



australianhand
therapyassociation^{inc.}

OWN RULES

Effective 21st November 2019

Approved by the
Queensland Office of Fair Trading on
21st November 2019

Office of AHTA Qld
Norman Joseph Hoare of Morris & Batzloff
Chartered Accountants
Unit 1, 141 Logan Road, Woolloongabba, Queensland 4102

AHTA CORRESPONDENCE

Executive Support Manager
PO Box 5111, WEST BUSSELTON WA 6280
Ph: 08 9755 0416 E-mail: info@ahta.com.au
Web site: www.ahta.com.au

ASSOCIATIONS INCORPORATION REGULATION 1982

OWN RULES

NAME

1. The name of the incorporated Association is the Australian Hand Therapy Association Inc. (in these rules called "the Association")

OBJECTS

2. The objects of the Association are -
 - (1) To maintain and promote high standards of Hand Therapy practice in Australia.
 - (2) To promote and provide ongoing professional education by way of:
 - (a) An annual national conference
 - (b) Divisional Hand Therapy interest group meetings
 - (c) Seminars and practical workshops
 - (d) Distribution of quarterly newsletter
 - (e) Provision of resource library
 - (f) Access to international Hand Therapy meetings and surgeons' conferences.
 - (3) To establish and maintain criteria for membership which recognise occupational therapists and physiotherapists with significant expertise in the management of hand and upper limb conditions.
 - (4) To be a national organisation encouraging representation from all 6 divisions comprising Queensland/Northern Territory, New South Wales/Australian Capital Territory, Victoria, Tasmania, South Australia and Western Australia.
 - (5) To encourage members to undertake research in aspects of Hand Therapy via the establishment of research grants.
 - (6) To maintain links between the Australian Hand Therapy Association and the Australian Hand Surgery Society.
 - (7) To maintain links between the Australian Hand Therapy Association and the Australian Physiotherapy Association and Occupational Therapy Australia.
 - (8) To maintain membership of the International Federation of Societies for Hand Therapy IFSHT and foster international communication with associated organisations and individuals.
 - (9) To promote formal recognition of the practise of Hand Therapy in Australia.

POWERS

3. (1) The Association has, in the exercise of its affairs, all the powers of an individual.
- (2) The Association may, for example -
 - (a) Enter into contracts; and
 - (b) Acquire, hold, deal with and dispose of property; and
 - (c) Make charges for services and facilities it supplies; and
 - (d) Do other things necessary or convenient to be done in carrying out its affairs.
- (3) The Association may also issue secured and unsecured notes, debentures and debenture stock for the Association.

CLASSES OF MEMBERSHIP

4. (1) the membership of the Association shall consist of the following classes:
 - (a) Accredited Hand Therapist (hereafter referred to as AHT)
 - (b) Associate
 - (c) Affiliate
 - (d) Newsletter Subscriber
 - (e) Honorary
 - (f) Life
- (2) The numbers in all classes of membership shall be unlimited.
- (3) Only AHT's shall be entitled to
 - (i) Use the words "AHTA Accredited Hand Therapist" in correspondence and printed material
 - (ii) (iv) Have Life Membership conferred on them.
- (4) Only Life Members and AHT's shall be entitled to
 - (i) Vote at meetings
 - (ii) Serve on the management committee
- (5) Honorary or Life Membership is an honour bestowed by the Association.
 - (a) Honorary membership may be granted to a person, nominated by another Life Member or AHT of the Association, who is of acknowledged eminence in some activity related to Hand Therapy or who, by reason of position, eminence or experience, has rendered outstanding service in promoting the growth and development of the Association, but is no longer an active member of the Association, or is not eligible for AHT or Associate membership status of the Association.

Nominations shall be considered and voted upon by the management committee.

