

MRAA – Constitution & Bylaws

‘Written Constitutions will be useless words on a piece of paper in the absence of a spirit of co-operation, an essential feature of all viable organisations.’ – N.E.Renton

1. Name, Aims and Activities.

- 1.1. The Name of the incorporated association is the **Motorcycle Riders’ Association of Australia** Incorporated (also **MRAA**)
- 1.2. The Aims of the Motorcycle Riders’ Association of Australia Inc. are -
 - 1.2.1. to promote road safety;
 - 1.2.2. to work for fair and sensible legislation; and
 - 1.2.3. to promote a better image for Motorcycling.
- 1.3. The Motorcycle Riders’ Association of Australia Inc.,
 - 1.3.1. may provide services to, or for the benefit of, motorcyclists;
 - 1.3.2. shall always act in the best interests of its members; and
 - 1.3.3. shall not discriminate against any persons, for any reasons, except only on the basis of membership in the MRAA.

B1. Name, Aims and Activities

2. Interpretations

- 2.1. In this Constitution, unless the contrary intention is stated:
 - 2.1.1. **Constitution** means those rules of the MRAA lodged with, and approved by, the Registrar of Incorporated Associations as a constitution, to provide the authority and fundamental guidance for regulating the activities of the MRAA.
 - 2.1.2. **Bylaws** means any subordinate rules made subject to the Constitution;
 - 2.1.3. **Act** means the Associations Incorporation Act 1981;
 - 2.1.4. **Regulations** means the Associations Incorporation Regulations under the Act;
 - 2.1.5. **Member** means a person, listed on the Register, who has been accepted and whose status is not that of an ex-Member;
 - 2.1.6. **Association** or **MRAA** means the total of Members or the Members at a properly constituted general meeting of Members;
 - 2.1.7. **Officer** means a Member appointed to an office to fulfil defined functions;
 - 2.1.8. **Board** means all the Members delegated to manage the MRAA or those Members at a properly constituted meeting of the Board;
 - 2.1.9. **Appoint** means the act of placing a suitable nominee, either chosen by election at an AGM or selected by the Board, in the relevant Office or Board position.
 - 2.1.10. **Elect** means the process used to select between two or more nominees for appointment to an Office or a Board position.
 - 2.1.11. **Annual General Meeting** (also **AGM**) means the general meeting of Members convened as required by the Act.
 - 2.1.12. **Quarterly General Meeting** (also **QGM**) means a general meeting of Members convened at three monthly intervals.
 - 2.1.13. **Special General Meeting** means a general meeting of Members that is not an AGM or a QGM.
 - 2.1.14. **may** means the power conferred may be exercised, or not, at discretion.
 - 2.1.15. **shall** means the power conferred must be exercised.
 - 2.1.16. **gender** : male or female references do not specify either gender.
 - 2.1.17. **number** : singular or plural references do not specify either quantity.

B2. Interpretations

- B2.1. In the Constitution and any Rules thereunder, unless the contrary intention is stated:
 - B2.1.1. **Financial Year** (also **FY**) means the year from 1 July to 30th June in the following year.
- B2.2. Words or expression contained in the Rules shall be interpreted in accordance with the provisions of the Interpretation of Legislation Act, the Act, the Regulations and the Rules.

3. Constitution and Purposes of the MRAA

- 3.1. The Constitution lodged with, and approved by, Registrar of Incorporated Associations rescinds and replaces any prior Constitution of the MRAA.
- 3.2. The MRAA may make amendments, or additions, to the Constitution, in part or in entirety which:
 - 3.2.1. shall be lawful and subject to the Act and Regulations;
 - 3.2.2. shall be decided by the MRAA only by Special Resolution as provided in the Act; and

