



**FIREWOOD ASSOCIATION
OF AUSTRALIA
INCORPORATED**

RULES OF ASSOCIATION

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1. Name of Association

The name of the Association is –

FIREWOOD ASSOCIATION of AUSTRALIA INC. (FAA)

2. Definitions

(1) In these rules, unless the contrary intention appears –

“**Act**” means the Associations Incorporation Act 1981;

“**affiliate member**” means a member of the Association as set out in rule 4;

“**associate member**” means a member of the Association as set out in rule 4;

“**Certification Scheme**” means the FAA Firewood Certification Scheme;

“**Committee**” means the Committee of management of the Association;

“**financial year**” means the year ending on 30 June;

“**firewood**” means solid wood which is burnt for heating and cooking;

“**full member**” means a member of the Association as set out in rule 4;

“**general meeting**” means a general meeting of members convened in accordance with rule 13;

“**member**” means a full member, an associate member or an affiliate 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 22;

“**Regulations**” means regulations under the Act;

“**relevant documents**” has the same meaning as in the Act.

(2) In these Rules, a reference to the Secretary of an Association is a reference –

(a) if 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. Alteration of the rules

These rules and the statement of purposes of the Association must not be altered except in accordance with the Act.

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4. Membership, fees and subscription

- (1) There are three categories of membership in the Association. Full membership, associate membership and affiliate membership.
- (2) Full membership of the Association is open to all persons and enterprises actively involved in the commercial firewood supply industry, including but not limited to firewood cutters, firewood wholesalers, retail merchants and bagged or packaged firewood distributors.
- (3) To become a full member a person or enterprise must –
 - (a) agree to comply with the requirements of the Certification Scheme.
 - (b) achieve the qualification standard set by the Certification Scheme.
 - (c) apply for membership to the Committee in writing in such form as the Committee from time to time directs; and
 - (d) pay the entrance fee, the annual subscription fee and the certification scheme application, visit and annual licence fees as set by the Committee at the time at which the fee becomes due and payable.
- (4) As soon as practicable after the receipt of an application, the Secretary must refer the application to the Committee.
- (5) The Committee must determine whether to approve or reject the application.
- (6) If the Committee approves an application for membership the Secretary must, as soon as practicable –
 - (a) notify the applicant in writing of the approval for membership; and
 - (b) if not already paid, request payment within 28 days after the receipt of the notification of the sum payable under these Rules as the entrance fee and the first year's annual subscription.
- (7) An enterprise that is a full member shall nominate no more than two natural persons to represent it at meetings and in business with the Association. The enterprise may change its representatives at any time on giving notice in writing to the Secretary.
- (8) Associate membership of the Association is open to all persons and enterprises involved in the commercial firewood supply industry. This membership category is suitable for persons or enterprises that wish to support the Association but do not seek the benefits of being recognised as certified firewood suppliers.

- (9) To become an associate member a person or enterprise must –
- (a) apply for membership to the Committee in writing in such form as the Committee from time to time directs; and
 - (b) pay the entrance fee and annual subscription fee as set by the Committee at the time at which the fee becomes due and payable.
- (10) As soon as practicable after the receipt of an application, the Secretary must refer the application to the Committee.
- (11) The Committee must determine whether to approve or reject the application.
- (12) If the Committee approves an application for associate membership the Secretary must, as soon as practicable –
- (a) notify the applicant in writing of the approval for associate membership; and
 - (b) if not already paid, request payment within 28 days after the receipt of the notification of the sum payable under these Rules as the entrance fee and the first year's annual subscription.
- (13) Affiliate membership of the Association is open to all persons and enterprises that are not directly involved in the commercial firewood supply industry but wish to support the Association.
- (14) To become an affiliate member a person or enterprise must –
- (a) apply for membership to the Committee in writing in such form as the Committee from time to time directs; and
 - (b) pay the entrance fee and annual subscription fee as set by the Committee at the time at which the fee becomes due and payable.
- (15) As soon as practicable after the receipt of an application, the Secretary must refer the application to the Committee.
- (16) The Committee must determine whether to approve or reject the application.
- (17) If the Committee approves an application for affiliate membership the Secretary must, as soon as practicable –
- (a) notify the applicant in writing of the approval for affiliate membership; and

