



FOREST PRODUCTS ASSOCIATION (W.A.)

CONSTITUTION

AND

RULES

PERTH

WESTERN AUSTRALIA

Reprint:
Incorporating all approved
amendments up to 22nd April, 1980

FOREST PRODUCTS ASSOCIATION (W.A.)

CONSTITUTION AND RULES

1. NAME:

The name of the Association shall be "Forest Products Association (W.A.)".

2. OBJECTS:

The objects of the Association are :-

- (a) To encourage and promote the Timber Industry of Western Australia in all its branches.
- (b) To weld together timber trade interests, secure recognition of the Association as the voice of the Industry and to take concerted action in all matters affecting the timber trade.
- (c) To safeguard and protect the interests of the Timber Industry of the State in all matters, including timber tariffs, Arbitration Court proceedings, industrial matters generally, and generally for the protection of the interests of its own Members.
- (d) To promote improved practice in all branches of activities of Members, including improved utilisation of forest resources, and to prevent and repress any abuses or malpractice in the timber trade.
- (e) To consider, originate and support improvements in the law, as affecting activities of Members, and more particularly any Act or Regulation relating to timber production and distribution, forest permits leases or licences, royalty, timber transport, forest protection and fire prevention, reforestation, afforestation, price fixing, to support or oppose alterations therein and to effect improvement in administration thereof and for the purposes expressed to make representations to the Government or other statutory body and take such other steps and proceedings as may be deemed desirable.
- (f) To raise the status, advance the interests and improve the technical and general knowledge of persons engaged in or preparing to be engaged in the Industry.

CONSTITUTION AND RULES

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- (g) To combine or join with any other Association or body for the purpose of more fully carrying out the objects of the Association.
- (h) To purchase, take on lease or on hire, or otherwise acquire in any manner whatsoever for such tenure and upon such terms and conditions as may seem fit :-
 - (i) any estates or interests in any lands situation in the State of Western Australia;
 - (ii) any personal property of every description whatsoever.
- (j) To alter, amend, repair, rebuild, reconstruct or renovate any of the real or personal property of the Association.
- (k) To sell or dispose of or grant leases or other estates or interests in any of the real or personal property of the Association.
- (l) To appoint one or more Trustee or Trustees for the purpose of holding on behalf of the Association any real or personal property acquired by it.
- (m) To pay for any property acquired by the Association or any services rendered thereto, or satisfy any debt or liability of the Association with monies of the Association.
- (n) To raise or borrow money upon such terms and in such manner and upon such securities as the Association or the Management Committee shall deem fit.
- (o) To draw, accept and make, and to endorse, discount and negotiate bills of exchange, promissory notes and other negotiable instruments.
- (p) To invest the monies of the Association not immediately required in such manner as may from time to time be determined.
- (q) To provide for the welfare of persons in the employment of the Association, or formerly in the employment of the Association, and the dependants of such persons by grants or money, superannuation schemes or payments and the like.
- (r) To do all things conducive to the attainment of all or any of the above-mentioned objects
- (s) In the application, construction and interpretation of the objects of the Association as hereinbefore set forth it is the intention of the Association that it should concern itself with the harvesting, promotion, use, application and marketing of timber in the widest possible sense.

3. (1) MEMBERSHIP:

The Association shall have the following types of Membership, namely :-

- (i) Members
- (ii) Associate Members
- (iii) Member Associations

(a) MEMBERS:

Members of the Association shall be any firm or company qualified to be a Member and heretofore or hereafter elected to Membership from time to time as hereinafter provided. In the case of a firm, the individual partners of such firm shall be deemed jointly and severally responsible to the Association for the due performance of all obligations entailed by such Membership as though each individual partner were a Member of the Association, but the firm shall be entitled to be represented at Meetings of the Association as if it were and shall for all other business of the Association be deemed to be a single person.

