



*The Institution of Railway Signal  
Engineers  
Australasian Section Inc.*

# **Rules of the Institution of Railway Signal Engineers Australasian Section Inc**

As amended at Annual General Meeting 16 March 2018

IRSE Secretary  
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**Rules of The Institution of Railway Signal Engineers**  
**Australasian Section Inc**

Incorporated Association No. A0019465H (Victoria)

As amended at Annual General Meeting 16 March 2018

**Name.**

1. (1) The Name of the Association shall be "The Institution of Railway Signal Engineers, Australasian Section Inc", hereunder referred to as the "Association".

**Objectives.**

1. (2) The Objectives for which the Association is established are:-
  - a) To foster the interests and objects of "The Institution of Railway Signal Engineers Inc." (hereafter called "the Institution") in Australasia.
  - (b) To encourage and promote Meetings between the Australasian Members of "the Institution" for the purpose of discussion, reading papers or otherwise carrying into effect the objects of "the Institution".
  - (c) To arrange visits by Members to other Railway Organisations or Works of interest.
  - (d) To promote and encourage any other form of activity for the advancement of the Science and practice of Railway Signalling and/or Communications.

**Office.**

1. (3) The Office of the "Association" shall be determined by the Committee.

**Interpretation.**

2. (1) In these Rules, unless the contrary intention appears:-

"Committee" means the Committee of Management in the Association.  
"Financial year" means the year ending on 31st. December.  
"General Meeting" means a General Meeting of members convened in accordance with Rule 11.  
"Member" means a member of the Association.  
"Ordinary Member of the Committee" means a Member of the Committee who is not an officer of the Association under Rule 21.  
"The Act" means the Associations Incorporation Reform Act 2012 (Victoria).  
"The Regulations" mean regulations under the Act.
- (2) In these Rules, a reference to the Secretary of an Association is a reference:-
  - (a) where a person holds office under these Rules as Secretary of the Association to that person and
  - (b) in any other case, to the Public Officer of the Association.
- (3) Words or expressions contained in these rules shall be interpreted in accordance with the provisions of the Interpretation of Legislation Act 1984 and the Act as in force from time to time.

### **Application for Membership.**

3. (1) A natural person who is nominated and approved for membership as provided in these rules is eligible to be a member of the Association on payment of the entrance fee and Annual subscription payable under these rules.
- (2) A person who is not a Member of the Association at the time of the incorporation of the Association (or who was such a Member at that time but has ceased to be a Member) shall not be admitted to membership:-
  - (a) unless he is nominated as provided in sub-clause (3); and
  - (b) his admission as a member is approved by the Committee.
- (3) A nomination of a person for membership of the Association:-
  - (a) shall be made in writing in the form set out in Appendix 1; and
  - (b) shall be lodged with the Secretary of the Association.
- (4) As soon as is practicable after the receipt of a nomination, the Secretary shall refer the nomination to the Committee.
- (5) Upon a nomination being referred to the Committee, the Committee shall determine whether to approve or to reject the nomination.
- (6) Upon a nomination being approved by the Committee, the Secretary shall, with as little delay as possible, notify the nominee in writing that he is approved for membership of the Association and request payment within the period of 28 days after receipt of the notification of the sum payable under these rules as the entrance fee and the first year's Annual subscription.
- (7) The Secretary shall, upon payment of the amounts referred to in sub-clause (6) within the period referred to in that sub-clause, enter the nominee's name in the Register of Members kept by him and, upon the name being so entered, the nominee becomes a Member of the Association.
- (8) A right, privilege, or obligation of a person by reason of his membership of the Association:-
  - (a) is not capable of being transferred or transmitted to another person;
  - (b) terminates upon the cessation of his membership whether by death or resignation or otherwise.
- (9) Membership of the Australasian Section shall be limited to members of The Institution of Railway Signal Engineers based in the United Kingdom ("the Institution") who currently have their principal place of residence in Australia, New Zealand or their Territories.

The grading of members in these grades shall be in accordance with their gradings in "the Institution".
- (10) A member ceasing to be a member of "the Institution", shall cease to be a member of the Australasian Section.

- (11) General rights of members
  - (a) A member of the Association who is entitled to vote has the right—
    - (i) to receive notice of general meetings and of proposed special resolutions in the manner and time prescribed by these rules; and
    - (ii) to submit items of business for consideration at a general meeting; and
    - (iii) to attend and be heard at general meetings; and
    - (iv) to vote at a general meeting in a manner prescribed by these rules; and
    - (v) to have access to the minutes of general meetings and other documents of the Association as provided under rules 26 and 27; and
    - (vi) to inspect the register of members.
  - (b) A member is entitled to vote if—
    - (i) more than 10 business days have passed since he or she became a member of the Association; and
    - (ii) the member's membership rights are not suspended for any reason.