- (b) if not already paid, request payment within 28 days after the receipt of the notification of the sum payable under these Rules as the entrance fee and the first year's annual subscription.
- (18) The Secretary must, after receipt of the amounts referred to in sub-rules (6), (12) and (17) enter the applicants name in the register of members.
- (19) An applicant for membership becomes a member and is entitled to exercise the rights of membership when their name is entered in the register of members.
- (20) The Committee reserves the right to reject an application if in its opinion the applicant is not a fit and proper person or enterprise, is not in a proper financial state or, if the application is for full membership in the Association, the applicant is not a member of the Certification Scheme, or if the Committee decides that membership in the Association by that person or enterprise would be prejudicial to the interests of the Association.
- (21) If the Committee rejects an application, the Committee must, as soon as practicable, notify the applicant in writing that the application has been rejected.
- (22) A right, privilege, or obligation of a person or enterprise by reason of membership of the Association
- (a) is not capable of being transferred or transmitted to another person or enterprise; and
 - (b) terminates upon the cessation of membership whether by death or resignation or otherwise.
- (23) The Committee may at any time impose on some or all members a special purpose fee, provided –
- (a) that the purpose for such fee is clearly set out to those members on whom the fee is imposed, at the time the fee is requested to be paid; and
 - (b) that the purpose is within the objectives of the Association as set out in the “Statement of Purposes” ; and
 - (c) payment must not be required earlier than 28 days from the day on which notice of the special purpose fee is given to members, and
 - (d) notice of any special purpose fee shall be given to members in the same manner as set out in rule 13 (2).
- (24) The entrance fee is the relevant amount set out in the “Fees and Charges” statement issued by the Association, which may be altered from time to time by the Committee.

- (25) The annual subscription is the relevant amount set out in the “Fees and Charges” statement issued by the Association, which may be altered from time to time by the Committee and is payable annually on or before 31 July in each year.

5. Register of members

- (1) The Secretary must keep and maintain a register of members containing –
- (a) the name and address of each member; and
 - (b) the date on which each member’s name was entered in the register; and
 - (c) the category of membership for each member; and
 - (d) for full members, the member’s Certification Scheme licensee number; and
 - (e) the name of the representatives of any enterprise member.
- (2) The register is available for inspection free of charge by any member upon request.
- (3) A member may make copies of entries in the register.

6. Ceasing membership and changing membership category

- (1) A member of the Association who has paid all monies due and payable by a member to the Association may resign from the Association by giving one month’s notice in writing to the Secretary of their intention to resign.
- (2) After the expiry of the period referred to in sub-rule (1) –
- (a) the member ceases to be a member; and
 - (b) the Secretary must record in the register of members the date on which the member ceased to be a member.
- (3) A full member of the Association may change their membership category to associate member by giving one month’s notice in writing to the Secretary of their intention to change membership category.
- (4) After the expiry of the period referred to in sub-rule (3) –
- (a) the full member ceases to be a full member and becomes an associate member; and
 - (b) the Secretary must record in the register of members the date on which the change in membership category occurred.

- (5) An associate member of the Association who wishes to become a full member must –
 - (a) agree to comply with the requirements of the Certification Scheme.
 - (b) achieve the qualification standard set by the Certification Scheme.
 - (c) apply for full membership to the Committee in writing in such form as the Committee from time to time directs; and
 - (d) pay all certification scheme application, visit and annual licence fees as set by the Committee at the time at which the fee becomes due and payable.
- (6) As soon as practicable after the receipt of an application to become a full member, the Secretary must refer the application to the Committee.
- (7) The Committee must determine whether to approve or reject the application.
- (8) If the Committee approves the application the Secretary must –
 - (a) as soon as practicable notify the applicant in writing of the approval for their change of membership category; and
 - (b) record in the register of members the date on which the change in membership category occurred.