(b) ASSOCIATE MEMBERS:

Any person or firm or company qualified to apply for Membership of the Association may on application be admitted by the Management Committee as an Associate Member of the Association, and such Associate Membership shall carry such privileges and be subject to such terms and conditions as the Management Committee may from time to time prescribe, and by applying for and accepting an Associate Membership, the Associate Member shall agree to abide by such terms and conditions as varied from time to time. An Associate Member shall be allowed one representative at any General Meeting of the Association, and such representative shall have the right to speak but no right to vote on any motion before the Meeting.

(c) MEMBER ASSOCIATIONS:

- (i) Any trade association of which persons, firms or companies qualified to be Members of the Association are Members may on the invitation of the Management Committee become a Member Association
- (ii) Membership of a Member Association shall not carry with it Membership rights of the Association.

(iii) Any person duly authorised by a Member Association and otherwise eligible to be present shall be recognised at any General Meeting of the Association as the representative of such Member Association but save as aforesaid a Member Association shall not be entitled to representation at any General Meeting of the Association, nor shall it have a vote, and any person recognised as a representative of a Member Association as hereinbefore mentioned shall not as such have any vote on any motion before the Meeting. Save as aforesaid Member Associations shall take no part in the affairs of the Association.

(iv) Member Associations shall operate within a sphere of activities as defined at the time of admission as a Member Association, or as amended from time to time with the approval of the Management Committee. If the rules of any Member Association conflict with the Constitution and Rules of the Association the latter shall prevail.

3. (2) MEMBER FIRMS OR COMPANIES:

Member firms or companies shall from time to time nominate in writing to the Executive Officer of the Association a person to represent such Member firm or company at all general meetings of the Association. Each Member firm or company may at the same time nominate an alternative who may represent the firm or company at such meetings in the absence of the nominee.

4. QUALIFICATION FOR MEMBERSHIP:

- (a) Any person, firm or company carrying on business in Western Australia dependent on timber or other forest produce as its essential raw material shall be eligible, on the invitation of the Management Committee, to apply for Membership.
- (b) Applications for Membership shall be in writing on the nomination of two financial Members of the Association, and shall be lodged with the Executive Officer and brought by him before the Management Committee.
- (c) Applications for Associate Membership or by Associations desirous of becoming Member Associations shall be on the invitation of the Management Committee. Such applications shall be in writing but need not be supported by nomination.

- (d) The Management Committee shall have an absolute discretion to decide whether or not an applicant is eligible for Membership, Associate Membership or as a Member Association or otherwise acceptable, and its decision shall be final. The applicant shall be advised in writing by the Executive Officer of the decision of the Management Committee. If the application is rejected the applicant shall not be told, nor shall the applicant be entitled to know the grounds of the Management Committee's decision.
- (e) If the application be approved, the Executive Officer shall, when so advising the applicant, notify the deposit, if any, payable by the applicant, and such amount shall be paid to the Executive Officer within seven days. On payment of the monies payable on joining the Association, the applicant shall be come a Member, Associate Member or Member Association, as the case may be.

5. SUBSIDIARY AND ASSOCIATED ORGANISATIONS:

- (a) For the purpose of this Rule a subsidiary or associated organisation shall be deemed to include all firms, companies, associations or bodies in which a Member or any partner, shareholder, director, manager, secretary, or other officer of such Member or any combination of any of the foregoing has a direct or indirect interest of not less than fifty per centum of the whole.

An associated organisation will also be deemed to include any firm, company, association or body or any partner, shareholder, director, manager, secretary or other officer thereof, or any combination of the foregoing, which has a direct interest of not less than fifty per centum in a Member organisation.
- (b) The benefits and obligations of any person, firm or company as a Member shall extend to any subsidiary or associated organisation carrying on a business in Western Australia dependent on timber or other forest produce as its essential raw material, subject to the approval of the Management Committee for inclusion of such organisation with the Member as a single Member of the Association.
- (c) Each Member shall maintain with the Association up-to-date and relevant information including the name, business address, business or purpose of any subsidiary or associated organisation of such Member for inclusion with the Members.

- (d) Subsidiaries or associated organisations nominated as aforesaid shall pay to the Association such annual fee or fees as may from time to time be prescribed by the Management Committee.