Honorary Members shall:

- (i) Have no voting rights
 - (ii) Not be eligible to be elected to the management committee
 - (iii) Be entitled to use the words “Honorary Member AHTA” on correspondence and printed material.
- (b) Life Membership may be granted to an AHT of the Association in recognition of outstanding achievement in some activity relating to Hand Therapy, or outstanding service to the Association by way of bearing office, promoting the objects of the Association and making a significant contribution to its growth and development.
- A Life Member shall:
- (i) Remain a Life Member of the Association irrespective of their eligibility for AHT status
 - (ii) Not be required to pay membership fees
 - (iii) Be entitled to use the words “Life Member of the AHTA” on correspondence and printed material.

ELIGIBILITY FOR MEMBERSHIP

5. (a) An applicant for AHT status must:
- (i) Be a clinician or an educator; and
 - (ii) Be a practising, qualified Occupational Therapist or Physiotherapist and have state registration where applicable; and
 - (iii) Be proposed by the Credentialing Council as required by the By-Laws
 - (iv) be approved by the management committee
 - (v) Satisfy any additional requirements as specified in the AHTA By Laws
- (b) Occupational Therapists and Physiotherapists, who are members of hand therapy associations in countries which are IFSHT members may be accepted as an Associate of the AHTA
- (c) An applicant for Associate status must:
- (i) be a qualified Occupational Therapist or Physiotherapist and have national registration where applicable; and
 - (ii) satisfy any additional requirements as specified in the AHTA By Laws
- (d) An applicant for Affiliate status must:
- (i) be an individual, corporation or business with an interest in Hand Therapy; and
 - (ii) satisfy any additional requirements as specified in the AHTA By Laws
- (e) A Newsletter Subscriber shall be any individual, organisation or business that pays an annual subscription, as determined by the management committee, for the specific purpose of receiving all editions of the AHTA Newsletter for as long as such subscription is current. A Newsletter Subscriber shall be entitled to no other benefits.

MEMBERSHIP FEES

6. (1) The annual fees for each class of membership, will be such sums as specified in the AHTA By-Laws and will be as the management committee may from time to time determine and will not be required to be decided by members at a general meeting.
- (2) The membership fees for each class of membership will be payable at such time and in such manner as the management committee may from time to time determine.

MEMBERSHIP OBLIGATIONS

7. To maintain annual membership, members shall be required to comply with the continuing membership obligations criteria as specified in the By-Laws of the Association and AHPRA registration requirements where applicable.

ADMISSION AND REJECTION OF MEMBERS

8. (1) After the receipt of an AHT application and the non-refundable application fee, such application shall be considered by the Credentialing Council as appropriate, who shall thereupon recommend the admission or rejection of the applicant to the Management Committee who shall determine the outcome of the application.
- (2) Upon acceptance as an AHT, a Certificate of Attainment of the AHT Credential will be issued indicating the year in which the credential commenced and the date of renewal. This certificate remains the property of the Association.
- (3) After the receipt of a nomination for Life Membership, such nomination shall be considered by the Management Committee who shall thereupon approve the admission or rejection of the Life Member.
- (4) After the receipt of an application for all other classes of membership (excepting AHT, Life and Honorary Membership) and the non-refundable application fee (where applicable), such application shall be considered by a nominated staff member of the AHTA, who shall thereupon approve the admission or rejection of the Member.
- (5) The association shall, as soon as practicable after the acceptance or rejection of an application, give the applicant a written notice of the decision.
- (6) Application fees (where applicable) will not be refunded, irrespective of the outcome of applications or appeals.

TERMINATION OF MEMBERSHIP

9. (1) A member may resign from the Association at any time by giving notice in writing to the Executive Support Manager and relinquishing (where applicable) their membership certificate, AHT credential and associated logos, branding and nomenclature
- (2) Such resignation shall take effect at the time such notice is received by the association unless a

later date is specified in the notice when it shall take effect on that later date.

