

Tax Bar Association

STATEMENT OF OBJECTS

AND

RULES

OF THE

TAX BAR ASSOCIATION

Melbourne

Est. 2 October 2006

As adopted on 2 April 2013

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**STATEMENT OF OBJECTS
OF THE
TAX BAR ASSOCIATION**

The objects of the Tax Bar Association (established 2 October 2006) shall be:

- (1) To be an association of The Victorian Bar Inc. and to liaise with the Victorian Bar Council in relation to matters of concern or interest to members of the Association to ensure that, as far as practicable, consultation between the Bar Council and the Association takes place before the Bar Council formulates any policies or makes any decisions on revenue law related matters.
- (2) To establish communications and actively liaise with Courts, Tribunals, authorities, government departments and instrumentalities and other associations and bodies concerned with or interested in revenue law to promote the efficient administration of the revenue law and the efficient conduct of litigation concerning revenue law.
- (3) To promote and further the professional development and interests of barristers wishing to practise in revenue law.
- (4) To establish for the benefit of the members of the Association, the members of the Victorian Bar and the public as a whole a web site as a resource of up to date information about revenue law and practice.
- (5) To provide information on the briefing of and services provided by barristers practising in revenue law.
- (6) To provide a forum for meetings of barristers who practise in or have an interest in revenue law and to foster closer working and social relationships between them.
- (7) To bring to the attention of revenue practitioners, through regular meetings, discussion groups, professional development and other events, issues of concern or interest in connection with revenue law and practice.

RULES OF THE
TAX BAR ASSOCIATION

PART 1 – PRELIMINARY

1. Name

The name of the association is the “Tax Bar Association” (in these Rules called “the Association”).

2. Definitions

(1) In these Rules, unless the contrary intention appears

absolute majority, of the Committee, means a majority of the committee members currently holding office and entitled to vote at the time (as distinct from a majority of committee members present at a committee meeting);

Bar means The Victorian Bar Inc.

Bar Readers means persons who are undertaking the nine month reading period at the Bar.

Chairperson, of a general meeting or committee meeting, means the person chairing the meeting as required under rule 31;

Committee means the committee having management of the business of the Association.

committee meeting means a meeting of the Committee held in accordance with these Rules;

committee member means a member of the Committee elected or appointed under Division 3 of Part 5;

financial year of the Association is each period of 12 months ending on 30 June.

general meeting means a general meeting of the members of the Association convened in accordance with Part 4 and includes an annual general meeting and a special general meeting.

Honorary Life Member means a person upon whom the Committee has conferred an Honorary Life Membership.

member means a member of the Association and includes Honorary Life Members.

member entitled to vote means a member who under rule 11(2) is entitled to vote at a general meeting;

President, Vice-President, Secretary, Treasurer and CPD Convenor severally mean the person (or persons if more than one) for the time being holding the appropriate office in accordance with these Rules;

registered address of a member means the address of the Barrister's Clerk whose List the member was on at the date of becoming a member or the address of any other Barristers' Clerk to whose List the member may have transferred provided that the member has notified the Bar in writing of such change;

revenue law shall be given the widest possible interpretation and shall include:

- (a) laws (both Federal and State) directly or indirectly relating to, arising out of, concerning or affecting taxation, revenue and duties;
- (b) proposed changes to any such laws;
- (c) the administration, practice and procedure of any court, tribunal, body or authority administering any such laws.

special resolution means a resolution that requires not less than three-quarters of the members voting at a general meeting, whether in person or by proxy, to vote in favour of the resolution;

subscribers means persons who receive regular newsletters from the Association, however they are not members of the Association and do not have any of the rights that are conferred on members.

the Roll means the Roll of Counsel of The Victorian Bar Inc.

- (2) Words or expressions contained in these Rules shall be interpreted in accordance with the *Interpretation of Legislation Act 1984* (Vic) as in force from time to time.