6. CESSATION OF MEMBERSHIP:

- (a) A Member may resign from the Association at the end of any quarter subject to not less than 30 days' notice in writing to the Executive Officer, and subject to his being liable for all contributions or debts due to the Association.
- (b) A Member may be expelled from the Association in accordance with these Rules.
- (c) Any Member whose contributions are in arrears for two quarters may be struck off the register of Members at the end of any quarter subject to not less than 30 days' notice in writing from the Executive Officer acting by the authority of the Management Committee.
- (d) Any Member who has resigned or been expelled from the Association or struck off the register of Membership shall forfeit any interest in or right to any of the assets or property of the Association as from the date such action becomes effective. Such Member shall be entitled to a refund of his deposit, less any monies owing by him to the Association, and legal action may be taken to recover any outstanding balances owing by the Member.

7. REGISTER OF MEMBERS:

- (a) A Register of Members and Associate Members of the Association shall be kept at the office of the Association, and shall contain the name and address of each Member with Foundation Members recorded as such, together with the name of any subsidiary or associated organisation approved by the Management Committee for inclusion with the parent organisation.
- (b) The Register shall show the date of admission of new Members and the date when any former Member ceased to be a Member.
- (c) Associates shall be recorded as such in the Register.
- (d) A Member Association shall be recorded as such in the Register.

ORGANISATION AND MANAGEMENT:

8. ORGANISATION:

The Association shall function in accordance with these Rules through the activities of the Management Committee and the Committees appointed as hereafter provided.

9. MANAGEMENT:

- (a) The Management of the affairs and property of the Association shall be vested in the Management Committee which may exercise all such powers, and do such acts and things as the Association is by its Rules authorised to exercise and do and are not thereby directed or required to be exercised or done by the Association in General Meeting.
- (b) Without prejudice to the general powers conferred by sub-rule (a) hereof or to any specific power conferred elsewhere in these Rules it is expressly declared that the Management Committee shall have the following powers :-
- (i) To delegate any of its powers to Committees appointed under Rule 10, provided that any such Committee shall, in the exercise of powers and duties so delegated, conform to any direction that may be imposed upon it by the Management Committee.
 - (ii) To make recommendations to Members in respect of grades, specification, for the marketing within the State of Western Australia of timbers, joinery and other indigenous forest products. Members shall be informed of all recommendations so made.
 - (iii) To investigate any financial, technical or commercial problems arising in the Industry.
 - (iv) To acquire information in such form or forms as the Association may from time to time require for the purpose of its business.
 - (v) To enter into any agreement for the purpose of carrying out the objects of the Association.
 - (vi) To procure for Members information with respect to standing and responsibility of persons or companies with whom it is proposed to transact business.
 - (vii) Subject to the provisions of the Constitution and Rules, to prescribe entrance fees and contributions.

- (viii) To provide secretarial and office accommodation for Member Associations, if required, on terms and conditions as may be determined by the Management Committee from time to time.
- (ix) Subject to these Rules, the Management Committee may give any direction it may deem fit to any Member or Associate Member of the Association for the purpose of promoting the objects of the Association. Any such direction shall be prefaced by reference to this Rule and shall have the force of a Rule of the Association, provided that the member concerned shall have the right of appeal back to the Management Committee. Any appeal must be lodged in writing within five days of receipt of direction and a Meeting of the Management Committee shall be held within seven days of receipt of appeal to deal with the appeal.

10. STANDING AND SPECIAL COMMITTEES:

The Management Committee may appoint Committees as it thinks fit to deal with items of Association business in terms of their appointment.

GENERAL MEETINGS:

11. ANNUAL AND SPECIAL GENERAL MEETINGS:

- (a) An Annual General Meeting of the Association shall be held during February or as soon thereafter as practicable in each year as determined by the Management Committee, provided that the Notice of Meeting shall be given before the end of February. Any other General Meeting shall be deemed to be a Special General Meeting.
- (b) The Annual Meeting shall as ordinary business receive and consider the Annual Report and duly audited accounts of the Association for the preceding calendar year, elect a Management Committee, which shall comprise one nominee of each Member whose individual contribution exceeds 30 per cent of the total contributions together with the Chief Executive Officer of one other Member to represent all other Members and an Auditor.