- (3) The management committee may terminate a membership if the member:
 - (a) Is convicted of an indictable offence; or
 - (b) Fails to comply with any of the provisions of these rules; or
 - (c) Has membership fees in arrears for at least 2 months; or
 - (d) Conducts himself or herself in a manner considered to be injurious or prejudicial to the character or interests of the Association.

APPEAL AGAINST REJECTION OR TERMINATION OF MEMBERSHIP

10. (1) A person whose application for membership has been rejected or whose membership has been terminated may give the Secretary written notice of the person's intention to appeal against the decision.
- (2) A notice of intention to appeal must be given to the Secretary within one month after the person received written notice of the decision.
- (3) If the Secretary receives a notice of intention to appeal, the Secretary must, within 2 months after the day of receipt, call a meeting of the Management Committee to decide the appeal.
- (4) At the meeting, the applicant must be given full and fair opportunity to show why the application should not be rejected or the membership should not be terminated.
- (5) Also, the management committee who rejected the application or terminated the membership must be given an opportunity to show why the application should be rejected or the membership should be terminated.
- (6) An appeal must be decided by a vote of the members present at the meeting.

REGISTER OF MEMBERS

11. (1) The management committee must keep a register of members.
- (2) The register of members must include the following for each member:
 - (a) The full name and residential address of the member;
 - (b) The date of admission as a member;
 - (c) The date of death or resignation of the member;
 - (d) Any other particulars the management committee or the members at a general meeting may decide.
- (3) The register shall be open for inspection at all reasonable times.
- (4) However, before a member may inspect the register, the member must apply to the secretary to inspect it.

SECRETARY

12. (1) If a vacancy happens in the office of Secretary, the members of the Management Committee must ensure a secretary is appointed or elected for the Association within 1 month after the vacancy happens.
- (2) The Secretary must be an individual residing in Queensland, or in another State but not more than 65km from the Queensland border who is -
- (a) An AHT or Life Member of the Association elected by the Association as Secretary; or
 - (b) Any of the following persons appointed by the management committee;
 - (i) a member of the Association's management committee;
 - (ii) a member of the Association;
 - (iii) another person.
- (3) The Management Committee may appoint and remove the Association's Secretary at any time.

MEMBERSHIP OF MANAGEMENT COMMITTEE

13. (1) The Management Committee of the Association must comprise of financial AHT's or Life Members, which shall include, but not be limited to, the Presidency (President Elect, President and Immediate Past President), Treasurer and Secretary.
- (2) (a) Members of the management committee, other than the presidency will:
 - (i) Be elected for a two-year term, to a maximum of three terms or six years, with elections being every two years
 - (ii) Be an AHT or Life Member
- (b) The Presidency will:
 - (i) Be elected for a Six-year term, with elections being every two years for the president elect position, continuing as president in the two subsequent years and immediate past president for two years thereafter.
 - (ii) Be an AHT or Life Member
- (3) (a) At an annual general meeting of the Association, members of the management committee completing their 2-year term, must retire from office, they are eligible, on nomination, for re-election.
- (b) The two-year term for management committee shall commence 1 month following the AGM at which the members are elected.
- (4) The election of officers and other members of the management committee shall take place in the following manner -
- (a) Any two AHT or Life Member of the Association may nominate another AHT or Life Member (the "**candidate**") to serve as a member of the management committee;
 - (b) The nomination must be:
 - (i) In writing; and
 - (ii) Signed by the candidate and the members who nominated him or her; and
 - (iii) Be given to the secretary at least 14 days before the annual general meeting

- at which the election is to be held;
- (5) A list of the candidates' names in alphabetical order, with the names of the members who nominated each candidate, must be provided to members and if possible posted in a conspicuous place in the office or usual place of meeting of the Association for at least 7 days immediately preceding the annual general meeting.
 - (6) If required by the management committee, balloting lists must be prepared containing the names of the candidates in alphabetical order.
 - (7) Each AHT or Life Member present at the annual general meeting, either in person or by proxy, may vote for any number of candidates not more than the number of vacancies;
 - (8) if, at the start of the meeting, there are not enough candidates nominated, nominations may be taken from the floor of the meeting.

