



STATEMENT OF PURPOSES

AND

STATEMENT OF RULES

OF

THE CENTRAL VICTORIAN
VETERANS CYCLING CLUB Inc

Incorporated 28/06/94
Effective 20/10/98

STATEMENT OF PURPOSES
OF THE CENTRAL VICTORIAN VETERANS
CYCLING CLUB INC

Incorporated 28.6.94

(Hereinafter called “the Club”)

The objects of “the Club” shall be: -

1. a) To conduct and encourage Veteran cycling under the auspices of the Victorian Veterans Cycling Council Inc.
- b) To register all Members with the Association.
- c) To conduct cycle racing competition for all registered Member in an orderly, fair, harmonious and social atmosphere.
- d) And when and where possible, assist with cycling in general in Central Victoria.

STATEMENT OF RULES
OF THE CENTRAL VICTORIAN VETERANS
CYCLING CLUB INC.

NAME

1. The name of the incorporated association is **THE CENTRAL VICTORIAN VETERANS CYCLING CLUB INC.** (in these rules called “the CLUB”)

INTERPRETATION

2. (1) In these rules, unless the contrary intention appears:-
 - “**Committee**” means the Committee of Management of “the Club”.
 - “**Financial Year**” means the year ending 30th June.
 - “**Monthly General Meeting**” means a general meeting of members convened in accordance with Rule 11.
 - “**Ordinary Member of the Committee**” means a member of the Club who is not an Officer of “the Club” under Rule 21.
 - “**The Act**” means “the Club” Incorporation Act 1981.
 - “**The Regulations**” means regulations under Act.
- (2) In these rules, a reference to the Secretary of “the Club” is a reference:-
 - a) Where a person holds office under these Rules as Secretary of “the Club” – to that person; and
 - b) In any other case, to the public officer of “the club”.
- (3) Words or expressions contained in these Rules shall be interpreted in accordance with the provisions of the Acts Interpretation Act 1984, and the Act as in force from time to time

APPLICATION FOR MEMBERSHIP

3.

- (1) A person who is nominated and approved for membership as provided in these Rules is eligible to be a member of "the Club" on payment of the Annual Subscription payable under these Rules. Male riders shall attain veteran status on the 1st January in the year they reach 35 years. Female riders shall attain veteran status on the 1st January in the year they reach 30 years.
- (2) A person who is not a Member of "the Club" at any time of the incorporation of "the Club" (or who was such a Member at any 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 Club".
- (4) As soon as is practicable after the receipt of a nomination, the Secretary shall refer the nomination to the next General Meeting in General Business.
- (5) Upon nomination being referred to the General Meeting, the Members 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/she is approved for membership of "the Club", and request payment within the period 28 days after receipt of the notification of the sum payable under these Rules as 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/her and, upon the name being so entered, the nominee becomes a Member of "the Club".
- (8) A right, privilege, or obligation of a person by reason of his/her membership of "the Club".-
 - a) Is not capable of being transferred or transmitted to another person;
 - b) Terminates upon the cessation of his/her membership whether by death or resignation, or otherwise.

ENTRANCE FEE AND ANNUAL SUBSCRIPTION

4. (1) There shall be no entrance fee.
- (2) The Annual Subscription shall be set by the Committee from year to year, and is payable in advance on/before the 1st day of January in each year.

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 Register shall be available for inspection by Members at the address of the Public Officer.

RESIGNATION AND EXPULSION OF MEMBER

6. (1) A Member of "the Club" who has paid all moneys due and payable by him/her to "the Club" may resign from "the Club" by first giving one months notice in writing to the Secretary of his/her intention to resign, and upon the expiration of that period of notice, the Member shall cease to be a member.
 - (2) Upon 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 Club"
 - b) Suspend a Member from membership of "the Club" 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 Club".
 - (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 Club” under this Clause does not take effect unless “the Club” confirms the resolution in accordance with this Clause.
- (3) Where the Committee passes a resolution under subclause (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 no later than 28 days after service of notice;
 - c) Stating that 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. Given to the Committee before the date of that meeting a written statement seeking 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 Club” in General Meeting against the resolution.
- (4) At the meeting of the Committee held in accordance with sub-clause (2), the Committee:-
- a) Shall give 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/she shall notify the Committee and the Committee shall convene a General Meeting of “the Club” to be held within 21 days after the date on which the Secretary received the notice.
- (6) At a General Meeting of “the Club” 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) Two-thirds of the Member votes in person in favour of the resolution, the resolution is confirmed; and
 - b) In any other case, the resolution is revoked.

