



**Rules of Association of the
Municipal Works Officers Association
Incorporated**

(Sample extract only)

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1 Name

- 1.1 The name of the incorporated association is the Municipal Works officers Association Incorporated (in these Rules called “the Association”).

2 Definitions

- 2.1 In these rules, unless the contrary intention appears:
 - 2.1.1 “**board**” means the Board of Directors of the Association.
 - 2.1.2 “**financial year**” means the year ending on 30 June.
 - 2.1.3 “**general meeting**” means a general meeting of members convened in accordance with rule 10 or 11.
 - 2.1.4 “**member**” means a member of the Association.
 - 2.1.5 “**MWOA**” means the Municipal Works officers Association Incorporated.
 - 2.1.6 “**director**” means a member of the board of the Association.
 - 2.1.7 “**Act**” means the ***Associations Incorporation Act 1981***.
 - 2.1.8 “**Regulations**” means regulations under the Act.
- 2.2 In these Rules, a reference to the Executive Director of the Association is a reference:
 - 2.2.1 where a person holds office under these Rules as Executive Director of the Association to that person;
 - 2.2.2 and in any other case, to the public officer or the Association.
- 2.3 Words or expressions contained in these rules shall be interpreted in accordance with the provisions of the ***Acts Interpretation Act 1958*** and the Act.

3 Membership

- 3.1 Membership shall be open to natural persons or organisations/companies which coordinates, supervisors, or managers resources or employees engaged in, or associated with local government or allied works. Retired Persons previously having qualified shall remain eligible to be Members.
- 3.2 Nomination for membership of the Association:
 - 3.2.1 shall be made in writing in a form resembling that set out in Appendix 1: and
 - 3.2.2 shall be lodged with the Executive Director of the Association
- 3.3 As soon as is practicable after the receipt of a nomination, the Executive Director shall refer the nomination to the board.

- 3.4 Upon a nomination being referred to the board, the board shall determine whether to approve or to reject the nomination.
- 3.5 Any person who has rendered service to the Association beyond the bounds of normal duties may be elected to like honorary membership by a majority at a general meeting.

4 Honorary membership

- 4.1 Honorary membership may be conferred on any person whom the board considers has rendered distinguished service to the Association. Presidents of affiliated associations in the National Works Officers Association, during their term of office, will automatically become an honorary members of the MWOA.
- 4.2 Honorary members shall be exempt from payment of membership fees.

5 Registration and annual subscriptions

- 5.1 The board may from time to time:
 - 5.1.1 establish, modify or abandon membership classifications; and
 - 5.1.2 determine any registration fee, subscription fee or other fees, to apply to each membership classification.
- 5.2 The registration fee applies to all new prospective members and is payable upon application to the Association.
- 5.3 New members will receive a promotional package comprising information, badge, syllabus, and / or diary. If fees are not paid on invoice, and exceed the nominated financial year, re-registration will be required with all arrears and registration fee to be paid before acceptance as a financial member.
- 5.4 Annual subscriptions shall be set by the annual general meeting and shall become due and payable on the 1st of July each year. All subscriptions must be paid within 30 days of becoming due.

6 Register of members

- 6.1 The Executive Director shall maintain a register of members to record the full name, address and date of entry of each member.
- 6.2 The register shall be available for inspection by members at the address of the Executive Director.