RESIGNATION OR REMOVAL FROM OFFICE OF MEMBER OF MANAGEMENT COMMITTEE

14. (1) A management committee member may resign from the management committee at any time by giving notice in writing to the secretary.
- (2) The resignation takes effect on:
 - (a) the day and the time the notice is received by the secretary; or
 - (b) if a later day is stated in the notice – the later day.
- (3) A member may be removed from office at a general meeting of the Association, if a majority of the voting members present at the meeting vote in favour of removing the member.
- (4) Before a vote of members is taken about removing the member from office, the removal of the member must be included as an item on the meeting Agenda. The member must be advised in writing prior to the meeting and be given a full and fair opportunity to show cause why he or she should not be removed from office.
- (5) A member has no right of appeal against the member's removal from office under this section.

VACANCIES ON MANAGEMENT COMMITTEE

15. (1) If a casual vacancy happens on the management committee, the continuing members of the committee may appoint another AHT or Life Member of the Association to fill the vacancy until the next annual general meeting.
- (2) The continuing members of the management committee may act despite a casual vacancy on the management committee.
- (3) However, if the number of committee members is less than the number fixed under these rules as a quorum of the management committee, the continuing members may act only to:
 - (a) Increase the number of management committee members to the number required for a quorum; or

- (b) Call a general meeting of the Association.

FUNCTIONS OF THE MANAGEMENT COMMITTEE

- 16. (1) Subject to these rules or a resolution of the Associations voting members carried at a general meeting, the management committee has -
 - (a) The general control and management of the administration of the affairs, property and funds of the Association; and
 - (b) Authority to interpret the meaning of these rules and any matter relating to the Association on which the rules are silent.
- (2) The management committee may exercise the powers of the Association -
 - (a) To borrow or raise or secure the payment of amounts in a way the Associations voting members decide; and
 - (b) To secure the amounts mentioned in paragraph (a) or the payment or performance of any debt, liability, contract, guarantee or other engagement incurred or to be entered into by the Association in any way, including by the issue of debentures (perpetual or otherwise) charged upon the whole or part of the Association's property, both present and future; and
 - (c) To purchase, redeem or pay off any securities issued; and
 - (d) To borrow amounts from members and pay interest on the amounts borrowed; and
 - (e) To mortgage or charge the whole or part of its property; and
 - (f) To issue debentures and other securities, whether outright or as security for any debt, liability or obligation of the Association; and
 - (g) To provide and pay off any securities issued; and
 - (h) To invest in a way the voting members of the Association may from time to time decide.
- (3) For sub-section (2)(d), the rate of interest must not be more than the current rate charged for overdrawn accounts for money lent (regardless of the term of the loan) by-
 - (a) The financial institution for the Association; or
 - (b) If there is more than 1 financial institution for the Association - the financial institution nominated by the Association.
- (4) Duties and obligations of members of the management committee are to be as specified in the by-laws of the Association.

MEETINGS OF MANAGEMENT COMMITTEE

- 17. (1) Subject to subsections (2) to (16), the management committee may meet and conduct its proceedings, as it considers appropriate.
- (2) The management committee must meet at least once every 4 months to exercise its functions.
- (3) The management committee must decide how a meeting is to be called.

