may convene

The Board may, whenever it thinks fit, convene a special general meeting of the Association

15.3 Members requisition

The Board shall, on the requisition in writing signed by one tenth of the members, convene a special general meeting of the Association. This requisition shall state the purpose of the meeting and be deposited with the Secretary

15.4 Members' requisitioned meeting

If the Board does not cause a special general meeting to be held within twenty-one days after the date on which the requisition was deposited with the Secretary, the requisitionists may convene the meeting within three months of that date, and all reasonable costs incurred in convening the meeting shall be refunded to the persons incurring them

16 Notice of Meetings

The Secretary shall, at least ten days before the date fixed for the holding of a general meeting, cause to be distributed to its members a notice specifying the place, day and time for the meeting and the nature of business to be transacted and such distribution shall be deemed to be sufficient notice of such meetings to all members

17 Quorum

17.1 Quorum required

No business shall be transacted at a general meeting unless a quorum of members is present during the time the meeting is considering that business

17.2 Quorum defined

One quarter of the members personally present constitute a quorum for the transaction of the business of a general meeting

17.3 No quorum present

If within one hour of the time appointed for the commencement of a general meeting, a quorum is not present, the meeting shall be dissolved

18 Chairman to Preside

18.1 The chairman shall preside at every general meeting of the Association

18.2 Chairman absent

If the chairman is absent from a general meeting the members of the Board shall choose another board member to preside as chairman. If no members of the board are present at the meeting the members present shall elect a member to preside as chairman

19 Adjournment of General Meetings

19.1 Chairman may adjourn

The chairman of a general meeting at which a quorum is present may, with the consent of the meeting, adjourn the meeting from time to time and place to place, but no business shall be transacted at an adjourned meeting other than the business left unfinished at the meeting at which the adjournment took place

19.2 No notice of adjourned meetings

It is not necessary to give any notice of an adjourned meeting or of the business to be transacted at an adjourned meeting

20 Determination of Questions at General Meetings

20.1 One vote per member

Each member shall have one vote at all general meetings of the Association

20.2 Show of hands

All questions arising at a general meeting, other than those concerning persons, shall be determined by a show of hands and subject to section 20.3, a declaration by the chairman that a resolution has, on the show of hands, been carried or lost, and an entry to that effect recorded in the minute book, shall be evidence of that fact, without proof of the number or proportion of votes recorded in favour of, or against, that resolution

20.3 Taking of poll

Where a vote is taken to determine a question at a general meeting a member may demand a poll before a vote is taken or upon the declaration of the result, and upon a poll being demanded the chairman shall determine and declare the number of votes in favour of and against that question and the number of votes in favour of and against shall be recorded in the minutes

20.4 Absentee vote

A member who is not present at a general meeting at which any question of which notice has been duly given is to be considered, may exercise his right to vote by lodging his vote in writing with the Secretary prior to the meeting concerned, provided that in relation to any question a member is not permitted to exercise his right in this manner if his spouse exercises his right to vote pursuant to section 5.7

20.5 Equality of voting

In the case of an equality of voting on any question the same shall be considered to be defeated

20.6 Required majority

At any general meeting a question shall be considered to be determined in the affirmative upon the affirmative vote of more than one half of the valid votes cast unless the contrary intention appears

21 Secret Ballots

21.1 Secret ballots

At any general meeting, elections and questions concerning persons shall be determined by secret ballot, supervised by a ballot committee consisting of two members appointed by the chairman of the meeting concerned

21.2 Equality of votes - elections

Where an equality of voting between two persons occurs in any election, the elder of the two shall be declared elected

21.3 Informal votes

Any blank and illegible ballot papers and any ballot papers recording more candidates than those to be elected by that ballot shall be deemed to be informal

21.4 Number of votes

In any election each member shall have the same number of votes as the number of vacancies to be filled by that ballot

22 Standing Orders

Standing orders may be adopted, amended and rescinded by the Association to regulate the conduct of general meetings, subject to notice thereof having been given in the notice of the meeting at which the same are to be considered

23 The Board

23.1 Composition

The Board shall consist of seven members (including the Officers as defined by this section), each of whom shall be a member of the Association, or the spouse of a member. The Association may from time to time vary the number of board members, provided that the number thereof shall at all times be an uneven number

23.2 Employees ineligible

Employees and the spouses of employees of the Association are ineligible to be elected or appointed to the Board. This restriction shall not apply to the spouse of an employee who has less than half a full-time workload or who is employed on a temporary relief basis.