PART 2 – POWERS OF ASSOCIATION

3. Powers of Association

- (1) The Association has power to do all things incidental or conducive to achieve its purposes.
- (2) Without limiting subrule (1), the Association may –

- (a) acquire, hold and dispose of real or personal property;
 - (b) open and operate accounts with financial institutions;
 - (c) invest its money in any security in which trust monies may lawfully be invested;
 - (d) raise and borrow money on any terms and in any manner as it thinks fit;
 - (e) secure the repayment of money raised or borrowed, or the payment of a debt or liability;
 - (f) appoint agents to transact business on its behalf;
 - (g) enter into any other contract it considers necessary or desirable.
- (3) The Association may only exercise its power and use its income and assets (including any surplus) for its purposes.

4. Not for profit organisation

- (1) The Association must not distribute any surplus, income or assets directly or indirectly to its members.
- (2) Subrule (1) does not prevent the Association from paying a member –
- (a) reimbursement for expenses properly incurred by the member; or
 - (b) for goods or services provided by the member –
- if this is done in good faith on terms no more favourable than if the member was not a member.

PART 3 – MEMBERSHIP

5. Who is eligible to be a member

Any person who is registered or entitled to be registered on the Roll, and Bar Readers who have not yet registered on the Roll are eligible for membership.

6. Application for membership

- (1) An eligible person may apply to become a member by completing the application form provided by the Bar administration office and delivering it electronically or otherwise to the Secretary care of the Bar administration office and by paying the joining fee, if any as may be determined from time to time, under these Rules.
- (2) The Association may make arrangements for the Bar to handle applications for membership of the Association or renewal of membership as part of the Bar membership subscription process, in which case such arrangements will be published

on the Bar's website Associations section. An eligible person may apply to be registered or renew their subscription as a member of the Association pursuant to any such arrangement.

7. Approval of application

- (1) Upon completion and delivery of the application form and payment of the joining fee, the application for membership shall be deemed to be approved unless the Committee, or at its direction the Bar, sends to the applicant notification to the contrary in writing, electronically or otherwise, within 14 days of whichever is the later of the date of delivery of the application form and the date of the payment of the joining fee.
- (2) If a notice is provided in accordance with subrule (1), the Committee must return any money accompanying the application to the applicant.
- (3) No reason need be given for the rejection of the application.

8. New membership

- (1) If there is a new member of the Association, the new membership must be recorded as soon as practicable in the register of members.
- (2) A person becomes a member of the Association and, subject to rule 11(2), is entitled to exercise his or her rights of membership from 14 days after whichever is the later of the date of delivery of the application form and the date of the payment of the joining fee, unless notification has been sent under rule 7(1).

9. Annual Subscription and fee on joining

- (1) Until otherwise determined by the Committee, from time to time, the annual subscription is \$100.00 for members over 3 years call and \$25.00 for other members.
- (2) Bar Readers have complimentary membership until the end of the financial year in which they sign the Roll.
- (3) Any new member who joins after the start of a financial year must, for that financial year, pay a fee equal to a pro rata annual subscription based on the remaining part of the financial year ("joining fee").
- (4) The rights of a member (including the right to vote) who has not paid the annual subscription by the due date are suspended until the subscription is paid.

10. Honorary Life Members

- (1) The Committee may confer Honorary Life Membership upon any person whether a member of the Association or not.
- (2) The Association may determine that Honorary Life Members are not required to pay an annual subscription.
- (3) The Secretary, or at his or her direction the Bar administration office, must keep a register of the names of persons who become Honorary Life Members.

11. General rights of members

- (1) A member of the Association who is entitled to vote has the right –
 - (a) to receive notice of general meetings and of proposed special resolutions in the manner and time prescribed by these Rules;
 - (b) to submit items of business for consideration at a general meeting;
 - (c) to attend and be heard at general meetings;
 - (d) to vote at a general meeting;
 - (e) to have access to the minutes of general meetings and other documents of the Association as provided under rule 55; and
 - (f) to inspect the register of members.
- (2) A member is entitled to vote if more than 14 business days have passed since he or she became a member of the Association and the member's membership rights are not suspended for any reason.

12. Rights not transferable

The rights of a member are not transferable and end when membership ceases.