**Entrance Fee and Annual Subscription.**

- 4. (1) The entrance fee is Nil.
- (2) The Annual subscription is payable in advance on or before the 1st day of July in each year and the sum shall be as set by the Australasian Section Committee of Management of the Association from time to time.

**Register of Members.**

- 5. The Secretary shall keep and maintain a Register of members in which shall be entered the full name, address and date of entry of the name of each member and the date the person ceases to be a member. The register shall be available for inspection by members at the address of the Secretary.

**Resignation and Expulsion of Members.**

- 6. (1) A member of the Association who has paid all moneys due and payable by him to the Association may resign from the Association by first giving one month's notice in writing to the Secretary of his intention to resign and upon the expiration of that period of notice, the member shall cease to be a member.
- (2) Upon the expiration of a notice given under sub-clause (1), the Secretary shall make in the Register of Members an entry recording the date on which the member by whom the notice was given, ceased to be a member.
- 7. (1) Subject to these Rules, the Committee may by resolution:-
  - (a) expel a member from the Association;
  - (b) suspend a member from membership of the Association for a specified period; or
  - (c) fine a member in accordance with The Regulations, if the Committee is of the opinion that the member :-
    - (i) has refused or neglected to comply with these Rules; or
    - (ii) has been guilty of conduct unbecoming a member or prejudicial to the interests of the Association.

- (2) A resolution of the Committee under sub-clause (1):-
- (a) does not take effect unless the Committee, at a meeting held not earlier than 14 and not later than 28 days after the service on the member of a notice under sub-clause (3) confirms the resolution in accordance with this clause; and
  - (b) where the member exercises a right of appeal to the Association under this clause does not take effect unless the Association confirms the resolution in accordance with this clause.
- (3) Where the Committee passes a resolution under sub-clause (1), the Secretary shall, as soon as practicable, cause to be served on the member a notice in writing:-
- (a) setting out the resolution of the Committee and the grounds on which it is based;
  - (b) stating that the member may address the Committee at a Meeting to be held not earlier than 14 and not later than 28 days after service of the notice;
  - (c) stating the date, place and time of that Meeting;
  - (d) informing the member that he may do one or more of the following:-
    - (i) Attend that Meeting;
    - (ii) Give to the Committee before the date of that Meeting a written statement seeking the revocation of the resolution;
    - (iii) Not later than 24 hours before the date of the Meeting, lodge with the Secretary a notice to the effect that he wishes to appeal to the Association in General Meeting against the resolution.
- (4) At a meeting of the Committee held in accordance with sub-clause (2), the Committee:-
- (a) shall give to the member an opportunity to be heard;
  - (b) shall give due consideration to any written statement submitted by the member; and
  - (c) shall by resolution determine whether to confirm or to revoke the resolution.
- (5) Where the Secretary receives a notice under sub-clause (3), he shall notify the Committee and the Committee shall convene a General Meeting of the Association to be held within 21 days after the date on which the Secretary received the notice.
- (6) At a General Meeting of the Association convened under sub-clause (5):-
- (a) no business other than the question of the appeal shall be transacted.
  - (b) the Committee may place before the meeting details of the grounds for the resolution and the reasons for the passing of the resolution;
  - (c) the member shall be given an opportunity to be heard; and
  - (d) the members present shall vote by secret ballot on the question whether the resolution should be confirmed or revoked.

- (7) If at the General Meeting:-
- (a) three quarters of the members vote in person or by proxy in favour of the confirmation of the resolution, the resolution is confirmed, and
  - (b) in any other case, the resolution is revoked.