12. CONVENING OF GENERAL MEETING:

- (a) Subject to these Rules at least seven clear days notice of the Annual General Meeting shall be given to Members and Associate Members specifying the place the day and the hour of the meeting and the nature of any special business to be transacted.
- (b) Notice of Meeting shall be served either personally or by letter or telegram to the address appearing on the Register.

- (c) The accidental omission to give Notice of the Meeting to or non-receipt of Notice of Meeting by any Member shall not invalidate the proceedings at any Meeting.
- (d) A Special General Meeting of the Association may be convened by the Management Committee at any time and shall be convened by the Executive Officer upon a request signed by not less than five Members of the Association. Any request so made shall state the business for which such a Meeting is required. If the Executive Officer does not convene a Special General Meeting of Members to be held within seven days from the time of receipt of the request by him, the requisitionists or any Member thereof may convene a Special General Meeting following a clear working day's notice to the Executive Officer and other requisitionists of intention to do so.

13. PROXIES AT GENERAL MEETINGS:

- (a) Any person entitled to be present and vote at a General Meeting may by writing under his hand or by telegram appoint any other person as his proxy to act or vote for him at any Meeting at which the appointer may not be present.
- (b) The instrument appointing any such proxy shall be deposited at the office of the Association before the opening time fixed for any Meeting at which such proxy is desired to be used.

14. PROCEDURE AT GENERAL MEETING:

- (a) The following shall be entitled to attend and vote at all General Meetings of the Association namely one duly appointed representative of each Member. Duly appointed representatives of Associate Members may attend General Meetings but shall have no vote. Save as provided in Rule 3 (c) (iii) a Member Association shall not be entitled to representation at a General Meeting.
- (b) No business shall be transacted at any Meeting unless a quorum is present at the time when the Meeting proceeds to business except as hereinafter provided. The personal attendance of five persons qualified to vote shall constitute a quorum.
- (c) If within half an hour of the time appointed for the Meeting a quorum is not present, the Meeting, if convened upon a requisition of Members, shall lapse. In any other case it shall stand adjourned to the same day in the next week, at the same time and place, and if at the adjourned Meeting a quorum is not present within a quarter of an hour from the time appointed for the Meeting the persons present shall form a quorum.

- (d) The Chairman of the Management Committee or in his absence another Member thereof shall preside at all Annual and Special General Meetings of the Association. If at any such meeting neither the Chairman nor any member of the Management Committee is present within fifteen minutes after the time appointed for the holding of the meeting the persons present shall choose some one of their number to be Chairman.
 - (e) At any General Meeting a resolution put to the vote of the Meeting shall be decided on a show of hands unless a poll is, before or on the declaration of the result of the show of hands, demanded by any person present and entitled to vote. When a poll is demanded it shall be taken at once and in such manner as the Chairman of the Meeting directs.
 - (f) On a show of hands all present in person and competent to vote shall have one vote.
 - (g) On a poll additional votes may be exercised by the duly appointed representative of each Member as follows :-
 - (i) A Member whose contribution is five per cent of the total contribution or less - one vote.
 - (ii) A Member whose contributions exceed five per cent but do not exceed ten per cent of the total contributions - two votes.
 - (iii) A Member whose contributions exceed ten percent but do not exceed thirty percent of the total contributions - three votes.
 - (iv) A Member whose contributions exceed thirty per cent of the total contributions - six votes.
- For the purpose of this Rule the basis for percentages shall be contributions payable by Members for the fiscal year immediately preceding the Annual Meeting.
- (h) After the Chairman shall have declared the Meeting closed and shall have left the Chair, no business or questions shall be brought forward or discussed.
 - (i) The proceedings at General Meetings shall be recorded in a Minute Book to be kept for that purpose.
 - (j) Prior to the commencement of any Meeting the Executive Officer shall record in a register provided for the purpose the name and status of every person present at such Meeting, and shall also record in such register any proxies held by any such person.