13. Ceasing membership

- (1) The membership of a person ceases on resignation or death.
- (2) If a person ceases to be a member of the Association, the Secretary or at his or her direction the Bar must, as soon as practicable, enter the date the person ceased to be a member in the register of members.

14. Resigning as a member

- (1) A member may resign by notice in writing given to the Association.

- (2) A member is taken to have resigned if the member's annual subscription is more than 12 months in arrears.

15. Register of members

- (1) The Secretary, or at his or her direction the Bar, must keep and maintain a register of members.
- (2) Any member may, at a reasonable time and free of charge, inspect the register of members. The Committee, or at its direction the Bar, may keep a copy of names of members on the Bar's website Associations section.

PART 4 – GENERAL MEETINGS OF THE ASSOCIATION

16. Annual general meetings

- (1) The Committee must convene an annual general meeting of the Association to be held within 5 months after the end of each financial year.
- (2) The Committee may determine the date, time and place of the annual general meeting.
- (3) The ordinary business of the annual general meeting is as follows:
 - (a) to confirm the minutes of the previous annual general meeting and of any special general meeting held since then;
 - (b) to receive and consider –
 - i. the annual report of the Committee on the activities of the Association during the preceding financial year; and
 - ii. the annual report of the Treasurer on the financial position of the Association for the preceding financial year;
 - (c) to confirm or vary the amounts (if any) of the annual subscription and joining fee.
- (4) The annual general meeting may also conduct any other business of which notice has been given in accordance with these Rules.

17. Special general meetings

- (1) Any general meeting of the Association, other than an annual general meeting, is a special general meeting.
- (2) The Committee may convene a special general meeting whenever it thinks fit.

- (3) No business other than that set out in the notice under rule 19 may be conducted at the meeting.

18. Special general meeting held at request of members

- (1) The Committee must convene a special general meeting if a request to do so is made in accordance with subrule (2) by at least 10% of the total number of members.
- (2) A request for a special general meeting must –
 - (a) be in writing; and
 - (b) state the business to be considered at the meeting and any resolutions to be proposed; and
 - (c) include the names and signatures of the members requesting the meeting; and
 - (d) be given to the Secretary.
- (3) If the Committee does not convene a special general meeting within one month after the date on which the request is made, the members making the request (or any of them) may convene the special general meeting.
- (4) A special general meeting convened by members under subrule (3) –
 - (a) must be held within 3 months after the date on which the original request was made; and
 - (b) may only consider the business stated in that request.
- (5) The Association must reimburse all reasonable expenses incurred by the members convening a special general meeting under subrule (3).

19. Notice of general meetings

- (1) The Secretary (or, in the case of a special general meeting convened under rule 18(3), the members convening the meeting) must give to each member of the Association –
 - (a) at least 21 days' notice of a general meeting if a special resolution is to be proposed at the meeting; or
 - (b) at least 14 days' notice of a general meeting in any other case.
- (2) The notice must –
 - (a) specify the date, time and place of the meeting; and
 - (b) indicate the general nature of each item of business to be considered at the meeting; and

- (c) if a special resolution is to be proposed, state in full the proposed resolution and state the intention to propose the resolution as a special resolution; and
- (d) comply with rule 20(4).

20. Proxies

- (1) A member may appoint another member as his or her proxy to vote and speak on his or her behalf at a general meeting.
- (2) The appointment of a proxy must be in writing and signed by the member making the appointment.
- (3) The member appointing the proxy may give specific directions as to how the proxy is to vote on his or her behalf, otherwise the proxy may vote on behalf of the member in any matter as he or she sees fit.
- (4) Notice of a general meeting given to a member under rule 19 must state that the member may appoint another member as a proxy for the meeting.
- (5) A form appointing a proxy must be given to the Chairperson of the meeting before or at the commencement of the meeting.
- (6) A form appointing a proxy sent by post or electronically is of no effect unless it is received by the Association no later than 2 hours before the commencement of the meeting.