**Annual General Meeting.**

8. (1) The Association shall in each calendar year convene an Annual General Meeting of its members.
- (2) The Annual General Meeting shall be held on such day as the Committee determines.
- (3) The Annual General Meeting shall be specified as such in the notice convening it.
- (4) The ordinary business of the Annual General Meeting shall be:-
- (a) to confirm the Minutes of the last preceding Annual General Meeting and of any General Meeting held since that Meeting;
  - (b) to receive from the Committee reports upon the transactions of the Association during the last preceding financial year;
  - (c) to elect officers of the Association and the ordinary Members of the Committee, and
  - (d) to receive and consider the statement submitted by the Association in accordance with Part 7 of the Act.
- (5) The Annual General Meeting may transact special business of which notice is given in accordance with these Rules.
- (6) The Annual General Meeting shall be in addition to any other General Meetings that may be held in the same year.
9. All General Meetings other than the Annual General Meeting shall be called Special General Meetings.
10. (1) The Committee may, whenever it thinks fit, convene a Special General Meeting of the Association and, where, but for this sub-clause, more than 15 months would lapse between Annual General Meetings, shall convene a Special General Meeting before the expiration of that period.
- (2) The Committee shall, on the requisition of members representing not less than 5% of the total number of members, convene a Special General Meeting of the Association.
- (3) The requisition for a Special General Meeting shall state the objects of the Meeting and shall be signed by the members making the requisition and be sent to the address of the Secretary and may consist of several documents in a like form, each signed by one or more of the members making the requisition.
- (4) If the Committee does not cause a Special General Meeting to be held within one month after the date on which the requisition is sent to the address of the Secretary, the members making the requisition or any of them, may convene a Special General Meeting to be held not later than 3 months after that date.
- (5) A Special General Meeting convened by members in pursuance of these Rules shall be convened in the same manner as nearly as possible as that in which those

Meetings are convened by the Committee and all reasonable expenses incurred in convening the Meeting shall be refunded by the Association to the persons incurring the expenses.

**Notice of Meeting.**

11. (1) The Secretary of the Association shall at least 14 days before the date fixed for holding a General Meeting of the Association, cause to be sent to each member of the Association a notice in accordance with Rule 32, stating the place, date and time of the Meeting and the nature of the business to be transacted at the Meeting. If a special resolution is to be considered at the meeting then the Secretary shall give 21 days notice of the special resolution,
- (2) No business other than that set out in the notice convening the Meeting shall be transacted at the Meeting.
- (3) A member desiring to bring any business before a Meeting may give notice of that business in writing to the Secretary, who shall include that business in the notice calling the next General Meeting after the receipt of the notice.

**Proceedings at Meetings.**

12. (1) All business that is transacted at a Special General Meeting and all business that is transacted at the Annual General Meeting with the exception of that specially referred to in these Rules as being the ordinary business of the Annual General Meeting shall be deemed to be special business.
  - (2) No item of business shall be transacted at a General Meeting unless a quorum of members entitled under these Rules to vote is present during the time when the Meeting is considering that item.
  - (3) 12 members (being members entitled under these rules to vote at a General Meeting) constitute a quorum for the transaction of the business of a General Meeting.
    - (a) A member not physically present at a general meeting may be permitted to participate in the meeting by the use of technology that allows that member and the members present at the meeting to clearly and simultaneously communicate with each other.
    - (b) For the purposes of this Part, a member participating in a general meeting as permitted under Rule 12(3)(a) is taken to be present at the meeting and, if the member votes at the meeting, is taken to have voted in person.
  - (4) If within half an hour after the appointed time for the commencement of a General Meeting a quorum is not present the Meeting if convened upon the requisition of members shall be dissolved and in any other case shall stand adjourned to the same day in the next week at the same time and (unless another place is specified by the Chairman at the time of the adjournment or by written notice to members given before the day to which the Meeting is adjourned) at the same place and if at the adjourned Meeting the quorum is not present within half an hour after the time appointed for the commencement of the Meeting, the members present (being not less than 7) shall be a quorum.
13. (1) The Chairman or in his absence, the Vice-Chairman, shall preside as Chairman at each General Meeting of the Association.