MANAGEMENT COMMITTEE AND OFFICERS OF THE ASSOCIATION:

15. POWERS OF THE MANAGEMENT COMMITTEE:

Subject to the directions of any general meeting of the Association the control of the affairs and property of the Association shall be the responsibility of the Management Committee who shall have power to co-opt other Members, to appoint Committees and to co-ordinate the activities as necessary to further the interests of the Association.

16. TRUSTEE:

All property of the Association shall be vested in and held in trust for the Association by the company W.A.F.P. Pty. Ltd. On behalf of the Association the Trustee shall have power to receive, hold and dispose of land to invest money and generally to act in relation to the properties of the Association in accordance with the directions of the Association conveyed to it by resolutions of the Association or of its Management Committee. W.A.F.P. Pty. Ltd. shall likewise be responsible for the investment and management of the superannuation fund established by the Association for its employees.

17. OFFICERS OF THE ASSOCIATION:

- (a) The Management Committee shall appoint an Executive Officer of the Association and shall determine the salary and conditions attaching to the position, any may enter into an agreement with the Executive Officer or an applicant for the position, covering such appointment, duties, salary and conditions. The Executive Officer shall be responsible for the general administration of the affairs of the Association.
- (b) The Management Committee may appoint any person to be Acting Executive Officer or Deputy Executive Officer, either as a standing appointment to take effect in the absence of the Executive Officer under conditions as may be laid down by the Management Committee, or as a temporary appointment when conditions arise, which, in the opinion of the Management Committee, justify such an appointment. Any such appointment as Acting or Deputy Executive Officer may be subject to any limitation of authority considered desirable by the Management Committee.

- (c) In addition the Management Committee may appoint or promote such other Officers of the Association as are deemed necessary for the carrying out of the objects of the Association subject to consideration of a recommendation from the Executive Officer or person acting in that capacity with regard to such appointment or promotion.
- (d) The Executive Officer shall be known as the Manager and any person appointed as Acting Executive Officer shall be known as the Acting Manager or Deputy Manager and within these Rules where reference is made to the Executive Officer it shall be deemed to refer to the Manager or to the Acting or Deputy Manager as the case may be.

FINANCE, ACCOUNTS AND AUDITOR:

18. PAYMENT BY MEMBERS:

- (a) Contributions shall be levied on each Member or Associate Member or Member Association as follows :-
 - (i) Prior to the 31st December in each year the Management Committee shall cause to be prepared a budget of anticipated expenditure for the ensuing calendar year, and the amount required to finance such expenditure shall be contributed by the Members in the proportions which their own respective volume of trading within the major categories of Industry activity, namely production and local trade, bear to the total volume of trading of all Members collectively in each category during the preceding financial year or as otherwise determined and varied by the Management Committee. Contributions shall be paid by equal quarterly payments due respectively on the last days of the months of March, June, September and December.
 - (ii) Associate Members shall contribute an annual sum on a scale as determined and varied by the Management Committee from time to time.
 - (iii) Member Associations shall contribute an annual sum on a scale as determined and varied by the Management Committee from time to time.
- (b) Any contribution levied shall be payable within 30 days of rendering an account and shall be regarded as in arrears if not paid within this period.

- (c) Each Member shall maintain a deposit with the Association, on a scale as determined or varied by the Management Committee from time to time, as a bond for due observance of the Rules. Such deposit shall be held in trust, subject to Rule 6 (d) and shall not form part of the assets or property of the Association.
- (d) The financial liability of Members, beyond maintenance of deposit and other than for any breach of the Rules, shall be limited to contributions duly levied as above.
- (e) All monies due by any Member to the Association shall be paid to the Executive Officer or such other person as the Management Committee may direct and shall be forthwith banked in the Association's General Account, except that Member's deposits shall be placed in a special trust account as determined by the Management Committee.
- (f) All contributions, dues, fines or other monies payable by any Member or Associate Member in accordance with these Rules shall be a debt due and payable by such Member or Associate Member to the Executive Officer on behalf of the Association, and if not paid may be recovered from such Member or Associate Member by action brought in the name of the Executive Officer and production of a copy of an account rendered by the Executive Officer in accordance with Rule 18 (b) shall as against the Member be prima facie evidence of the liability of such Member to pay the amount therein stated.