- 3.2.3. are subject to approval by the Registrar.
- 3.3. The Statement of Purposes lodged with, and approved by, Registrar of Incorporated Associations rescinds and replaces any prior Statement of Purposes of the MRAA.
- 3.4. The MRAA may make amendments, or additions, to the Statement of Purposes, in part or in entirety which:
 - 3.4.1. shall be lawful and subject to the Act and Regulations;
 - 3.4.2. shall be decided by the MRAA only by Special Resolution as provided in the Act; and
 - 3.4.3. are subject to approval by the Registrar
- 3.5. The MRAA may make, rescind or amend Bylaws under the Constitution,
 - 3.5.1. to:
 - 3.5.1.1. define, restrict or amplify any matter in the Constitution; or
 - 3.5.1.2. make provision for any other matters at the discretion of the MRAA; and
 - 3.5.2. those Bylaws;
 - 3.5.2.1. shall be lawful and subject to the Act, Regulations and Constitution;
 - 3.5.2.2. shall be decided by the MRAA only at a general meeting of Members; and
 - 3.5.2.3. shall be recorded in a Bylaws Register.
- 3.6. The MRAA shall:
 - 3.6.1. have copies of the Act, Regulations, Constitution and Bylaws for inspection by Members at:
 - 3.6.1.1. every general meeting of the MRAA; and
 - 3.6.1.2. at the office of the MRAA;
 - 3.6.2. make available copies of the Constitution and Bylaws to any Member.
- 3.7. The Constitution and Bylaws of the MRAA, including any copies, however made or recorded, shall remain the property of the MRAA and shall not be used for any purpose except the business of the MRAA except with the written permission of the MRAA.
- 3.8. The MRAA shall review the Constitution, and any Bylaws, five (5) years after the commencement of the Constitution and every five (5) years thereafter.
- 3.9. The MRAA shall have a Common Seal which,
 - 3.9.1. shall show the full name and the registration number of the MRAA,
 - 3.9.2. shall be kept in the custody of the Secretary, and
 - 3.9.3. shall not be affixed to any instrument except by the authority of the Board, attested by the signatures of two Board members.

B3. Constitution and Rules of the MRAA

4. Membership and Register.

- 4.1. Any adult person may apply to be a Member of the MRAA
- 4.2. The MRAA may determine, only at a general meeting of Members;
 - 4.2.1. Membership, entrance or any other fees;
 - 4.2.2. Membership categories and criteria;
- 4.3. The MRAA shall maintain a Register listing all persons who have applied for membership.
- 4.4. The Register shall be available for perusal by Members and any other listed person.
- 4.5. A Member’s status listed in the Register shall be subject to the payment of any fees required by the Rules.
- 4.6. A right, privilege or obligation of a Member of the MRAA may be applied, enjoyed or fulfilled only by that Member.
- 4.7. A Member has the right to appoint another Member to vote as his proxy on any matter excepting only election.

B4. Membership and Register

- B4.1. Application for membership of the MRAA shall be:
 - B4.1.1. in the form as set out in these Rules, properly completed in ink; and
 - B4.1.2. accompanied by the required fee/s.
- B4.2. The MRAA:
 - B4.2.1. shall approve membership applications from adult persons who have not been previously expelled from the MRAA; or

B4.2.2. may not approve membership applications from adult persons who have been previously expelled from the MRAA, and shall give written reasons for non-approval and return all fees paid with such applications.

B4.3. The MRAA shall approve membership in the MRAA in the category of Member.

B4.4. The MRAA:

B4.4.1. shall determine membership fees or any other fees or levies, as required, only at general meetings; and

B4.4.2. may allow a rebate in fees paid by two or more Members residing at the same address, if it is agreed that only one notification on any matter is sent to that address.

B4.5. The MRAA shall maintain a Register of all persons who have applied for membership, recording:

B4.5.1. if not approved:

B4.5.1.1. Applicant's full name and postal address; and

B4.5.1.2. date, and reason/s for, non-approval; or

B4.5.2. if approved:

B4.5.2.1 Applicant's full name and postal address;

B4.5.2.2. date of approval;

B4.5.2.3. expiry date;

B4.5.2.4. membership number, category and status; and

B4.5.2.5. any other information as determined by the MRAA.