- (2) If the Chairman and the Vice-Chairman are absent from a General Meeting, the members present shall elect one of their number to preside as Chairman at the Meeting.
14. (1) The Chairman of a General Meeting at which a quorum is present may, with the consent of the Meeting adjourn the Meeting from time to time and place to place, but no business shall be transacted at an adjourned Meeting other than the business left unfinished at the Meeting at which the adjournment took place.
- (2) Where a Meeting is adjourned for 14 days or more, a like notice of the adjourned Meeting shall be given as in the case of the General Meeting.
- (3) Except as provided in sub-clauses (1) and (2), it is not necessary to give notice of an adjournment or of the business to be transacted at an adjourned Meeting.
15. A question arising at a General Meeting of the Association shall be determined on a show of hands and unless before or on the declaration of the show of hands a poll is demanded, a declaration by the Chairman that a resolution has, on a show of hands been carried or carried unanimously or carried by a particular majority or lost, and an entry to that effect in the Minute Book of the Association is evidence of the fact without proof of the number or proportion of the votes recorded in favour of, or against, that resolution. 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
16. (1) Upon any question arising at a General Meeting of the Association, a member has one vote only.
- (2) All votes shall be given personally or by proxy with the exception of voting for committee positions which may include electronic voting.
- (3) In the case of an equality of voting on a question, the Chairman of the Meeting is entitled to exercise a second or casting vote.
17. (1) If at a Meeting a poll on any question is demanded by not less than three members, it shall be taken at that Meeting in such manner as the Chairman may direct and the resolution of the poll shall be deemed to be a resolution of the Meeting on that question.
- (2) A poll that is demanded on the election of a Chairman or on a question of an adjournment shall be taken forthwith and a poll that is demanded on any other question shall be taken at such time before the close of the Meeting as the Chairman may direct.
18. A member is not entitled to vote at any General Meeting unless all moneys due and payable by him to the Association have been paid other than the amount of the Annual subscription payable in respect of the current financial year.
19. (1) Each member shall be entitled to appoint another member as his proxy by notice given to the Secretary no later than 48 hours before the time of the Meeting in respect of which the proxy is appointed.
- (2) The notice appointing the proxy shall be in the form set out in Appendix 2.

**Committee of Management**

20. (1) The affairs of the Association shall be managed by a Committee of Management constituted as provided in Rule 21.



- (2) The Committee:-
- (a) shall control and manage the business and affairs of the Association;
  - (b) may, subject to these rules, the regulations and the Act, exercise all such powers and functions as may be exercised by the Association other than those powers and functions that are required by these rules to be exercised by General Meetings of the Members of the Association; and
  - (c) subject to these rules, the regulations and the Act, has power to perform all such acts and things as appear to the Committee to be essential for the proper management of the business and affairs of the Association.

21. (1) The Officers of the Association shall be:-

- (a) a Chairman
- (b) a Vice-Chairman
- (c) a Secretary
- (d) a Treasurer

The Chairman and Vice-Chairman shall be "Fellows", "Members" or "Associate Members" of the Institution.

All other Office Bearers shall be any class of member of the Association.

The Chairman shall be a Member, ex officio, of all Committees.

The positions of Secretary and Treasurer may be undertaken by the same person.

- (2) The provisions of Rule 23 so far as they are applicable and with the necessary modifications apply to and in relation to the election of persons to any of the Offices mentioned in sub-clause (1).
- (3) Each Officer of the Association shall hold Office until the Annual General Meeting next after the date of his election but is eligible for re-election.
- (4) In the event of a casual vacancy in any Offices referred to in sub-clause (1), the Committee may appoint one of its members to the vacant Office and the member so appointed may continue in Office up to and including the conclusion of the Annual General Meeting next following the date of his appointment. If the position of Secretary becomes vacant, the Committee must appoint a member to the position within 14 days after the vacancy arises.

22. (1) The Committee shall consist of:-

- (a) The Officers of the Association; and
- (b) 16 ordinary members half of whom shall be elected at each Annual General Meeting of the Association for a two year term. Retiring Committee members shall be eligible for re-election; and
- (c) The Australasian Country Vice-President
- (d) The immediate two past Chairman of the Section
- (e) Any member of the Council of the Institution of Railway Signal Engineers Inc ("the Institution") domiciled in Australasia.

- (2) Each ordinary member of the Committee shall, subject to these Rules, hold Office until the second Annual General Meeting next after the date of his election but is eligible for re-election.
- (3) In the event of a casual vacancy occurring in the Office of an ordinary member of the Committee, the Committee may appoint a member of the Association to fill the vacancy and the member so appointed shall hold office, subject to these Rules, until the conclusion of the Annual General Meeting at which the vacating Committee member would have stood for re-election.