19. EXPENDITURE:

- (a) No payment shall be made from the Association's General Account unless authorised by the Management Committee.
- (b) Cheques drawn on the Association's General Account shall be signed by any two Members of the Management Committee and/or Officers of the Association as the Management Committee may direct.

20. ACCOUNTS:

- (a) The Management Committee shall cause proper accounts to be kept with respect to all sums of money received and expended by the Association and the matter in connection with which the receipt and expenditure takes place and with respect to assets and liabilities of the Association.

- (b) The Cash Book of the Association in use at the time of adoption of these Rules shall be carried forward as a record of payments received from Members and of transfer in bulk of such payments to the ordinary set of accounts of the Association. This Cash Book and any ledger account setting out contributions due and paid by the Association Members shall be open for inspection by the Auditor and by any other person or persons specially authorised by the Management Committee.

21. AUDITOR:

An Auditor shall be appointed for the ensuing twelve months and his fee determined at the Annual General Meeting of the Association provided no Member of the incoming Management Committee shall be eligible for appointment as Auditor. A duly audited Statement of Accounts, covering the period from the date of the last Statement of Accounts, up to the end of the calendar year, and a Balance Sheet as at the later date, shall be prepared and presented together with Auditor's Report, to the Annual General Meeting.

22. GENERAL RECORDS:

The Executive Officer shall be responsible for keeping or causing to be kept an adequate set of records to cover activities of the Association, and without limiting his responsibility in this connection he shall maintain or cause to be maintained :-

- (a) A Register of Members in accordance with Rule 7.
- (b) A Meetings Register recording date and time, method of convening, purpose, attendance and apologies and such other information as may be determined by the Management Committee with respect to all Meetings of the Association, the Management Committee, and any Committees or group called together for any purpose.
- (c) Minutes and/or notes of all Meetings of the Association and its Committees.
- (d) A Register of Files in book or card index form, of every file, folder or collection of documents forming part of the records of the Association showing the general subject matter and such other details as may be required from time to time by the Management Committee.

23. RECORDS OPEN TO MEMBERS:

The following records shall be open to inspection by any Member or his authorised representative at any reasonable time :-

- (a) The Minute Book covering General and Special Meetings of the Association.
- (b) The Register of Members.
- (c) The Books of Account excluding those showing contributions by individual Members.
- (d) The Meetings Register.

24. BOOKS OPEN TO COMMITTEES AND SUB-COMMITTEES:

Members of Committees in their capacity as such shall have access to Minutes of Meetings of the particular Committee only, together with such correspondence or files as may be tabled in the discretion of the Executive Officer or by direction of the Management Committee, subject to observance of Rule 25 (e).

25. SECRECY AND CONFIDENTIAL NATURE OF DOCUMENTS AND RECORDS:

- (a) The confidential nature of all correspondence or other communication from Members or others shall be maintained by Officers of the Association and by the Management Committee and Committees to whom any communication is made available in the course of carrying out the business of the Association.
- (b) Any communication from Members marked or indicated as "Confidential Executive Officer Only" shall be opened and dealt with by the Executive Officer only, or, in his absence, by a person appointed by the Management Committee as Acting or Deputy Executive Officer. Such communications shall be filed in a special folder or group of folders marked with the Member's name, and as specially confidential.
- (c) Any communication from a non-Member which, in the opinion of the Management Committee for the time being and the Executive Officer should be treated as specially confidential shall be filed in a special folder with other similar correspondence, marked in an appropriate manner according to classification and as specially confidential.
- (d) Other files may be classified as Specially Confidential by the Executive Officer where the subject matter covers information of a confidential nature arising from communications under the two sub-sections immediately preceding.