ANNUAL GENERAL MEETING

8.

- (1) "The Club" 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 General Meeting shall be:-
 - a) To confirm the minutes of the last preceding General Annual Meeting and of any general meeting held since meeting.
 - b) To receive from Committee reports upon transactions of "the Club" during the last preceding financial year.
 - c) To elect Officers of "the Club" and the ordinary Members of the Committee; and
 - d) To receive and consider the statement submitted by "the Club" in accordance with Section 30(3) 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 meeting that may be held in the same year.

MONTHLY GENERAL MEETING

- 9.
- (1) Monthly General Meetings shall be convened for all Members on the second racing day of each month.
 - (2) Where a Monthly Meeting falls on a Public holiday, the Meeting shall be deferred until the following race day.

SPECIAL GENERAL MEETING

- 10.
- (1) The Committee may, whenever it thinks fit, convene a Special General Meeting of "the Club", 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 in writing of Members representing not less than 5% of the total number of members, convene a Special General Meeting of "the Club"
 - (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 call a Special General Meeting to be held within one month after the date on which 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 Club" to the persons incurring the expenses.

NOTICE OF SPECIAL GENERAL MEETING

- 11.
- (1) The Secretary of "the Club" shall, at least 14 days before the date fixed for holding a Special General Meeting of "the Club" cause to be sent to each member of "the Club" at his/her address appearing in the Registered of Members, a notice by pre-paid post stating the place, date and time of the meeting and the nature of the business to be transacted at the meeting.

- (2) No business other than that set out in the notice conveying the meeting shall be transacted at the meeting.

PROCEEDINGS AT MEETINGS

12.

- (1) All business that is transacted at a Monthly General Meeting or 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 Monthly General Meeting or at a Special 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) 10 Members personally present (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 or Special General Meeting.
- (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 under 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 meeting 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 5) shall be a quorum.

13.

- (1) The President, or in his/her absence, the Vice- President, shall preside as Chairman at each General Meeting of "the Club".
- (2) If the President and the Vice-President 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 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 Club” 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 unanimously or carried by a particular majority or lost, and entry to that effect in the Minute Book of “the Club” is evidence of the fact, without proof of the number or proportion of the votes recorded in favour of, or against that resolution.
- 16.
- (1) Upon any question arising at a General Meeting of “the Club”, a member has one vote only.
- (2) All votes shall be given personally.
- (3) In the case of and equality of voting on a question, the Chairman of the Meeting is entitled to exercise a second 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 the 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 any time before the close of the meeting as the Chairman may directly.
18. A member is not entitled to vote at any General Meeting unless all moneys dues and payable by him/her to “the Club” have been paid, other than the amount of the Annual Subscription payable in respect of the current financial year.
19. Only Members present in person shall be entitled to vote.

COMMITTEE OF MANAGEMENT

- 20.
- (1) The affairs of “the Club” 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 Club”.

- b) May, subject to these Rules, the Regulations and the Act, exercise all such powers and functions as may be exercised by “the Club” other than those powers and functions that are required by these Rules to be exercised by General Meetings of the Members of “the Club”, 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 Club”.
- d) Shall ensure that the annual financial statement is audited by an Accountant qualified as a member of the Australian Society of Certified Practising Accountant or the Institute of Chartered Accountants, or similar professional association. The annual Audit Report is to be tabled at the Annual General Meeting, together with the annual Financial Report.

21.

- (1) The Officers of “the Club” shall be:-
 - a) A PRESIDENT
 - b) A VICE-PRESIDENT
 - c) A TREASURER
 - d) A SECRETARY
 - e) AN ASSISTAN SECRETARY
- (2) The provisions of Rule 23 so far as they are applicable and with the necessary modification, 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 Club” shall hold office until the next Annual General meeting after the date of his/her election, but is eligible for re-election.
- (4) In the event of a casual vacancy in any office referred to in sub-clause (1), the Committee m/ay 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/her appointment.

22.

- (1) Subject to Section 23 of the Act, the Committee shall consist of:-
 - a) The officers of “the Club” and
 - b) Ordinary Members or more.

Each of whom shall be elected at the Annual General Meeting of “the Club” in each year.

- (2) Each Ordinary Member of the Committee shall, subject to these rules, hold office until the next Annual General Meeting after the date of his/her 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 Club" to fill the vacancy and the Member so appointed shall hold office, subject to these Rules, until the conclusion of the next Annual General Meeting following the date of his/her appointment.

ELECTION OF OFFICERS AND VACANCY

23.