B4.6. A copy of the Register shall be available at all General Meetings for inspection by any Member, listing:

B4.6.1. Applicants' full names; and

B4.6.2. membership status and category (if any).

B4.7 Any person listed on the Register shall, by arrangement with the Secretary, at the MRAA office or at a general meeting on payment of a fee (if any), be provided with a copy of all information listed on the record of that person.

B4.8. A Member's status listed in the Register

B4.8.1. may be maintained by lodgement of a renewal form and payment of the required fee before, or within a period of two (2) months after, the membership expiry date, however the Member shall have no rights from the expiry date to the date of such a fee payment;

B4.8.2. shall be amended to ex-Member:

B4.8.2.1. if the required fee is not paid within two months after the expiry date, to be from expiry date;

B4.8.2.2. if the Member resigns, in writing;

B4.8.2.3. if the MRAA has expelled the Member;

B4.8.2.4. if the Member dies.

B4.9. A Member shall have the right, at any general meeting of the MRAA, to:

B4.9.1. move or second a motion on any matter;

B4.9.2. vote on any matter.

B4.10. A Member wishing to appoint another Member, as a proxy, to vote on their behalf at a general meeting shall do so :

B4.10.1. by notice which shall be in the form as set out in these Rules and properly completed, in ink; and

B4.10.2. lodged with the Secretary, or a delegated Member before commencement of the meeting for which the proxy is required

B4.11. A Member shall hold no more than five (5) proxies at any general meeting of the MRAA.

5. Disputes Resolution

5.1. Grievances or disputes between a Member and another Member or the MRAA shall,

5.1.1. be subject to an objective procedure to:

5.1.1.1. identify the issue;

5.1.1.2. discuss the matter; and

5.1.1.3. resolve the dispute or grievance; and

5.1.2. ensure natural justice for the parties involved and timely, transparent and accountable resolution.

B5. Disputes Resolution

B5.1. The parties to a dispute shall meet and discuss the matter in dispute, and, if possible, resolve the dispute within 14 days after the dispute comes to the attention of the parties.

B5.2. If the parties are unable to resolve the dispute or if a party fails to attend that meeting, then the parties shall, within 14 days, hold a meeting in the presence of a mediator.

B5.3. The mediator shall be:

B5.3.1. a person who is not a party to the dispute; and

B5.3.2. a person agreed by the parties; or

B5.3.3. in the absence of agreement:

B5.3.3.1. if the dispute is between Members, a person appointed by the Board; or

B5.3.3.2. if the dispute is between a Member and the Board, a person who is a mediator appointed or employed by the Dispute Settlement Centre of Victoria or its equivalent.

B5.4. The process of resolving a dispute shall be confidential to those directly involved.

6. Discipline

6.1. The MRAA may expel, or otherwise discipline, any Member who has,

6.1.1. refused or neglected to comply with the Constitution or Bylaws, or

6.1.2. acted unlawfully and caused harm to the MRAA.

6.2. The MRAA

6.2.1. shall expel any Member who has contravened the provisions regarding contracts or financial matters; and

6.2.2. may take further legal action

6.3. Expulsion or other discipline shall,

6.3.1. be subject to an objective procedure to:

6.3.1.1. define the alleged transgression;

6.3.1.2. present relevant evidence;

6.3.1.3. consider the matter;

6.3.1.4. announce a finding; and either

6.3.1.5. apply an appropriate sanction; or

6.3.1.6. advise of any exoneration or other result; and

6.3.2. ensure timely, transparent and accountable action and natural justice for the Member.