**Election of Officers and Vacancy.**

23. (1) Nominations of candidates for election as Officers of the Association or as ordinary members of the Committee:-
- (a) shall be made in writing, signed by two members of the Association and accompanied by the written consent of the candidate (which may be endorsed on the form of nomination) and
  - (b) shall be delivered to the Secretary of the Association not less than 14 days before the date fixed for the holding of the Annual General Meeting.
- (2) If insufficient nominations are received to fill all vacancies on the Committee, the candidates nominated shall be deemed to be elected and further nominations shall be received at the Annual General Meeting.
  - (3) If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated shall be deemed to be elected.
  - (4) If the number of nominations exceeds the number of vacancies to be filled a ballot shall be held.
  - (5) The ballot for the election of Officers and ordinary members of the Committee shall be conducted in conjunction with the Annual General Meeting in such usual and proper manner as the Committee may direct.
  - (6) The committee may direct that the ballot for the election of Officers and ordinary members of the Committee include electronic voting.
    - (a) a ballot notice including the names of members nominated and instructions for voting electronically shall be distributed at least 7 days prior to the Annual General Meeting
    - (b) electronic voting shall cease 2 days prior to the Annual General Meeting
    - (c) for determining the results of the ballot the electronic votes cast shall be treated in the same manner as any other ballot the Committee may direct
  - (7) A nomination of a candidate for election under this clause is not valid if that candidate has been nominated for another Office for election at the same election.
24. (1) For the purposes of these Rules, the Office of an Officer of the Association or of an ordinary member of the Committee becomes vacant if the officer or member -
- (a) ceases to be a member of the Association;
  - (b) becomes an insolvent under administration as defined in section 38 of the Interpretation of Legislation Act 1984; or

- (c) resigns his Office by notice in writing given to the Secretary.

**Note**

A Committee member may not hold the office of Secretary if they do not reside in Australia

**Proceedings of Committee.**

25. (1) The Committee shall meet at least 3 times in each year at such place and such times as the Committee may determine.  
In addition to the three face-to-face meetings, committee business, including Special Meetings, may be carried out by teleconference or videoconference.
- (2) Special Meetings of the Committee may be convened by the Chairman or by any 4 of the members of the Committee.
- (3) Notice shall be given to members of the Committee of any special Meeting specifying the general nature of the business to be transacted and no other business shall be transacted at such Meeting.
- (4) Any 10 members of the Committee constitute a quorum for the transaction of the business of meeting of the Committee.
- (5) No business shall be transacted unless a quorum is present and if within half an hour of the time appointed for the meeting a quorum is not present the meeting shall stand adjourned to the place and time and date determined by the Officers unless the Meeting was a Special Meeting in which case it lapses.
- (6) At meetings of the Committee:-
- (a) the Chairman or in his absence the Vice-Chairman shall preside; or
- (b) if the Chairman and the Vice-Chairman are absent, such one of the remaining members of the Committee as may be chosen by the members present shall preside.
- (7) Questions arising at a Meeting of the Committee or of any sub-committee appointed by the Committee shall be determined on a show of hands or if demanded by a member by a poll taken in such manner as the person presiding at the Meeting may determine.
- (8) Each member present at a Meeting of the Committee or of any sub-committee appointed by the Committee (including the person presiding at the Meeting) is entitled to one vote and in the event of an equality of votes on any question the person presiding may exercise a second or casting vote.
- (9) Written notice of each Committee Meeting shall be served on each member of the Committee in accordance with Rule 32, at least seven days before the date of the Meeting.
- (10) Subject to sub-clause (4) the Committee may act notwithstanding any vacancy on the Committee.
- (11) A Committee member may nominate any member to be a proxy at a Committee Meeting with entitlement to vote.
- (12) Any Committee member desiring another member to vote for him as proxy shall notify the Secretary in writing prior to the Meeting concerned, stating the name of the proxy and the date of the Meeting at which the proxy shall be entitled to vote.

- (13) Any Committee member, so desiring, shall be entitled to have his views on any subject on the agenda for the Meeting, read to the Committee by the Secretary, or his proxy, if one has been appointed.
- (14) The Committee shall be empowered to appoint Sub-Committees when required and shall be empowered to co-opt any member to serve on such Committee.

**Secretary.**

26. (1) The Secretary of the Association shall keep Minutes of the resolutions and proceedings of each General Meeting and each Committee Meeting together with a record of the names of persons present at Committee Meetings. The Rules and minutes of a general meeting or committee meeting shall be available for inspection by members. A copy will be provided on written request from the member.
- (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.

**Treasurer**

27. (1) The Treasurer of the Association and those people delegated authority by the Committee:-
- (a) shall collect and receive all moneys due to the Association and make all payments authorised by the Association; and
- (b) shall keep correct accounts and books showing the financial affairs of the Association with full details of all receipts and expenditure connected with the activities of the Association.
- (2) The accounts and books referred to in sub-clause (1) shall be available for inspection by members.