7. Termination of membership of the Association

Membership of the Association may be terminated upon –

- (a) non-payment by a member of their annual subscription within three months of the date fixed by the Committee for subscriptions to be paid, unless the Committee decides otherwise; or
- (b) a full member ceasing to be a member of the Certification Scheme; or
- (c) expulsion of a member in accordance with rule 9; or
- (d) becomes an insolvent under administration within the meaning of the Corporations Law;

8. *Suspension or expulsion of members of Association*

- (1) Subject to these Rules, if the Committee is of the opinion that a member has refused or neglected to comply with these Rules, or has been guilty of conduct unbecoming a member or prejudicial to the interests of the Association, the Committee may by resolution –
 - (a) suspend that member from membership of the Association for a specified period: or
 - (b) expel that member from the Association,
- (2) A resolution of the Committee under sub-rule (1) does not take effect unless –
 - (a) at a meeting held in accordance with sub-rule (3), the Committee confirms the resolution; and
 - (b) if the member exercises a right of appeal to the Association under this rule, the Association confirms the resolution in accordance with this rule.
- (3) A meeting of the Committee to confirm or revoke a resolution passed under sub-rule (1) must be held not earlier than 14 days, and not later than 28 days, after notice has been given to a member in accordance with sub-rule (4).
- (4) For the purposes of giving notice in accordance with sub-rule (3), the Secretary must, as soon as practicable, cause to be given to the member a written notice –
 - (a) setting out the resolution of the Committee and the grounds on which it is based; and
 - (b) stating that the member, or a representative of the member, may address the Committee at a meeting to be held not earlier than 14 days and not later than 28 days after the notice has been given to that member; and
 - (c) stating the date, place and time of that meeting; and
 - (d) informing the member that they may do one or both 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;
 - (e) informing the member that, if at that meeting, the Committee confirms the resolution, they may, not later than 48 hours after that meeting, give the Secretary a notice to the effect that they wish to appeal to the Association in a general meeting against the resolution.

- (5) At a meeting of the Committee to confirm or revoke a resolution passed under sub-rule (1), the Committee must –
 - (a) give the member, or the member's representative, an opportunity to be heard; and
 - (b) give due consideration to any written statement submitted by the member; and
 - (c) determine by resolution whether to confirm or to revoke the resolution.
- (6) If at the meeting, the Committee confirms the resolution, the member may, not later than 48 hours after that meeting, give the Secretary a notice to the effect that they wish to appeal to the Association in general meeting against the resolution.
- (7) If the Secretary receives a notice under sub-rule (6) he or she must notify the Committee and the Committee must convene a general meeting of the Association to be held within 21 days after the date on which the Secretary received the notice.
- (8) At a general meeting of the Association convened under sub-rule (7) –
 - (a) no business other than the question of the appeal may be conducted; and
 - (b) the Committee may place before the meeting details of the grounds for the resolution and the reasons for the passing of the resolution; and
 - (c) the member, or the members representative, must be given an opportunity to be heard; and
 - (d) the members present must vote by secret ballot on the question whether the resolution should be confirmed or revoked.
- (9) A resolution is confirmed if, at the general meeting, not less than two-thirds of the members vote in person, or by proxy, in favour of the resolution. In any other case, the resolution is revoked.

9. Disputes and mediation

- (1) The grievance procedure set out in this rule applies to disputes under these rules between –
 - (a) a member and another member, and
 - (b) a member and the Association.

- (2) The parties to the dispute must meet and discuss the matter in dispute, and, if possible, resolve the dispute within 14 days after the dispute comes to the attention of all of the parties.
- (3) If the parties are unable to resolve the dispute at the meeting, or if a party fails to attend that meeting, then the parties must, within 10 days, hold a meeting in the presence of a mediator.
- (4) The mediator must be –
 - (a) a person chosen by agreement between the parties; or
 - (b) in the absence of agreement –
 - i. in the case of a dispute between a member and another member, a person appointed by the Committee of the Association; or
 - ii. in the case of a dispute between a member and the Association, a person who is an independent professional mediator.
- (5) A member of the Association can be a mediator.
- (6) The mediator cannot be a member who is a party to the dispute.
- (7) The parties to the dispute must, in good faith, attempt to settle the dispute by mediation.
- (8) The mediator, in conducting the mediation, must –
 - (a) give the parties to the mediation process every opportunity to be heard; and
 - (b) allow due consideration by all parties of any written statement by any party; and
 - (c) ensure that natural justice is accorded to the parties to the dispute throughout the mediation process.
- (9) The mediator must not determine the dispute.
- (10) If the mediation process does not result in the dispute being resolved, the parties may seek to resolve the dispute in accordance with the Act or otherwise at law.