23.3 Term of office

Each board member shall, subject to this constitution, hold office until the conclusion of the annual general meeting held three years after his election, but shall be eligible for re-election

23.4 Retirement roster

Immediately upon incorporation, the Board shall determine a retirement roster such that as near as possible one third of board members shall retire at the next succeeding three annual general meetings

23.5 Officers of the Association

The Officers of the Association shall be:

- a) the Chairman
- b) the Secretary
- c) the Treasurer

23.6 Appointment of Officers

The Board shall, at its first meeting after each annual general meeting, appoint the Officers as defined by this section from among its members

23.7 Casual vacancies

a) In the event of a casual vacancy arising in the office of an Officer, the Board shall, in addition to any appointment that may be made under part b) of section 23.7, appoint another board member to that office, and a board member so appointed shall hold office until the next annual general meeting

b) In the event of a casual vacancy arising in the office of a board member the Board may appoint a member, other than a member who is ineligible for election, to that position, and a member so appointed shall hold office until the next annual general meeting

c) At the annual general meeting held next after a casual vacancy arises in the office of a board member, the Association shall elect a member as board member in accordance with the sections relating to the election of board members and a member so elected shall hold office for the remainder of the term of the member whose vacation of office caused the casual vacancy to occur

24 Duties of the Board

The Board shall, in addition to all other things required by this constitution to be done by the Board,

- 24.1** determine sound policies which are consistent with sound management practices and the objects of the Association
- 24.2** ensure that curricula and syllabi are developed in conformity with the aims of the Association and approved by the Board prior to implementation
- 24.3** ensure that teaching at the schools is consistent with policies of the Association and approved curricula and syllabi, by maintaining adequate supervision
- 24.4** appoint a Finance Committee and an Education Committee upon such terms and with such duties as the Board may from time to time determine; and
- 24.5** generally so manage the business and affairs of the Association, subject to this constitution, as to promote the aims of the Association

25 Election of Board Members

25.1 Nomination

a) The Board may nominate two members for each vacancy as candidates for election as board member and two members may nominate a member as a candidate for election as board member. Such nomination by the Board shall be signed by the Chairman and any such nomination by two members shall be signed by them and delivered to the Secretary at least fourteen days prior to the meeting at which the election is to be held.

b) No member shall be elected as board member unless prior to the election he had given his consent to nomination.

c) The Secretary shall cause the notice of meeting required under section 16 to include the names of all candidates for the office of board member.

25.2 Election

In the event that more eligible candidates are nominated for any election than there are vacancies an election shall be held in accordance with section 21 otherwise candidates eligible and nominated shall be considered elected.

26 Vacation of Office of Board Member

The office of a board member becomes vacant if he:

- a) ceases to be a member of the Association,
- b) resigns in writing to the Board,
- c) fails, without leave of the Board, to attend three consecutive Board meetings,
- d) becomes bankrupt,
- e) becomes unsound of mind, or
- f) ceases to be a resident of the state of Tasmania

27 Committees

27.1 Appointment

Committees may be appointed by the Board or a general meeting and with such powers and functions as considered appropriate and the meeting appointing the same may also appoint a Chairman thereof

27.2 Composition

No person shall serve on a committee unless he is a member or the spouse of a member and committees appointed by the Board shall contain at least one member of the Board

28 Meeting of the Board and Committees

28.1 Calling of meetings

The Board shall meet at least once each month and the Chairman of the Board or a committee, as well as one-third of the members of the Board or committee (as the case may be) may call a meeting of the Board or that committee

28.2 Notice of meetings

Notice shall be given to members of the Board or a committee of any meetings thereof, specifying the place, date and time of the meeting and the nature of business to be transacted. Such notice shall be given in writing unless the Board or committee (as the case may be) decide unanimously that written notice for its meetings is not required

28.3 Quorum

Half of the members of the Board or a committee shall form a quorum for the transaction of business at a meeting thereof and if no quorum is present within one hour of the time appointed for the commencement of the meeting, the meeting shall lapse

28.4 Chairman to preside

At meetings of the Board or a committee the Chairman of the Board or the Chairman of the committee(as the case may be) shall preside or in his absence, a chairman shall be appointed from those members present

28.5 Determination of questions

Questions arising from meetings of the Board or a committee shall be determined in the same manner as at general meetings of the Association, except that the requirement to conduct a secret ballot need not be complied with if those present unanimously so resolve

28.6 Principals to attend board meetings

The Principals shall be supplied with agendas for Board meetings and be given the same opportunity to attend and speak at Board meetings as Board members, but shall have no voting rights. A principal is not permitted however to be present during discussions of the Board concerning himself or concerning contributions and gifts by individual members, except at the invitation of the Board

29 Employees

29.1 Appointment

All teaching staff and other employees shall be appointed by the Board upon such terms and conditions as the Board may determine