6.4. Involvement in a dispute or grievance process shall not, of itself, constitute the basis for expulsion proceedings.

B6. Discipline

B6.1. If the Board is of the opinion that a Member has acted in a manner described in Section 6 of the Constitution, the Board shall,

B6.1.1. make a resolution stating the Board's opinion,

B6.1.2. keep a detailed record of its deliberations and findings, and

B6.1.3. notify the Member in writing,

B6.1.3.1. stating the allegations and the Board's findings, and

B6.1.3.2. inviting the Member to show cause why disciplinary action should not be taken.

B6.2. The Member,

B6.2.1. shall respond in writing, no later than 14 days after notification and that response shall be considered at a Board Meeting called to deal with the matter,

B6.2.2. may attend that Board Meeting to address the Board in addition to the written submission,

B6.2.3. may be accompanied by another Member as an observer.

B6.3. Detailed minutes shall be recorded and,

B6.3.1. confirmed, in writing by the Board, or

B6.3.2. if the Member attended the Board Meeting, a draft copy shall be provided to the Member and, with agreed amendments, shall be confirmed, in writing, by the Board, the Member and the observer, if any.

B6.4. The process of investigating any allegations, notification, response and subsequent deliberations shall be confidential to those directly involved.

B6.5. The Member may appeal the Board's actions at the next scheduled MRAA General Meeting on the grounds that the process did not comply with,

B6.5.1. Section 6 of the Constitution, or

B6.5.2. Section B6 of the Bylaws.

7. Powers of the MRAA and Board

7.1. Subject to the Constitution, Regulations and the Act, the MRAA has power to, and shall, perform all such acts as are required for the proper management of the business and affairs of the MRAA.

7.2. The MRAA shall delegate control and management of the business and affairs of the MRAA to the Board to act on its behalf at those times when there is not a properly constituted MRAA general meeting in session.

7.3. The MRAA may delegate, at its discretion, any powers to any group of, or individual, Members.

B7. Powers of the MRAA and Board

8. The Board and Officers

8.1. The MRAA shall appoint the Board which shall consist of,

- 8.1.1. the President;
- 8.1.2. the Vice President;
- 8.1.3. the Secretary;
- 8.1.4. the Membership Secretary;
- 8.1.5. the Treasurer; and
- 8.1.6. two (2) Ordinary Members

8.2. The MRAA:

- 8.2.1. may, as required, create, and make appointment to, any Office to fulfil defined functions; and
- 8.2.2. shall only appoint a Member to any Office

8.3. The MRAA shall appoint a Public Officer who shall be accountable for proper fulfillment of the requirements of the Act.

8.4. No Member receiving a salary, wage or other consideration from the MRAA shall be appointed to, or remain in, a Board position.

8.5. Proper records of MRAA activities shall be kept by every Officer and such records shall be the property of the MRAA.

B8. The Board and Officers

B8.1. The MRAA shall appoint Officers, being:

- B8.1.1. a President who shall:
 - B8.1.1.1. be the spokesperson for the MRAA; and
 - B8.1.1.2. be accountable for the effective functioning of the Board;
- B8.1.2. a Vice President who shall:
 - B8.1.2.1. assist the President, and
 - B8.1.2.2. be acting President whenever the President is unavailable.
- B8.1.3. a Secretary who shall:
 - B8.1.3.1. be accountable for the effective administration of the MRAA;
- B8.1.4. a Membership Secretary who shall:
 - B8.1.4.1. be accountable for accurate and timely maintenance of the Membership Register; and
 - B8.1.4.2. deal with, and report on, membership matters;
- B8.1.5. a Treasurer who shall:
 - B8.1.5.1. be accountable for the effective control and keeping of proper records of MRAA finances; and
 - B8.1.5.2. have the absolute veto of any proposed expenditure which exceeds the funds available;
- B8.1.6. a Chairman who shall:
 - B8.1.6.1. chair all general meetings of the MRAA.