21. Quorum at general meetings

- (1) No business may be conducted at a general meeting unless a quorum of members is present.
- (2) The quorum for a general meeting is the presence (physically or by proxy) of 5 of the members entitled to vote.
- (3) If a quorum is not present within 30 minutes after the notified commencement time of a general meeting –
 - (a) in the case of a meeting convened by, or at the request of, members under rule 18 – the meeting must be dissolved;
 - (b) in any other case –
 - i. the meeting must be adjourned to a date not more than 21 days after the adjournment; and

- ii. notice of the date, time and place to which the meeting is adjourned must be given at the meeting and confirmed by written notice given to all members as soon as practicable after the meeting.
- (4) If a quorum is not present within 30 minutes after the time to which a general meeting has been adjourned under subrule (3)(b), the members present at the meeting (if not fewer than 3) may proceed with the business of the meeting as if a quorum were present.

22. Adjournment of general meeting

- (1) The Chairperson of a general meeting at which a quorum is present may, with the consent of a majority of members present at the meeting, adjourn the meeting to another time at the same place or at another place.
- (2) Without limiting subrule (1), a meeting may be adjourned –
- (a) if there is insufficient time to deal with the business at hand; or
 - (b) to give the members more time to consider an item of business.
- (3) No business may be conducted on the resumption of an adjourned meeting other than the business that remained unfinished when the meeting was adjourned.
- (4) Notice of the adjournment of a meeting under this rule is not required unless the meeting is adjourned for 14 days or more, in which case notice of the meeting must be given in accordance with rule 19.

23. Voting at general meeting

- (1) On any question arising at a general meeting –
- (a) subject to subrule (3), each member who is entitled to vote has one vote; and
 - (b) members may vote personally or by proxy; and
 - (c) except in the case of a special resolution, the question must be decided on a majority of votes.
- (2) If votes are divided equally on a question, the Chairperson of the meeting has a second or casting vote.
- (3) If the question is whether or not to confirm the minutes of a previous meeting, only members who were present at that meeting may vote.

24. Special resolutions

A special resolution is passed if not less than three quarters of the members voting at a general meeting (whether in person or by proxy) vote in favour of the resolution.

25. Determining whether resolution carried

- (1) Subject to subrule (2), the Chairperson of a general meeting may, on the basis of a show of hands, declare that a resolution has been –
 - (a) carried; or
 - (b) carried unanimously; or
 - (c) carried by a particular majority; or
 - (d) lost -and an entry to that effect in the minutes of the meeting is conclusive proof of that fact.
- (2) If a poll (where votes are cast in writing) is demanded by two or more members on any question –
 - (a) the poll must be taken at the meeting in the manner determined by the Chairperson of the meeting; and
 - (b) the Chairperson must declare the result of the resolution on the basis of the poll.
- (3) A poll demanded on the election of the Chairperson or on a question of an adjournment must be taken immediately, but a poll demanded on any other question must be taken before the close of the meeting at a time determined by the Chairperson.

26. Minutes of general meeting

- (1) The Committee must ensure that minutes are taken and kept of each general meeting.
- (2) The minutes must record the business considered at the meeting, any resolution on which a vote is taken and the result of the vote.
- (3) In addition, the minutes of each annual general meeting must include –
 - (a) the names of the members attending the meeting; and
 - (b) proxy forms given to the Chairperson of the meeting under rule 20(5); and
 - (c) the annual report of the Treasurer on the financial position of the Association for the preceding financial year; and

- (d) a certificate signed by two committee members certifying that the financial statements give a true and fair view of the financial position and performance of the Association.

PART 5 - COMMITTEE

Part 5, Division 1 – Powers of Committee

27. Role and powers

- (1) The business of the Association must be managed by or under the direction of a Committee.
- (2) The Committee may exercise all the powers of the Association except those powers that these Rules require to be exercised by general meetings of the members of the Association.

28. Delegation

- (1) The Committee may delegate to a member of the Committee, a subcommittee or staff, any of its powers and functions other than –
 - (a) this power of delegation; or
 - (b) a duty imposed on the Committee by the Act or any other law.
- (2) The delegation must be in writing and may be subject to the conditions and limitations the Committee considers appropriate.
- (3) The Committee may, in writing, revoke a delegation wholly or in part.