- (4) Notice of a meeting is to be given in the way decided by the management committee.
- (5) If the secretary receives a written request by at least one third of the management committee members, the secretary must call a special meeting of the committee.
- (6) A request for a special meeting must state:
 - (a) why the special meeting is called; and
 - (b) the business to be conducted at the meeting.
- (7) At a management committee meeting, more than 50% of the members elected or appointed to the committee as at the close of the last general meeting of the members form a quorum.
- (8) A question arising at a committee meeting is to be decided by a majority vote of committee members present at the meeting and, if the votes are equal, the question is decided in the negative.
- (9) A management committee member must not vote on a question about a contract or proposed contract with the Association if the member has an interest in the contract or proposed contract, and if the member does vote the member's vote must not be counted.
- (10) The secretary must give each management committee member at least 14 days' notice of a special meeting of the committee.
- (11) A notice of a special meeting must state:
 - (a) the day, time and place of the meeting; and
 - (b) the business to be conducted at the meeting.
- (12) The President or, if there is no President or if the President is not present within 10 minutes after the time fixed for a management committee meeting, the President Elect is to preside as chairperson at the meeting.
- (13) If the President and the President Elect are absent from a management committee meeting, the members may choose 1 of their number to preside as chairperson at the meeting.
- (14) If a quorum is not present within 30 minutes from the time fixed for a management committee meeting called on the request of committee members, the meeting lapses.
- (15) If a quorum is not present within 30 minutes after the time fixed for a management committee meeting called other than on the request of committee members, the meeting is to be adjourned to:
 - (a) the same day, time and place in the next week; or
 - (b) a day, time and place decided by the committee.
- (16) If, at an adjourned meeting mentioned in subsection (15), a quorum is not present with 30 minutes after the time fixed for the meeting, the meeting lapses.

DELEGATION OF POWERS OF MANAGEMENT COMMITTEE

18. (1) The management committee may delegate the whole or part of its powers to a subcommittee consisting of the Association members considered appropriate by the committee.
- (2) A subcommittee may only exercise delegated powers in the way the management committee decides.
- (3) A subcommittee may elect a chairperson of its meetings.
- (4) If a chairperson is not elected, or if the chairperson is not present within 10 minutes after the time fixed for a meeting, the members present may choose 1 of their number to be chairperson of the meeting.
- (5) A subcommittee may meet and adjourn, as it considers appropriate.
- (6) A question arising at a subcommittee meeting is to be decided by a majority vote of members present at the meeting and, if the votes are equal, the question is decided in the negative.

ACTS NOT AFFECTED BY DEFECTS OR DISQUALIFICATIONS

19. (1) An act done by the management committee, a subcommittee or a person acting as a member of the management committee is taken to have been validly performed.
- (2) Subsection (1) applies even if the act was performed when:
- (a) There was a defect in the appointment of a member of the management committee, subcommittee or person acting as a member of the management committee; or
- (b) A management committee member, subcommittee member or person acting as a member of the management committee was disqualified from being a member.

RESOLUTIONS OF MANAGEMENT COMMITTEE WITHOUT MEETING

20. (1) A written resolution signed by each member of the management committee for the time being entitled to receive notice of a committee meeting is as valid and effectual as if it had been passed at a committee meeting that was properly called and held.
- (2) A resolution mentioned in subsection (1) may consist of several documents in like form, each signed by 1 or more members of the committee.

ANNUAL GENERAL MEETINGS

21. An annual general meeting must be held -
- (a) At least once each year; and
- (b) Within 6 months after the end of the Association's previous financial year.

BUSINESS TO BE TRANSACTED AT ANNUAL GENERAL MEETING

22. (1) The following business must be transacted at each annual general meeting -
- (a) The receiving of the statement of income and expenditure, assets and liabilities and of mortgages, charges and securities affecting the property of the Association for the last financial year;
 - (b) The receiving of the auditor's report on the financial affairs of the Association for the last financial year;
 - (c) The presenting of the audited statement to the meeting for adoption;
 - (d) The appointment of an auditor;
 - (e) Other appointments and reports as specified in the by-laws of the Association.
- (2) Members of the Management Committee must be elected at an annual general meeting. A new President Elect must also be elected at an Annual General Meeting.