- (1) Nominations of candidates for election as Officers of "the Club" or as Ordinary Members of the Committee:-
 - a) Shall be made in writing, signed by two Members of "the Club" 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 Club" not less than 7 days before the date fixed for 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 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 at the Annual General Meeting in such usual and proper manner as the Committee may direct.
- (6) A nomination of a candidate for election under this Clause is not valid if that candidate has been for another office for election at the same election.

24. For the purposes of these Rules, the office of an Officer of "the Club" or of an Ordinary Member of the Committee becomes vacant if the Officer or Member:-

- a) Ceases to be a Member of "the Club"
- b) Becomes an insolvent under administration within the meaning of the Companies (Victoria) Code; or
- c) Resigns his/her office by notice in writing given to the Secretary.

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.
- (2) Special meetings of the Committee may be convened by the President 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 a meeting.
- (4) Any 4 Members of the Committee constitute a quorum for the transaction of the business of a 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 same place and at the same hour of the same day in the following week unless the meeting was a Special Meeting in which case it lapses.
- (6) At meetings of the Committee;-
 - a) The President or in his/her absence the Vice-President shall preside;or
 - b) If the President and the Vice-President 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 a manner as the person presiding at the meeting may determine.
- (8) Each Member present at a meeting at a Meeting of the Committee 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 by delivering it to him/her at a reasonable time before the meeting or by sending it by pre-paid post addressed to him/her at his/her usual or last known place of abode at least two business days before the date of the meeting.

- a) Shall be by phone call two business days before date of next meeting.
- (10) Subject to sub-clause (4) the Committee may act notwithstanding any vacancy on the Committee.

SECRETARY

26. The Secretary of "the Club" shall keep minutes of the resolutions and proceedings of each General Meeting and each Committee Meeting in books provided for that purpose together with a record of the names of persons present at Committee meetings.

TREASURER

27.

- (1) The Treasurer of "the Club":-
 - a) Shall collect and receive all moneys due to "the Club" and make all payments authorised by "the Club"; and
 - b) Shall keep correct accounts and books showing the financial affairs of "the Club" with full details of all receipts and expenditure connected with the activities of "the Club"
 - c) Shall provide an income/expenditure statement in writing to "the Club" at every General Meeting, balanced as at the end of the preceding month.
- (2) The accounts and books referred to in sub-clause (1) shall be available for inspection by Members.

REMOVAL OF MEMBER OF COMMITTEE

28.

- (1) "The Club" in General Meeting may by resolution remove any Member of the Committee before the expiration of his/her term of office and appoint another Member in his/her 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 representations in writing to the Secretary or President of "the Club" (not exceeding a reasonable length), and requests that they be notified to the Members of "the Club", the Secretary or the President may send a copy of the presentations to each Member of "the Club" or, if they are not so sent, the member may require that they be read out at the meeting.

CHEQUES

29. All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments shall be signed by two members of the Committee.

SEAL

- 30.
- (1) The Common Seal of “the Club” 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 Public Officer of “the Club”

ALTERATION OF RULES AND STATEMENT OF PURPOSES

31. These Rules and the statement of Purposes of “the Club” shall not be altered except in accordance with Act.

NOTICES

- 31.
- (1) A notice may be served by or on behalf of “the Club” upon any Member either personally or by sending it by post to the Member at his/her address shown in the Register of Members.
 - (2) Where a document is properly addressed pre-paid and posted to a person as a letters, the document shall, unless the contrary is provided, be deemed to have been given to the person at the time at which the letter would have been delivered in the ordinary course of post.

WINDING UP OR CANCELLATION

- 33.
- a) The assets and income of the association shall be applied solely in the furtherance of its above mentioned objectives and not portion shall be distributed directly for indirectly to the members of the organisation except as bona fide compensation for services rendered or expenses incurred on behalf of the organisation.

- b) In the event of the association being dissolved, the amount which remains after such dissolution and the satisfaction of all debts and liabilities shall be paid and applied by the Committee in accordance with their power to an organisation which exempt from income tax under Section 78 (4) of the Income Tax Assessment Act.
- c) Liability of members limited to \$1.00

CUSTODY OF RECORDS

34. Except as otherwise provided in these Rules, the Secretary shall keep in his/her custody or under his/her control all books, documents and securities of "the Club" and not disposed of without reference to the Committee.

FUNDS

35. The funds of "the Club" shall be derived from Annual Subscriptions, donations and such other sources as the Committee determines.