~~B8.2. The MRAA shall appoint the Board which shall consist of:~~

- ~~B8.2.1. the President;~~
- ~~B8.2.2. the Vice President;~~
- ~~B8.2.3. the Secretary;~~
- ~~B8.2.4. the Membership Secretary;~~
- ~~B8.2.5. the Treasurer; and~~
- ~~B8.2.6. two (2) Ordinary Members~~

9. Office and Board Vacancies

9.1. Subject to the Constitution, any Member may nominate for appointment to any Office or Board vacancy and all such appointments shall be made by procedures that are open to all Members, transparent and fair to all participants and include,

- 9.1.1. notification, to all Members, of vacancies, calling for nominations, and
- 9.1.2. if there are two or more nominees, the opportunity for all Members to elect the appointee.

9.2. The term of office of:

- 9.2.1. a Board member shall be from the date of appointment to the,
 - 9.2.1.1. next AGM;
 - 9.2.1.2. date of Board Member's resignation,
 - 9.2.1.3. date of Board Member's death, or
 - 9.2.1.4. when removed by resolution of the MRAA before the next AGM; and
- 9.2.2. any other Officer shall be:
 - 9.2.2.1. as stated at appointment; or
 - 9.2.2.2. subject to resolution of the MRAA.

9.3. The Board may appoint a Member to act in a casual vacancy, such vacancy to be filled subject to 9.1 at the next general meeting.

B9. Office and Board Vacancies

B9.1. The term of office of:

- B9.1.1. a Board member shall be from the date of appointment:
 - B9.1.1.1. to the next AGM; or

B9.1.2. when removed by resolution of the MRAA before the next AGM; and

B9.1.2. any other Officer shall be:

- B9.1.2.1. as stated at appointment; or
- B9.1.2.2. at the discretion of the MRAA.

B9.2. Board vacancies at the AGM shall be advertised before the AGM, with the nomination date and if by that date:

- B9.2.1. there is more than one nomination for a vacancy, the MRAA shall hold an election and appoint the nominee with the most number of votes cast;
- B9.2.2. there is only one nomination for a vacancy, then that nominee shall be appointed; or
- B9.2.3. there is no nominee, then nominations shall be called at the AGM and any election shall be by voting at that meeting.

B9.3. Subject to the Rules, any Member:

- B9.3.1. may nominate for any Office or Board position vacancy in the form as set out in these Rules and properly completed, in ink;
- B9.3.2. shall, before nomination, be provided with all information regarding the responsibilities and obligations of the appointment; and
- B9.3.3. shall, on nomination, acknowledge and accept all responsibilities and obligations of the appointment.

B9.4. Subject to the Rules, the Board shall:

- B9.4.1. appoint Members to Board vacancies occurring between AGMs; and
- B9.4.2. notify such appointments at the next general Meeting.

10 MRAA General Meetings

10.1. The MRAA shall hold an Annual General Meeting each year within 3 months of the end of the financial year:

- 10.1.1. to receive, and vote on, the Treasurer's report as required by section 30 of the Act; and
- 10.1.2. to transact business as required by the Constitution.

10.2. The MRAA shall hold a Quarterly General Meeting of Members in conjunction with the AGM and approximately three (3), six (6) and nine (9) months after the AGM to transact business as required by the Constitution.

10.3. A Special General Meeting of the MRAA shall be called in a manner as required by the Constitution, on:

- 10.3.1. a resolution of the Board stating the objects of the meeting; or
- 10.3.2. the written request of not less than twenty-five (25) Members stating the objects of the meeting and sent to the address of the MRAA.

10.4. MRAA general meetings shall be notified to all Members entitled to vote not less than 21 days prior to the meeting stating the time, date, place of the meeting and the number of Members required for a quorum.

10.5. A quorum of not less than two percent (2%) of the total of Members entitled to vote must be present for a QGM, an AGM or a Special Meeting, called by Board resolution, to be declared open, or to remain in session.