10. Annual general meetings

- (1) The Committee may determine the date, time and place of the annual general meeting of the Association.
- (2) The notice convening the annual general meeting must specify that the meeting is an annual general meeting.
- (3) The ordinary business of the annual general meeting shall be –
 - (a) to confirm the minutes of the previous annual general meeting and of any general meeting held since that meeting; and
 - (b) to receive from the Committee reports upon transactions of the Association during the last preceding financial year; and
 - (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 section 30(3) of the Act.
- (4) The annual general meeting may conduct any special business of which notice has been given in accordance with these Rules.

11. Special general meetings

- (1) In addition to the annual general meeting, any other general meetings may be held in the same year.
- (2) All general meetings other than the annual general meeting are special general meetings.
- (3) The Committee may, whenever it thinks fit, convene a special general meeting of the Association.
- (4) If, but for this sub-rule, more than 15 months would elapse between annual general meetings, the Committee must convene a special general meeting before expiration of that period.
- (5) The Committee must, on the request in writing of members representing not less than 5 per cent of the total number of members, convene a special general meeting of the Association.

- (6) The request for a special general meeting must –
 - (a) state the objects of the meeting; and
 - (b) be signed by the members requesting the meeting; and
 - (c) be sent to the address of the Secretary.
- (7) If the Committee does not cause a special general meeting to be held within one month after the date on which the request was sent to the address of the Secretary, the members making the request, or any of them, may convene a special general meeting to be held not later than 3 months after that date.
- (8) If a special general meeting is convened by members in accordance with this rule, it must be convened in the same manner so far as possible as a meeting convened by the Committee and all reasonable expenses incurred in convening the special general meeting must be refunded by the Association to the persons incurring the expenses.

12. Special business

All business that is conducted at a special general meeting and all business that is conducted at the annual general meeting, except for business conducted under the rules as ordinary business of the annual general meeting, is deemed to be special business.

13. Notice of general meetings

- (1) The Secretary of the Association, at least 14 days, or if a special resolution has been proposed at least 21 days, before the date fixed for holding a general meeting of the Association, must cause to be sent to each member of the Association, a notice stating the place, date and time of the meeting and the nature of the business to be conducted at the meeting.
- (2) Notice may be sent –
 - (a) by prepaid post to the address appearing in the register of members; or
 - (b) if the member requests, by facsimile transmission or electronic transmission.
- (3) No business other than set out in the notice convening the meeting may be conducted at the meeting.

- (4) A member intending to bring any business before a meeting may notify in writing, or by electronic transmission, the Secretary of that business, who must include that business in the notice calling the next general meeting.

14. Quorum at general meetings

- (1) No item of business may be conducted at a general meeting unless a quorum of members entitled under these Rules to vote is present at the time when the meeting is considering that item.
- (2) Five members (being members entitled under these Rules to vote at a general meeting) constitute a quorum for the conduct of the business of a general meeting.
- (3) Members may attend meetings in person, by teleconference, videoconference or through web based conference facilities.
- (4) If, within half an hour after the appointed time for the commencement of a general meeting, a quorum is not present –
 - (a) in the case of a meeting convened upon the request of members – the meeting must be dissolved; and
 - (b) in any other case – the meeting shall stand adjourned to the same day in the next week at the same time and (unless another place is specified by the Chairperson at the time of adjournment or by written notice to members given before the day to which the meeting is adjourned) at the same place.
- (5) 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 3) shall be a quorum.

15. Presiding at general meetings

- (1) The President, or in the President's absence, the Vice-President, shall preside as Chairperson at each general meeting of the Association.
- (2) If the President and the Vice-President are absent from a general meeting, or are unable to preside, the members present must select one of their number to preside as Chairperson.

16. Adjournment of meetings

- (1) The person presiding may, with the consent of a majority of members present at the meeting, adjourn the meeting from time to time and place to place.

- (2) No business may be conducted at an adjourned meeting other than the unfinished business from the meeting that was adjourned.
- (3) If a meeting is adjourned for 14 days or more, notice of the adjourned meeting must be given in accordance with rule 13
- (4) Except as provided in sub-rule (3) it is not necessary to give notice of an adjournment or of the business to be conducted at an adjourned meeting.