Part 5, Division 2 – Composition of Committee and duties of members

29. Composition of Committee

The Committee consists of –

- (a) a President; and
- (b) a Vice-President; and
- (c) a Secretary; and
- (d) a Treasurer; and
- (e) CPD Convenor; and
- (f) ordinary members (if any) elected under rule 38.

30. General duties

- (1) As soon as practicable after being elected or appointed to the Committee, each committee member must become familiar with these Rules.
- (2) The Committee is collectively responsible for ensuring that the Association and individual members of the Committee comply with these Rules.
- (3) Committee members must exercise their powers and discharge their duties with reasonable care and diligence and in good faith in the best interests of the Association and for a proper purpose.
- (4) Committee members and former committee members must not make improper use of their position or information acquired by virtue of holding their position so as to gain an advantage for themselves or any other person or to cause detriment to the Association.
- (5) In addition to any duties imposed by these Rules, a committee member must perform any other duties imposed from time to time by resolution at a general meeting.

31. President and Vice-President

- (1) Subject to subrule (2), the President or, in the President's absence, the Vice-President is the Chairperson for any general meetings and for any committee meetings.
- (2) If the President and the Vice-President are both absent, or are unable to preside, the Chairperson of the meeting must be a committee member elected by the other committee members present.

32. Secretary

The Secretary must –

- (a) maintain the register of members in accordance with rule 15 or provide direction for the Bar administration office to maintain the register; and
- (b) keep custody of all books documents and securities of the Association in accordance with rule 55, except for the financial records referred to in rule 52(3); and
- (c) subject to these Rules, provide members with access to the register of members, the minutes of general meetings and other books and documents; and
- (d) perform any other duty or function imposed on the Secretary by these Rules.

33. Treasurer

- (1) The Treasurer must –
 - (a) receive all moneys paid to or received by the Association in the name of the Association; and
 - (b) ensure that all moneys received are paid into the account of the Association within 5 working days after receipt; and
 - (c) make any payments authorized by the Committee or by a general meeting of the Association from the Association's funds.
- (2) The Treasurer may discharge the duties referred to in subrule (1) through and with the assistance of the Bar.
- (3) The Treasurer must coordinate the preparation of the financial records of the Association.
- (4) The Treasurer must ensure that at least one other committee member has access to the accounts and financial records of the Association.

Part 5, Division 3 – Election and appointment of committee members and tenure of office

34. Who is eligible to be a Committee member

A member is eligible to be elected or appointed as a committee member if the member is entitled to vote at a general meeting.

35. Positions to be declared vacant

- (1) This rule applies to a committee meeting of the Association held immediately prior to every second annual general meeting of the Association, commencing in the financial year ended 30 June 2015.
- (2) The Chairperson of the meeting must declare all positions on the Committee vacant and hold elections, or appoint persons, for those positions in accordance with rules 36 to 38.

36. Nominations

- (1) Prior to the election of the President, the position of President must be offered to the member who was Vice-President in the previous financial year.

- (2) In the event that the Vice-President accepts the position of President, he or she shall become the President of the Association immediately after the holding of the annual general meeting.
- (3) In the event the Vice-President does not accept the position of President, the Chairperson of the meeting must call for nominations to fill that position.
- (4) Prior to the election of each other committee position, the Chairperson of the meeting must call for nominations to fill the positions.
- (5) An eligible member of the Association may –
 - (a) nominate himself or herself; or
 - (b) with the member's consent, be nominated by another member.
- (6) A member who is nominated for a position and fails to be elected to that position may be nominated for any other position for which an election is yet to be held.

37. Election of President etc.

- (1) At the committee meeting, separate elections must be held for each of the following positions –
 - (a) President (only if nominations were called for under rule 36(3));
 - (b) Vice-President;
 - (c) Secretary;
 - (d) Treasurer; and
 - (e) CPD Convenor.
- (2) If only one member is nominated for the position, the Chairperson of the meeting must declare the member elected to the position.
- (3) If more than one member is nominated, the persons who were Committee members in the previous financial year must vote on the member to be elected to each position in accordance with rule 47.