- (e) Any file under sub-Section (b) above shall be open to the Member concerned and the Executive Officer or person acting in that capacity only, and shall not be produced to any other person under any circumstances without the approval of the Member concerned, provided that this shall not prevent dissemination of information legitimately available from other sources or which is common knowledge.
- (f) Any file assembled under sub-Sections (c) and (d) above shall be open to the Management Committee and the Executive Officer or person acting in that capacity only, provided that any specific file shall be produced to any person named by resolution of the Management Committee to examine such file.
- (g) Save as aforesaid all files and records shall be open to the Management Committee.

RULES:

26.

OBSERVANCE OF RULES:

- (a) Every Member and Associate Member shall at all times to the best of its ability further the objects, interests, and influence of the Association and shall at all times observe and conform with the Rules of the Association.
- (b) For the purpose of checking the observance of these Rules and for any other purpose connected with the conduct of the Association, the Executive Officer shall have full and complete authority to make any enquiries and seek such information as he may think fit from Members or Associate Members. Should the Executive Officer be not satisfied with co-operation given in enquiries, or on information given or withheld, he shall report the circumstances to the Management Committee.
- (c) Should the Management Committee consider information sought to be proper and relevant to enquiries being made, subsequent refusal of the Member or Associate Member concerned to disclose relevant information shall be deemed a breach of these Rules.

27.

PROTECTION OF MANAGEMENT COMMITTEE AND OFFICERS OF THE ASSOCIATION:

No matter or thing done by any Member of the Management Committee, by a Trustee, or by any officer or other person appointed or employed by the Association, if done bona fide, in the exercise of his powers or in the performance of his duties under the Constitution of the Association, shall subject such Member of the Management Committee, officer, or other person, to any personal liability in respect thereof, and it shall be the duty of the Management Committee, out of the funds of the Association, to pay and satisfy all costs, losses, expenses and liabilities so incurred in the course of the business of the Association.

28. ALTERATIONS TO RULES:

These Rules may be amended, altered, varied, modified, deleted or added to at any General Meeting of the Association, duly convened and held, provided that notice in writing of the proposed amendments shall have been sent to all Members at least 21 days prior to such Meeting, and provided that no Rule shall be amended, altered, varied, modified, deleted or added to except by a two-thirds majority of the persons present and entitled to vote.

29. WINDING UP:

The Association may be wound up by a Resolution carried by a two-thirds majority of the persons present and entitled to vote at a General Meeting specifically called for the purpose, of which 21 days' notice in writing, setting forth in detail the objects of the Meeting, shall have been given to all Members. The funds and assets of the Association shall, subject to the payment of all just debts or liabilities, be divided amongst the financial Members proportionate to the amount of the contributions, for the period of three years immediately prior to the winding up. At the General Meeting at which a resolution for winding up the Association is duly carried a liquidator may be appointed and his remuneration fixed.

30. INTERPRETATION:

- (a) In these Rules, unless there be something in the subject or context inconsistent herewith

Words importing persons shall include firms, companies and corporations.

"Organisation" shall include firms, companies corporations and trade associations.

Words importing the singular number shall include the plural number and vice-versa.

Principal or Executive Officer of a Member shall mean any person named as such from time to time by the Member in writing to the Executive Officer.

"File" shall mean any file, folder or collection of documents forming part of the records of the Association.

- (b) Should any other question of interpretation arise it shall be determined by a ruling of the Management Committee for the time being, except that the Chairman at any General Meeting shall, in his interpretation of the Rules, be responsible while the Meeting continues to the Meeting itself.

- (c) Any notice required to be given to any Member or Associate Member shall be sent by ordinary pre-paid letter post addressed to or delivered at its registered address and if sent by letter post shall be deemed to have been received by such Member on the day following the day on which it was posted.

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To Mr L F Hammond
C/- Forests Dept
54 Barrack St
With Compliments from Perth
WA
6000.

FOREST PRODUCTS
ASSOCIATION (W.A.)

TEL. 322 2088
P.O. Box 254,
West Perth. 6005

103 COLIN STREET,
WEST PERTH, W.A.
Telegrams:
"Timas", Perth

PERTH
WESTERN AUSTRALIA