17. Voting at general meetings

- (1) Upon any question arising at a general meeting of the Association, each full member has one vote only. Associate and affiliate members are not entitled to vote at general meetings.
- (2) All votes must be given personally or by proxy.
- (3) In case of an equality of voting on a question, the Chairperson of the meeting is entitled to exercise a second or casting vote.
- (4) A member is not entitled to vote at a general meeting unless all monies due and payable by the member to the Association have been paid, other than the amount of the annual subscription payable in respect of the current financial year.

18. Poll at general meetings

- (1) If at a meeting a poll on any question is demanded by not less than 3 members, it must be taken at that meeting in such manner as the Chairperson 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 Chairperson or on a question of an adjournment must be taken immediately and a poll that is demanded on any other question must be taken at such time before the close of the meeting as the Chairperson may direct.

19. Manner of determining whether a resolution is carried

If a question arising at a general meeting of the Association is determined on a show of hands.

- (a) a declaration by the Chairperson that a resolution has been –
 - i. carried; or
 - ii. carried unanimously; or
 - iii. carried by a particular majority; or

iv. lost; and

- (b) 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.

20. Proxies

- (1) Each full member is entitled to appoint another full member as a proxy by notice given to the Secretary no later than 24 hours before the time of the meeting in respect of which the proxy is appointed.
- (2) The notice appointing the proxy must be –
 - (a) for a meeting of the Association convened under rule 9 (7), in the form set out in Appendix 2; or
 - (b) in any other case, in the form set out in Appendix 3.

21. Committee of Management

- (1) The affairs of the Association shall be managed by the Committee of management.
- (2) The Committee –
 - (a) shall control and manage the business affairs of the Association; and
 - (b) may, subject to these Rules, the Act and the Regulations, 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 Act and the Regulations, has power to perform all such acts as appear to the Committee to be essential for the proper management of the business and affairs of the Association.
- (3) Subject to section 23 of the Act, the Committee shall consist of –
 - (a) the officers of the Association; and
 - (b) two ordinary members – each of whom shall be elected at the annual general meeting of the Association in each year.

22. *Office holders*

- (1) The officers of the Association shall be –
 - (a) a President;
 - (b) a Vice-President;
 - (c) a Treasurer; and
 - (d) a Secretary.
- (2) The provisions of rule 24, 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 referred to in sub-rule (1).
- (3) Each officer of the Association shall hold office until the annual general meeting next after the date of his or her election but is eligible for re-election.
- (4) Only natural persons who are, or who are nominated representatives of full members of the Association shall be office holders.
- (5) In the event of a casual vacancy in any office referred to in sub-rule (1), the Committee may appoint a full member of the Association to the vacant office and the member appointed may continue in office up to and including the conclusion of the annual general meeting next following the date of the appointment.

23. *Ordinary members of the Committee*

- (1) Ordinary members of the Committee may be full, associate or affiliate members of the Association or representatives of enterprises that are any of these categories of membership.
- (2) Subject to these Rules, each ordinary member of the Committee shall retain their position until the annual general meeting next after the date of election but is eligible for re-election.
- (3) In the event of a casual vacancy occurring for an ordinary member of the Committee, the Committee may appoint a member of the Association to fill the vacancy and the member appointed shall retain that position on the Committee, subject to these Rules, until the conclusion of the annual general meeting next following the date of the appointment.

24. Election of officers and ordinary Committee members

- (1) Nominations of candidates for election as officers of the Association or as ordinary members of the Committee must be –
 - (a) 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) delivered to the Secretary of the Association not less than 7 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 may 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 must be held.
- (5) The ballot for the election of officers and ordinary members of the Committee must be conducted at the annual general meeting in such manner as the Committee may direct.

25. Vacancies

The office of an officer of the Association, or the position of an ordinary member of the Committee, becomes vacant if the officer or member –

- (a) ceases to be a member of the Association; or
- (b) becomes an insolvent under administration within the meaning of the Corporations Law; or
- (c) resigns from the Committee by notice in writing given to the Secretary.

26. Meetings of the Committee

- (1) The Committee must meet at least twice in each year at such times as the Committee may determine.
- (2) Committee members may attend meetings in person, by teleconference, videoconference or through web based conference facilities.

- (3) Special meetings of the Committee may be convened by the President or by any 4 members of the Committee.