INDEMNITY

- 36.
- (1) Every Director, officer, auditor, manager, employee or agent of the CLUB shall be indemnified out of the property or assets of the CLUB against any liability incurred by him/her capacity as Director, officer, auditor or agent in defending any proceedings whether civil or criminal, in which judgment is given in his favour or in which he is acquitted or in connection with any application in relation to any such proceedings in which relief is, under the Act, granted to him by the Court.
 - (2) The CLUB shall indemnify its Directors, officers, managers and employees against all damages and costs (including legal costs) for which any such Director, officer, manager or employee may be or become liable to any third party in consequence of any act or omission except wilful misconduct:
 - a) In the case of a Director or officer, performed or made whilst acting on behalf of an with the authority, express or implied of the CLUB and,
 - b) In the case of an employee, performed or made in the course of, and within the scope of his employment by the CLUB.

GRIEVANCES

37 Grievance Procedures.

Where a person, be they a member or an officer or other employee of the Club, has a grievance arising from their involvement in the activities of the Club, whatever that may be, with other such member officer or employee of the Club, and that person considers the grievance warrants investigation and action by the Club, that person shall follow the following procedure.

1.1 Grievances Officer.

The person shall contact, either by telephone or in writing, the Club Grievances Officer, appointed by the Committee of Management, and advise they have a grievance which they wish to discuss. The identity of the nominated Club Grievances Officer will be communicated to all parties within the Club by written notice. Where a grievance is to be submitted in writing, it should be addressed clearly to the Club Grievances Officer and marked "Private and Confidential".

1.2 Action by Grievances Officer.

- (a) Where a grievance has been received by the Club Grievances Officer, he/she shall, as soon as practicable, meet with, or discuss the grievance with the aggrieved party. The Club Grievances Office may take whatever steps and conduct whatever investigation necessary to determine whether the grievance is legitimate.
- (b) Where the Club Grievances Officer determines the grievance is legitimate they shall take all reasonable steps to resolve the grievance.
- (c) Where the Club Grievance Officer determines the grievance is not legitimate they shall advise the aggrieved party accordingly. If the aggrieved party is not satisfied with the Club Grievances Officer's determination they may take whatever further action they consider necessary or appropriate including requesting the commencement of judiciary action under these rules.
- (d) Where the Club Grievances Officer is unable to resolve a grievance or considers the grievance of a very serious nature they shall report the grievance to the Committee of Management.
- (e) All grievance received by the Club Grievances Officer, and all information surrounding the circumstances of a grievance which is discovered by the Club Grievances Officer shall be confidential and may be communicated only to the Committee of Management.

1.3 Procedures by Grievances Officer

In investigating a grievance and/or determining its legitimacy, the Club Grievances Officer shall observe and apply the procedures applicable to proceedings before a Judiciary Committee under rule 1.4 below in so far as they are applicable.

1.4 Procedure at Proceedings

- (a) The Judiciary Committee Chairman shall announce the opening of proceedings stating the Judiciary Committee's authority, jurisdiction, composition, and the nature and purpose of the proceedings.
- (b) The Procedure to be followed at proceedings shall be clearly explained by the Judiciary Committee Chairman. The Judiciary Committee Chairman shall state who is entitled to be present throughout proceedings, during evidence and submissions.
- (c) The matter which is the subject of proceedings shall then be read to the person concerned. The body or person reporting the matter and the subjects of the proceedings shall be given the opportunity to report the circumstances of the matter. The person concerned will be given the opportunity to respond to this report and present evidence/submissions as to their view of the circumstance of the matter. Any witness called by either the reporting body or the person concerned will be given the opportunity to give evidence or make submissions may be tendered in writing.
- (d) The Judiciary Committee will consider the evidence presented. The Judiciary may adjourn the hearing if considered necessary. No other person shall be present or partake in any discussion with the Judiciary Committee at this time. If the Judiciary Committee finds an offence has been committed or not proved it will advise the referring authority and dismiss the charge accordingly.
- (e) If the Judiciary Committee finds an offence has been committed or proved, it may impose, in its discretion, an appropriate penalty or penalties, or it may report its findings to the referring authority with such recommendations as it considers appropriate. The Judiciary Committee Chairman will declare the proceedings closed.
- (f) If a decision cannot be given immediately after proceedings, the relevant party or parties must be advised of the time and place at which the decision will be given. The decision, and any penalty, the reasons for the decision and notice of the person's appeal rights shall be given in writing and signed by the Judiciary officer under these regulations of their right appeal.
- (g) Every decision of a Judiciary Committee shall be conveyed in writing to the parties concerned.