SPECIAL GENERAL MEETING

23. (1) The secretary may only call a special general meeting by giving each member notice of the meeting within 14 days after-
- (a) Being directed to call the meeting by the management committee; or
 - (b) Being given a written request signed by-
 - (i) At least one third of the members of the Association presently on the management committee; or
 - (ii) At least the number of voting members of the Association equal to double the number of members of the Association presently on the management committee plus 1; or
 - (c) Being given a written notice of an intention to appeal against the decision of the management committee-
 - (i) To reject an application for membership; or
 - (ii) To terminate a person's membership.
- (2) A request mentioned in subsection (1)(b) must state-
- (a) Why the special general meeting is being called; and
 - (b) The business to be conducted at the meeting.

NOTICE OF GENERAL MEETING

24. (1) The secretary may call a general meeting of the association.
- (2) The secretary must give at least 14 days' notice of the meeting to each association member.
- (3) The management committee may decide the way in which the notice must be given.
- (4) However, notice of the following meetings must be given in writing—
- (a) A meeting called to hear and decide the appeal of a member against the rejection or

- termination of the member's membership by the management committee;
- (b) A meeting called to hear and decide a proposed special resolution of the association.
- (5) A notice of a general meeting must state the business to be conducted at the meeting.

QUORUM FOR, AND ADJOURNMENT OF, GENERAL MEETING

25. (1) Subject to subsection (5), at a general meeting the number of voting members equal to double the number of Members of the association presently on the management committee plus 1 form a quorum.
- (2) No business may be conducted at a general meeting unless a quorum of voting members is present when the meeting proceeds to business.
- (3) If a quorum is not present within 30 minutes after the time fixed for a general meeting called on the request of members of the management committee or the association, the meeting lapses.
- (4) If a quorum is not present within 30 minutes after the time fixed for a general meeting called other than on the request of members of the management committee or the association, the meeting is to be adjourned to—
- (a) The same day, time and place in the next week; or
- (b) A day, time and place decided by the management committee.
- (5) If, at an adjourned meeting, a quorum under subsection (1) is not present within 30 minutes after the time fixed for the meeting, the voting members present form a quorum.
- (6) The chairperson may, with the consent of any meeting at which a quorum is present, and must if directed by the meeting, adjourn the meeting from time to time and from place to place.
- (7) If a meeting is adjourned under subsection (6), only the business left unfinished at the meeting from which the adjournment took place may be conducted at the adjourned meeting.
- (8) If a meeting is adjourned for at least 30 days, notice of the adjourned meeting must be given in the same way notice is given for an original meeting.
- (9) The secretary is not required to give the members notice of an adjournment or of the business to be conducted at an adjourned meeting unless a meeting is adjourned for at least 30 days.
- (10) In this rule—
- “voting member” includes a person attending as a proxy.

PROCEDURE AT GENERAL MEETING

26. (1) Subject to these rules, at each general meeting -
- (a) The president or, if there is no president or if the president is not present within 15 minutes after the time fixed for the meeting or is unwilling to act, the president elect is to preside as chairperson; and
- (b) If the president elect is absent or is unwilling to act as chairperson, the members present must elect 1 of their number to be chairperson of the meeting; and

- (c) The chairperson must conduct the meeting in a proper and orderly way; and
- (d) Each question, matter or resolution shall be decided by a majority of votes of Members present; and
- (e) Each member present and entitled to vote is entitled to 1 vote only and, if the votes are equal, the chairperson has a casting vote as well as a primary vote; and
- (f) A voting member is not entitled to vote at a general meeting if the member's annual subscription is in arrears at the date of the meeting; and
- (g) Voting shall be by show of hands or a division of voting members, unless at least one fifth of the voting members present demand a secret ballot; and
- (h) If a secret ballot is held, the chairperson must appoint 2 voting members to conduct the secret ballot in the way the chairperson decides; and
- (i) The result of a secret ballot as declared by the chairperson is taken to be a resolution of the meeting at which the ballot was held; and
- (j) A member may vote in person or by proxy or by attorney and-
 - (i) On a show of hands, each person present who is a voting member or a representative of a voting member has 1 vote; and
 - (ii) In a secret ballot, each voting member present in person or by proxy or by attorney or other properly authorised representative has 1 vote; and
- (k) An instrument appointing a proxy must be in writing, and be signed by the appointer or of the appointer's attorney properly authorised in writing; and
- (l) A proxy may be a member of the Association or another person; and
- (m) The instrument appointing a proxy is taken to confer authority to demand or join in demanding a secret ballot; and
- (n) If someone wants to give a voting member an opportunity to vote for or against a resolution, the instrument appointing a proxy must be in the following or like -