27. Notice of Committee meetings

- (1) Written notice of each Committee meeting must be given to each member of the Committee at least 2 business days before the date of the meeting.
- (2) Written notice must be given to members of the Committee of any special meeting specifying the general nature of the business to be conducted and no other business may be conducted at such a meeting.

28. Quorum for Committee meetings

- (1) Any 4 members of the Committee constitute a quorum for the conduct of the business of a meeting of the Committee.
- (2) No business may be conducted unless a quorum is present.
- (3) If within half an hour of the time appointed for the meeting a quorum is not present –
 - (a) In the case of a special meeting – the meeting collapses;
 - (b) In any other case – the meeting shall stand adjourned to the same place and the same time and day in the following week.
- (4) The Committee may act notwithstanding any vacancy on the Committee.

29. Presiding at Committee meetings

At meetings of the Committee –

- (a) the President or, in the President's absence, the Vice-President presides; or
- (b) if the President and the Vice-President are absent, or are unable to preside, the members present must choose one of their number to preside.

30. Voting at Committee meetings

- (1) Questions arising at a meeting of the Committee, or at a meeting of any-sub Committee appointed by the Committee, shall be determined on a show of hands or, if a member requests, by a poll taken in such a manner as the person presiding at that meeting may determine.

- (2) Each member present at a meeting of the Committee, or at a meeting 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.

31. Removal of a Committee member

- (1) The Association in general meeting may, by resolution, remove any member of the Committee before expiration of the member's term of office and appoint another member who is eligible to hold that office in his or her place, to hold office until the expiration of the term of the first-mentioned member.
- (2) A member who is the subject of a proposed resolution referred to in sub-rule (1) may make representations in writing to the Secretary or President of the Association (not exceeding a reasonable length) and may request that the representations be provided to the members of the Association.
- (3) The Secretary or the President may give a copy of the representations to each member of the Association or, if they are not so given, the member may require that they be read out at the meeting.

32. Minutes of meetings

The Secretary of the Association must keep minutes of resolutions and proceedings of each general meeting, and each Committee meeting, together with a record of the names of persons present at Committee meetings.

33. Funds

- (1) The Treasurer of the Association must –
 - (a) collect and receive all moneys due to the Association and make or approve all payments authorised by the Association; and
 - (b) keep or cause to be kept, 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 public officer shall;
 - (a) Execute payment of all monies due to be paid by the Association, whether by means of electronic funds transfer or cheque where each payment does not exceed a sum to be determined by the Committee from time to time; and

- (b) For payments in excess of the sum determined under rule 33 (2) (a) the public officer shall submit a requisition to the Treasurer requesting approval for payment of the sum. The approval for payment must be signed by the Treasurer, or by another officer of the Association nominated by the Treasurer to act on his or her behalf (not including the public officer) prior to the payment being made.
- (3) The funds of the Association shall be derived from entrance fees, annual subscriptions, licence fees and other fees paid for Certification Scheme membership, sales of stationary and promotional materials, donations and other sources as the Committee determines.
- (4) The assets and income of the Association shall be applied solely in furtherance of the stated Purposes of the Association and no portion shall be distributed directly or indirectly to the members of the Association except as bona fide compensation for services rendered or expenses incurred on behalf of the Association.

34. Seal

- (1) The common seal of the Association must be kept in the custody of the Secretary.
- (2) The common seal must not be affixed to any instrument except by authority of the Committee and the affixing of the common seal must be attested by the signatures either of two members of the Committee or, of one member of the Committee and the public officer of the Association.

35. Notice to members

Except for the requirement in rule 14, any notice that is required to be given to a member, by or on behalf of the Association, under these Rules may be given by –

- (a) delivering the notice to the member personally; or
- (b) sending it by prepaid post addressed to the member at that member's address shown in the register of members; or
- (c) facsimile transmission; or
- (d) electronic transmission.

36. Winding up

- (1) In the event of the winding up, dissolution or the cancellation of the incorporation of the Association, the assets of the Association must be disposed of in accordance with the provisions of the Act.

- (2) The amount that remains after such winding up, dissolution or cancellation and the satisfaction of all debts and liabilities shall be transferred to another organisation with similar purposes which is not carried out for the profit or gain of its individual members.

37. Custody and inspection of books and records

- (1) Except as otherwise provided in these Rules, the Secretary must keep in his or her custody or under his or her control all books, document and securities of the Association.
- (2) All accounts, books, securities and any other relevant documents of the Association must be available for inspection free of charge by any member upon request.
- (3) A member may make a copy of any accounts, books, securities and any other relevant documents of the Association.