10.6. A quorum of not less than thirty (30) Members entitled to vote must be present for a Special Meeting, called at Members' request, to be declared open, or to remain in session.

10.7. All significant matters shall be subject to discussion and resolution by voting on a motion.

10.8. All resolutions are to be recorded in minutes.

10.9. Procedures at general meetings of Members shall,

- 10.9.1. allow voting on any issue only by Members,
- 10.9.2. ensure the effective governance of the MRAA, and
- 10.9.3. be inclusive, transparent and fair to all participants.

B10. MRAA General Meetings

B10.1. The number of Members required for a quorum shall be determined by resolution at the Board Meeting calling the general meeting.

B10.2. The ordinary business of the Annual General Meeting shall be:

- B10.2.1. to confirm the minutes of the previous AGM;
- B10.2.2. to receive the annual reports of each MRAA Officer;
- B10.2.3. to receive, and vote on, the Treasurer's report as required by the Act;
- B10.2.4. to appoint Officers; and
- B10.2.5. to appoint the Board.

B10.3. The ordinary business of the Quarterly General Meeting shall be:

- B10.3.1. to confirm the minutes of the previous formal QGM;
- B10.3.2. to receive reports of each MRAA Officer;
- B10.3.3. to transact any business notified to the Secretary prior to the meeting or general business arising from the meeting.

B10.4. A Special General Meeting of the MRAA shall:

- B10.4.1. be called, notifying all Members of the objects of the meeting;
- B10.4.2. be set for no earlier than 30 days and no later than 60 days after the request is received by the Board; and
- B10.4.3. only deal with the notified objects of the meeting.
- B10.5. At MRAA general meetings:
 - B10.5.1. all Board Members and other Officers unable to attend must notify the Secretary prior to the meeting; and
 - B10.5.2. the Minutes shall contain a record of Board Members' and Officers':
 - B10.5.2.1. attendance;
 - B10.5.2.2. non-attendance with prior notification; and
 - B10.5.2.3. non-attendance without prior notification; and
 - B10.5.3. all proxy holders, and number of proxies held, shall be announced before the first vote at the meeting;
- B10.6. If within 30 minutes of the appointed starting time of a general meeting a quorum is not present:
 - B10.6.1. in the case of a Quarterly General Meeting, or a Special General Meeting called by a resolution of the Board, an informal meeting shall take place which:
 - B10.6.1.1. shall be recorded by minutes which shall be marked 'informal' and added to the Minutes Register; however
 - B10.6.1.2. no formal resolutions may be transacted;
 - B10.6.2. in the case of a Special General Meeting called at the request of Members, no meeting shall take place; and
 - B10.6.3. in the case of an Annual General Meeting, the Board shall:
 - B10.6.3.1. call a Special General Meeting to transact the business of the AGM; and
 - B10.6.3.2. if that Special General Meeting does not take place, take the appropriate action to wind up the MRAA.

11. Board Meetings

- 11.1. The Board shall hold a meeting once each month and may hold further meetings as required.
- 11.2. At every Board Meeting a quorum of not less than three Board Members must be present for the meeting to be declared open, or to remain in session;
- 11.3. Members, who are not on the Board, may attend and participate at Board Meetings at the discretion of the Board however they shall not vote.
- 11.4. All significant matters shall be subject to discussion and resolution by voting on a motion.
- 11.5. All resolutions are to be recorded in minutes.
- 11.6. Confirmed minutes of Board Meetings shall be available for perusal by Members.