ASSOCIATION:

I, _____ of _____, being a voting member of the above-mentioned Association, hereby appoint _____, of _____, as my proxy to vote for me on my behalf at the (annual) general meeting of the Association, to be held on the _____ day of _____, 20.. and at any adjournment of the meeting.

Signed this _____ day of _____, 20...

Signature.

Australian Hand Therapy Association Inc. Own Rules – 19 October 2019

This form is to be used *in favour of / *against the resolution.

*Strike out whichever is not wanted. (Unless otherwise instructed, the proxy may vote as the proxy considers appropriate); and

- (o) Each instrument appointing a proxy must be given to the secretary before the start of the meeting or adjourned meeting at which the person named in the instrument proposes to vote; and
 - (p) The secretary must ensure full and accurate minutes of all questions, matters, resolutions and other proceedings of each management committee meeting and general meeting to be entered in a book; and
 - (q) The secretary must ensure the minute book for each general meeting is open for inspection at all reasonable times by any financial member who previously applies to the secretary for the inspection.
- (2) To ensuring the accuracy of the minutes recorded under subsection (1)(p)-
- (a) The minutes of each management committee meeting must be signed by the chairperson of the meeting, or the chairperson of the next management committee meeting, verifying their accuracy; and
 - (b) The minutes of each general meeting must be signed by the chairperson of the meeting, or the chairperson of the next general meeting, verifying their accuracy; and
 - (c) The minutes of each annual general meeting must be signed by the chairperson of the meeting, or the chairperson of the next meeting of the Association that is, a general meeting, verifying their accuracy.

BY-LAWS

27. (1) The management committee may make, amend or repeal by-laws, not inconsistent with these rules, for the internal management of the Association.
- (2) A by-law may be set aside by a vote of voting members at a general meeting of the association.

ALTERATION OF RULES

28. (1) Subject to the *Associations Incorporation Act 1981*, these rules may be amended, repealed or added to by a special resolution carried at a general meeting.
- (2) However, an amendment, repeal or addition is valid only if it is registered by the chief executive.

COMMON SEAL

29. (1) The management committee must ensure the Association has a common seal.
- (2) The common seal must be-

- (a) Kept securely by the management committee (or nominated staff member); and
 - (b) Used only under the authority of the management committee.
- (3) Each instrument to which the seal is attached must be signed by a member of the management committee and countersigned by-
- (a) The secretary; or
 - (b) Another member of the management committee; or
 - (c) Someone appointed by the management committee.

FUNDS AND ACCOUNTS

30. (1) The funds of the Association must be kept in an account in the name of the Association in a financial institution in Queensland, decided by the management committee.
- (2) Records and accounts must be kept in the English language showing full and accurate particulars of the financial affairs of the Association.
- (3) All amounts must be deposited in the financial account as soon as practicable after receipt.
- (4) If an amount of \$100 or more is paid by cheque or by Direct Credit, the cheque must be signed by any 2 of the following-
- (a) The President;
 - (b) The secretary;
 - (c) The treasurer;
 - (d) Another AHT or Life Member, or staff member authorised by the management committee for the purpose.
- (5) Cheques, other than cheques for wages, allowances or petty cash, must be crossed "not negotiable".
- (6) A petty cash account must be kept on the imprest system, and the management committee must decide the amount of petty cash to be kept in the account.
- (7) All expenditure shall be approved or ratified at a management committee meeting.
- (8) The Treasurer must, as soon as practicable after the end of each financial year, ensure a statement containing the following particulars is prepared-
- (a) The income and expenditure for the financial year just ended; and
 - (b) The Association's assets and liabilities at the close of the financial year;
 - (c) The mortgages, charges and securities affecting the property of the Association at the close of the financial year.
- (9) The auditor must examine the statement prepared under subsection (8) and present a report about it to the secretary before the next annual general meeting following the financial year for which the audit was made.
- (10) The income and property of the Association must be used solely in promoting the Association's objects and exercising the Association's powers and no portion shall be paid or distributed