29.2 Qualification of teachers

No employee or other person shall teach at a school unless he is a communicant member of one of the Free Reformed Churches of Australia and a member of the Association

29.3 Advice of principal

In appointing teaching staff, the Board shall seek the advice of the principal of the relevant school and such other persons as the Board considers appropriate

29.4 Termination

Subject to article 32, the Board may terminate the services of an employee where it considers this to be necessary or warranted and provided that the services of a teacher (other than a principal) shall not be terminated prior to the Board seeking advice of the principal of the appropriate school

30 Enrolment of students

30.1 Child of a member

A child of a member may be enrolled at a school where that child satisfies such rules governing enrolment, as the Board or Association may determine, but no member shall be liable to pay tuition fees in relation to such enrolment

30.2 Child of non-member

No child of a non-member shall be enrolled at a school unless:

- a) the parents of such a child diligently attend church services where the preaching is consistent with the Foundation
- b) the school is able to accommodate the student
- c) the application for such enrolment has been approved by the Board and
- d) subject to section 30.5 tuition fees as determined in section 30.4 are paid in advance each term

30.3 Enrolment reviewed

The enrolment of a child under section 30.2 shall be reviewed at the commencement of each academic year

30.4 Fixing of tuition fees

The Association at each annual general meeting shall fix the tuition fees payable in respect of children of non-members enrolled at any school during the financial year in which the meeting is held, which fees shall make allowances where more than one child from a family is enrolled at any school and may differentiate between different schools and different courses of study

30.5 Variation of tuition fees

The Board may, upon the written request from the parent of a student referred in the section 30.2, reduce the amount of fees payable and vary the terms of payments, if it is satisfied that financial hardship exists, and may review such variation from time to time

31 Suspension and Expulsion of students

31.1 Suspension

Where a student, in the opinion of the principal, has been guilty of serious misconduct, the principal may suspend the student from school for such a period as he considers appropriate, but suspension shall not exceed four weeks unless approved by the Board

31.2 Expulsion

A student shall be expelled from school by the principal where:

- a) the Board, after consultation with the principal, is of the view that the student is guilty of such serious misconduct as to warrant expulsion or
- b) the child of a non-member no longer qualifies under section 30.2 to be enrolled at the school

31.3 Effective date of expulsion

The expulsion of a child of a member under this section does not take effect:

- a) until fourteen days after the date of receipt by the member of written notice of the expulsion, or
- b) if the member notifies the Board in writing within fourteen days of receipt of written notice of the expulsion, that he wishes to appeal, until the matter has been determined by the disputes committee, whichever is later

32 Disputes

32.1 Disputes between the Board and an employee

In the event that the employment of an employee is terminated or a dispute arises between the Board and an employee, either party may serve notice on the other that they wish the matter to be resolved in accordance with this section.

32.2 Disputes committee

Where:

- a) a notice has been served under section 32.1 or
- b) where a member appeals under section 32.3 against his child's

expulsion from school, each party to the dispute shall nominate one member and those two members shall nominate a third member, and these three members shall constitute a disputes committee for the purpose of hearing that dispute.

32.3 Decision

The disputes committee so appointed shall hear the disputing parties and shall decide the disputed matter and the decision of the committee shall be final and binding on the disputing parties and on the Association

33 Alterations to the Constitution

33.1 No resolution seeking to alter this constitution shall take effect unless

- a) the resolution is passed by a majority of at least three quarters of the members present at a general meeting of which the required notice has been given, specifying the intention to propose the resolution as a special resolution and
- b) the requirements of the Act have been complied with

- 33.2** No alteration to this constitution is capable of being made which affects, alters or repeals any of the provisions of section 2.2.a and section 4.1, or allows those section to be affected, altered or repealed

34 ***Dissolution***

34.1 **Resolution to dissolve**

The Association may be dissolved by a resolution passed by a majority of not less than two-thirds of the members of the Association, at a meeting of which notice, specifying the proposed resolution, was duly given in accordance with this constitution

34.2 **Distribution of assets**

A resolution referred to in the previous section 34.1 shall prescribe the manner in which the assets of the Association are to be distributed, and the assets shall, subject to the provisions of the Act, be distributed in that manner.

35 ***Seal of the Association***

35.1 **Seal**

The seal of the Association shall be in the form of a rubber stamp, inscribed with the name of the Association encircling the word "Seal"

35.2 **Use of seal**

The seal of the Association shall not be affixed to any instrument except by the authority of the Board, and the affixing thereof shall be attested by the signatures either of two (2) members of the Board or such other persons as the Board may appoint for that purpose, and that attestation is sufficient for all purposes that the seal was affixed by the authority of the Board

35.3 **Custody**

The seal shall remain in the custody of the Public Officer