38. Election of ordinary members

- (1) The committee meeting must by resolution decide the number of ordinary members of the Committee (if any) it wishes to hold office for the next year.
- (2) A single election may be held to fill all of those positions.

- (3) If the number of members nominated for the position of ordinary committee member is less than or equal to the number to be elected, the Chairperson of the meeting must declare each of those members to be elected to the position.
- (4) If the number of members nominated exceeds the number to be elected, the persons who were Committee members in the previous financial year must vote on the members to be elected to the ordinary member positions in accordance with rule 47.

39. Term of office

- (1) Subject to subrule (3) and rule 40, a committee member holds office until the positions of the Committee are declared vacant under rule 35.
- (2) A committee member may be re-elected.
- (3) A general meeting of the Association may –
 - (a) by special resolution remove a committee member from office; and
 - (b) elect an eligible member of the Association to fill the vacant position in accordance with this Division.
- (4) A member who is the subject of a proposed special resolution under subrule (3)(a) 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.
- (5) 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 at which the special resolution is to be proposed.

40. Vacation of office

- (1) A committee member may resign from the Committee by written notice addressed to the Committee.
- (2) A person ceases to be a committee member if he or she –
 - (a) ceases to be a member of the Association; or
 - (b) ceases to be a member of the Bar; or
 - (c) is appointed to judicial office.

41. Filling casual vacancies

- (1) The Committee may appoint an eligible member of the Association to fill a position on the Committee that –
 - (a) has become vacant under rule 40; or
 - (b) was not filled by election at the last annual general meeting at which there was an election.
- (2) The Committee may continue to act despite any vacancy in its membership.

Part 5, Division 4 – Meetings of Committee

42. Meetings of Committee

- (1) The Committee must meet at least 3 times in each financial year at the dates, times and places determined by the Committee.
- (2) Special committee meetings may be convened by the President or by any 3 members of the Committee.

43. Notice of meetings

- (1) Notice of each committee meeting must be given to each committee member no later than 7 days before the date of the meeting.
- (2) Notice may be given of more than one committee meeting at the same time.
- (3) The notice must state the date, time and place of the meeting.
- (4) If a special committee meeting is convened, the notice must include the general nature of the business to be conducted.

44. Urgent meetings

- (1) In cases of urgency, a meeting can be held without notice being given in accordance with rule 43 provided that as much notice as practicable is given to each committee member by the quickest means practicable.
- (2) Any resolution made at the meeting must be passed by an absolute majority of the Committee.
- (3) The only business that may be conducted at an urgent meeting is the business for which the meeting is convened.

45. Procedure and order of business

- (1) The procedure to be followed at a meeting of a Committee must be determined from time to time by the Committee and the order of business may be determined by the members present at the meeting.

46. Quorum

- (1) No business may be conducted at a committee meeting unless a quorum is present.
- (2) The quorum for a committee meeting is the presence of 3 committee members.
- (3) If a quorum is not present within 30 minutes after the notified commencement time of a committee meeting –
 - (a) in the case of a special meeting – the meeting lapses;
 - (b) in any other case – the meeting must be adjourned to a date no later than 31 days after the adjournment and notice of the time, date and place to which the meeting is adjourned must be given in accordance with rule 43.

47. Voting

- (1) On any question arising at a committee meeting, each committee member present at the meeting has one vote.
- (2) A motion is carried if a majority of committee members present at the meeting vote in favour of the motion.
- (3) Subrule (2) does not apply to any motion or question which is required by these Rules to be passed by an absolute majority of the Committee.
- (4) If votes are divided equally on a question, the Chairperson of the meeting has a second or casting vote.
- (5) Voting by proxy is not permitted.

48. Conflict of interest

- (1) A committee member who has a material personal interest in a matter being considered at a committee meeting must disclose the nature and extent of that interest to the Committee.
- (2) The member must not be present while the matter is being considered at the meeting and must not vote on the matter.