B11. Board Meetings

- B11.1. The Board shall notify all Board Members prior to the meeting stating the time, date, place of the meeting and the ordinary business of the Board Meeting shall be:
 - B11.1.1. to confirm the minutes of the previous Board Meeting;
 - B11.1.2. to receive reports of MRAA Officers as required; and
 - B11.1.3. to transact any business notified to the Secretary prior to the meeting or general business arising from the meeting.
- B11.2. At every Board Meeting:
 - B11.2.1. all Board Members unable to attend must notify the Secretary prior to the meeting; and
 - B11.2.2. the Minutes shall contain a record of Board Members':
 - B11.2.2.1. attendance;
 - B11.2.2.2. non-attendance with prior notification; and
 - B11.2.2.3. non-attendance without prior notification.
- B11.3. Members, who are not on the Board, shall leave the Meeting when requested by the Board and shall be given the reason for such a request which shall be recorded in the minutes.
- B11.4. Confirmed Minutes of Board Meetings shall be available for perusal by Members on request at the office of the MRAA.

12. Funds

- 12.1. The funds of the MRAA may be derived from fees, donations and such other lawful sources as the MRAA determines.
- 12.2. The signatories for MRAA cheques shall be the Treasurer, President, Vice President and Secretary.
- 12.3. All MRAA cheques shall be signed by the Treasurer and one other signatory

B12. Funds

- B12.1. The MRAA shall maintain correct accounts and books,

- B12.1.1. showing all income and expenditure relating to MRAA activities, and
- B12.1.2. reflecting the true financial status of MRAA finances.

13. Notices

- 13.1. A notice may be served by or on behalf of the MRAA on any Member either personally or by sending it by post to the Member at the address shown on the Register.
- 13.2. Proof of posting any such notice shall be evidence of delivery of that notice after the normal time required for delivery.

B13. Notices

- B13.1. Any matter contained in the official MRAA newsletter and sent to all Members, is notification of that matter.
- B13.2. Two or more Members residing at the same address may request that only one newsletter, or other notification on any matter be sent to that address to notify those Members.

14. Colours and Emblem/s

- 14.1. The MRAA shall approve any and all MRAA logos, emblems, mottoes or other symbolic representations, and their application and use.
- 14.2. No Member or other entity shall use MRAA logos, emblems, mottoes or other symbolic representations, the name of the MRAA, any names or titles registered by law to the MRAA or any names and titles over which the MRAA has possessory rights in common law, for any purpose except by written contract with the MRAA.
- 14.3. Contracts shall specify the exact terms under which authority is given by the MRAA and shall not be varied except by the MRAA in writing.

B14. Colours and Emblem/s

15. Affiliations

- 15.1. The MRAA:
 - 15.1.1. shall not affiliate with any political party; and
 - 15.1.2. shall not affiliate with any religious organisation.
- 15.2. The MRAA shall not enter into a relationship with any individual or organisation, requiring or resulting in an obligation on the MRAA, financial or otherwise, except as specified in a written contract.
- 15.3. Contracts shall specify the terms of the relationship with the MRAA and shall not be varied except by the MRAA in writing.

B15. Affiliations

- B15.1. The MRAA shall determine the criteria for any support organisation.
- B15.2. A contract is not required if there is no direct or potential cost, financial or otherwise, to the MRAA.

16. Custody and Inspection of, Books, Documents or other Records

- 16.1. All books, documents and records of proceedings of the MRAA,
 - 16.1.1. shall be confidential to the MRAA and Members,
 - 16.1.2. except as otherwise provided in this Constitution shall be maintained in the custody of the Secretary, and
 - 16.1.3. may be inspected by any Member,
 - 16.1.3.1. on application in writing; and
 - 16.1.3.2. with the approval of the MRAA.
- 16.2. The MRAA shall provide information as required by the Act.

B16. Inspection of Books, Documents or other Records

- B16.1. Office bearers or delegates of the MRAA shall only provide information under confidentiality provisions.
- B16.2. A Member may inspect any MRAA books, documents or records:
 - B16.1.1. on application in writing; and
 - B16.1.2. with the approval of the MRAA.

17. Disposition of Assets on Winding Up

- 17.1. The MRAA may dispose of any surplus assets on the winding up or dissolution of the MRAA, subject to the provisions of the Act.

B17. Disposition of Assets on Winding Up

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Effective November 2002

END