**Removal of Committee Member.**

28. (1) The Association in General Meeting may by resolution remove any member of the Committee before the expiration of his term of Office and appoint another member in his stead to hold Office until the expiration of the term of the first-mentioned member.
- (2) Where the member to whom a proposed resolution referred to in sub-clause (1) makes representation in writing to the Secretary or Chairman of the Association (not exceeding a reasonable length) and requests that they be notified to the members of the Association, the Secretary or the Chairman may send a copy of the representations to each member of the Association or if they are not so sent the Member may require that they be read out at the Meeting.

**Funds.**

29. All Cheques, Drafts, Bills of Exchange, Promissory Notes and other Negotiable Instruments shall be signed by two persons who are either members of the Committee or else members given financial delegation by the Committee. Funds transfers require the approval of 2 bank account signatories.

Corporate Credit cards in the name of a Committee member may be issued. The Committee shall approve the issue of all credit cards. The Committee member takes

full responsibility for all expenditure incurred on the credit card issued to them. The Treasurer shall review all credit card transactions and bring any anomaly identified to the attention of the Committee. The Treasurer will arrange payment of legitimate credit card expenditure. The Committee shall make procedures for the operation of credit cards and may amend the procedures from time to time.

The funds of the Association shall be derived from membership fees, donations, securities and investments of the Associations. The Association shall not be run for private profit of a member or members. Any balance at the end of the financial year shall be carried over for furthering the objects of the Association.

#### **Seal.**

30. (1) The Common Seal of the Association shall be kept in the custody of the Secretary.
- (2) The Common Seal shall not be affixed to any instrument except by the authority of the Committee and the affixing of the Common Seal shall be attested by the signatures either of two members of the Committee or of one member of the Committee and of the Secretary of the Association.

#### **Alteration of Rules and Statement of Purposes.**

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

#### **Note**

An alteration of these Rules does not take effect unless or until it is approved by the Registrar.

#### **Notices.**

32. Any notice that is required to be given to a member on behalf of the Association under these rules may be given by.
- (a) Delivering to the member personally.
  - (b) Sending it by prepaid post addressed to the member at that member's address shown in the register of members.
  - (c) Facsimile transmission or electronic transmission, if the member has provided appropriate details to the Secretary of the Association

#### **Winding Up or Cancellation.**

33. In the event of the winding up or the cancellation of the Incorporation of the Association, which must be carried out at a special general meeting, any assets remaining after satisfaction of all debts and liabilities will be transferred to the head office of "the Institution" in the United Kingdom.

#### **Custody of Records.**

34. Except as otherwise provided in these Rules, the Secretary and Treasurer shall keep custody or under their control all books, documents and securities of the Association.

#### **Auditor.**

35. An Auditor shall be appointed by the Committee and he shall report on the books and accounts kept by the Treasurer, prior to the Annual General Meeting.

**Grievance procedure**

**Application**

- 36 (1) The grievance procedure set out in this Division applies to disputes under these Rules between—
  - (a) a member and another member;
  - (b) a member and the Committee;
  - (c) a member and the Association.
- (2) A member must not initiate a grievance procedure in relation to a matter that is the subject of a disciplinary procedure until the disciplinary procedure has been completed.

**Parties must attempt to resolve the dispute**

- 37 The parties to a dispute must attempt to resolve the dispute between themselves within 14 days of the dispute coming to the attention of each party.

**Appointment of mediator**

- 38 (1) If the parties to a dispute are unable to resolve the dispute between themselves within the time required by rule 37, the parties must within 10 days—
  - (a) notify the Committee of the dispute; and
  - (b) agree to or request the appointment of a mediator; and
  - (c) attempt in good faith to settle the dispute by mediation.
- (2) The mediator must be—
  - (a) a person chosen by agreement between the parties; or
  - (b) in the absence of agreement—
    - (i) if the dispute is between a member and another member—a person appointed by the Committee; or
    - (ii) if the dispute is between a member and the Committee or the Association—a person appointed or employed by the Dispute Settlement Centre of Victoria.
- (3) A mediator appointed by the Committee may be a member or former member of the Association but in any case must not be a person who—
  - (a) has a personal interest in the dispute; or
  - (b) is biased in favour of or against any party.

**Mediation process**

- 39 (1) The mediator to the dispute, in conducting the mediation, must—
  - (a) give each party every opportunity to be heard; and
  - (b) allow due consideration by all parties of any written statement submitted by any party; and
  - (c) ensure that natural justice is accorded to the parties throughout the mediation process.
- (2) The mediator must not determine the dispute.

**Failure to resolve dispute by mediation**

- 40 If the mediation process does not resolve the dispute, the parties may seek to resolve the dispute in accordance with the Act or otherwise at law.

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