- (3) This rule does not apply to a material personal interest that exists only because the member belongs to a class of persons for whose benefit the Association is established or that the member has in common with all, or a substantial proportion of, the members of the Association.

49. Minutes of meeting

- (1) The Committee must ensure that minutes are taken and kept of each committee meeting.
- (2) The minutes must record the names of the members in attendance at the meeting, the business considered at the meeting, any resolution on which a vote is taken and the result of the vote and any material personal interest disclosed under rule 48.

PART 6 – FINANCIAL MATTERS

50. Source of funds

The funds of the Association may be derived from joining fees, annual subscriptions, donations, fund-raising activities, grants, interest and any other sources approved by the Committee.

51. Management of funds

- (1) The Association must open an account with a financial institution from which all expenditure of the Association is made and into which all of the Association's revenue is deposited.
- (2) Subject to any restrictions imposed by a general meeting of the Association, the Committee may approve expenditure on behalf of the Association.
- (3) The Committee may authorize the Treasurer to expend funds on behalf of the Association (including by electronic funds transfer) up to a specified limit without requiring approval from the Committee for each item on which the funds are expended.
- (4) All funds of the Association must be deposited into the financial account of the Association no later than 5 working days after receipt.
- (5) With the approval of the Committee, the Treasurer may maintain a cash float provided that all money paid from or paid into the float is accurately recorded at the time of the transaction.

52. Financial records

- (1) The Association must keep financial records that correctly record and explain its transactions, financial position and performance.
- (2) The Association must retain the financial records for 7 years after the transactions covered by the records are completed.
- (3) The Treasurer must keep in his or her custody, or under his or her control the financial records for the current financial year and any other financial records as authorized by the Committee.

PART 7 – GENERAL MATTERS

53. Registered address

The registered address of the Association is the postal address of the Bar administration office.

54. Notice requirements

- (1) Any notice required to be given to a member or a committee member under these Rules may be given by handing the notice to the member personally or by sending it by post to the member's registered address or by email or facsimile transmission.
- (2) Subrule (1) does not apply to notice given under rule 44.
- (3) Any notice required to be given to the Association or the Committee may be given by handing the notice to a member of the Committee or by sending the notice by post to the registered address or by leaving the notice at the registered address or, if the Committee determines that it is appropriate in the circumstances, by email to the email address of the Association or the Secretary or by facsimile transmission to the facsimile number of the Association.

55. Custody and inspection of books and records

- (1) Members may on request inspect free of charge the register of members, the minutes of general meetings, and subject to subrule (2) the financial records, books, securities and any other relevant document of the Association, including minutes of Committee meetings.

- (2) The Committee 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.
- (3) The Committee must on request make copies of these rules available to members and applicants for membership free of charge.
- (4) Subject to subrule (2), a member may make 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.
- (5) For the 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 its membership records, financial records and records and documents relating to transactions, dealings, business or property of the Association.

56. Winding up

- (1) The Association may be wound up voluntarily by special resolution.
- (2) In the event of the winding up of the Association, the surplus assets of the Association must not be distributed to any members or former members of the Association.
- (3) After discharge of its liabilities the assets of the Association shall be disposed of as determined by the Committee by special resolution, subject to subrule (2).

57. Alteration of rules

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

SCHEDULE A

List of Committee members of the Association

at the time the objects and rules were adopted on 2 April 2013:

President:	Simon Steward S.C.
Vice-President:	Jennifer Batrouney S.C.
Treasurer:	Peter Sest S.C.
Secretary:	Ria Sotiropoulos
Joint CPD Convenor:	Simon Tisher
Joint CPD Convenor:	F John Morgan
Joint CPD Convenor:	Meredith Schilling
Member:	Gregory Davies Q.C.
Member:	John de Wijn Q.C.
Member:	Michael Flynn
Member:	Tim Grace
Member:	Daniel McInerney
Member:	Emma Mealy
Member:	Angela Lee