directly or indirectly to the members of the Association except-

- (a) As bona fide remuneration for services rendered or expenses incurred on behalf of the Association; or
- (b) As bona fide research grants or awards as specified in the by-laws and approved by the management committee or by members at a general meeting of the Association.

DOCUMENTS

- 31. The management committee must ensure the safe custody of books, documents, instruments of title and securities of the Association.

FINANCIAL YEAR

- 32. The financial year of the Association closes on the 30th June in each year.

DISTRIBUTION OF SURPLUS ASSETS TO ANOTHER ENTITY

- 33. (1) This section applies if the Association-
 - (a) Is wound-up under part 10 of the Act; and
 - (b) It has surplus assets.
- (2) The surplus assets must not be distributed among the Association members.
- (3) The surplus assets must be given to another entity-
 - (a) Having objects similar to the Association's objects; and
 - (b) The rules of which prohibit the distribution of the entity's income and assets to its members.

"Surplus assets" has the meaning given by section 92(3) of the Act.

DEFINITIONS

- 34. (1) **AHTA:** The Australian Hand Therapy Association Inc. – referred to in these rules as "the Association".
- (2) **AHT:** Accredited Hand Therapist
- (2) **ASHT:** American Society of Hand Therapists
- (3) **AHSS:** Australian Hand Surgery Society
- (4) **IFSHT:** International Federation of Societies for Hand Therapy
- (5) **IFSSH:** International Federation of Societies for Surgery of the Hand
- (6) **Hand Therapy:** The art and science of rehabilitation of the upper extremity. Hand Therapy has developed from the professions of Physiotherapy and Occupational Therapy and requires comprehensive knowledge of the upper extremity and special skills in assessment and treatment. The aim of Hand Therapy is to prevent dysfunction, restore function, or reverse the advancement of pathology in the upper limb.

Australian Hand Therapy Association Inc. Own Rules – 19 October 2019

- (7) **Hand & upper limb conditions:** Disease, trauma or congenital deformity affecting the upper extremity, including biomechanical dysfunction secondary to a central nervous system disorder.
- (8) **Continuing membership obligations:** Those obligations as set from time to time by the Management Committee, with which AHT Members must comply in order to maintain Membership of the Association.
- (9) **AGM:** Annual General Meeting.
- (10) **Management Committee:** The committee elected at an AGM to conduct the affairs of the Association for a term of two years.
- (11) **Honoured member:** An honour conferred upon a member by the Management Committee, being either Honorary membership or Life membership.
- (12) **Associate:** A Physiotherapist or Occupational Therapist with an interest in Hand Therapy but who is not eligible for, or chooses not to apply for, AHT Member status.
- (13) **Affiliate:** A person, corporation or other entity, not eligible for Member or Associate status of the Association, but with an interest in Hand Therapy, for whatever reason.
- (14) **Division:** An Australian State or combination of States or State and Territory
- (16) **Divisional Representative:** A member or members appointed to represent the division in which he or she resides.
- (17) **Practitioner:** A Registered Physiotherapist or Occupational Therapist
- (18) **Voting member:** An Accredited Hand Therapist (AHT) or Life Member who is eligible to vote at Association meetings