APPENDIX 1

**APPLICATION BY AN INDIVIDUAL FOR FULL MEMBERSHIP OF THE
FIREWOOD ASSOCIATION of AUSTRALIA INC.**

I,.....
(Name)

of.....
.....
(Name and Address of business)

wish to apply to become a full member of the Firewood Association of Australia Inc.

Firewood Association Certification Scheme Registration Number _____

If my application is accepted, I agree to be bound by the FAA Rules of Association.

Signature:.....

Date:.....

**APPLICATION BY AN ENTERPRISE FOR FULL MEMBERSHIP OF THE
FIREWOOD ASSOCIATION of AUSTRALIA INC.**

.....
(Enterprise Name)

of.....

.....
Address of Enterprise)

ABN:

wishes to apply to become a full member of the Firewood Association of Australia
Inc.

Firewood Association Certification Scheme Registration Number _____

If our application is accepted, we agree to be bound by the FAA Rules of Association.

Signature:.....

Date:.....

Our nominated representatives for voting at Association meetings are;

.....
(Name)

.....
(Name)

We understand that only one person may vote on any one resolution.

**APPLICATION BY AN INDIVIDUAL FOR ASSOCIATE/AFFILIATE*
MEMBERSHIP OF THE
FIREWOOD ASSOCIATION of AUSTRALIA INC.**

I,.....
(Name)

of.....
.....
(Name and Address of business)

wish to apply to become an associate/affiliate* member of the Firewood Association of Australia Inc.

If my application is accepted, I agree to be bound by the FAA Rules of Association.

If my application is accepted, I agree to use the relevant FAA logo or mark in accordance with the guidelines and restrictions stated in Appendix 4 of the FAA Rules of Association.

I understand that I am not entitled to hold office or vote at meetings of the Association.

Signature:.....

Date:.....

* Cross out whichever is not applicable.

**APPLICATION BY AN ENTERPRISE FOR ASSOCIATE/AFFILIATE*
MEMBERSHIP OF THE
FIREWOOD ASSOCIATION of AUSTRALIA INC.**

.....
(Enterprise Name)

of.....

.....
(Address of Enterprise)

ABN:

wishes to apply to become an associate/affiliate* member of the Firewood Association of Australia Inc.

If our application is accepted, we agree to be bound by the FAA Rules of Association.

If our application is accepted, we agree to use the relevant FAA logo or mark in accordance with the guidelines and restrictions stated in Appendix 4 of the FAA Rules of Association.

Signature:.....

Date:.....

Our nominated representatives are;

.....
(Name)

.....
(Name)

We understand that our nominated representatives are not entitled to hold office or vote at meetings of the Association.

* Cross out whichever is not applicable.

APPENDIX 2

**FORM OF APPOINTMENT OF PROXY FOR MEETING OF ASSOCIATION
CONVENED UNDER RULE 8 (7)**

I,
(name)

of.....
.....
(Name and address of member's business)

being a full member of the FIREWOOD ASSOCIATION of AUSTRALIA INC.

APPOINT

.....
(Name of proxy holder)

of

.....
(Name and address of proxy holder's business)

being a full member of that Incorporated Association, as my proxy to vote for me on my behalf at the appeal to the general meeting of the Association convened under Rule 8 (7), to be held on --

.....
(Date of meeting)

and at any adjournment of that meeting

I authorise my proxy to vote on my behalf at their discretion in respect of the following resolution (insert details of resolution passed under rule 8(1))

Signature:..... (of Member appointing Proxy)

Date:.....

APPENDIX 3

FORM OF APPOINTMENT OF PROXY

I,
(name)

of.....
.....
(Name and address of member's business)

being a full member of the FIREWOOD ASSOCIATION of AUSTRALIA INC.

APPOINT

.....
(Name of proxy holder)

of

.....
(Name and address of proxy holder's business)

being a full member of that Incorporated Association, as my proxy to vote for me on my behalf at the **annual/special*** general meeting of the Association to be held on --

.....
(Date of meeting)

and at any adjournment of that meeting

My proxy is authorised to vote **in favour of/against*** the following resolution (insert details of resolution)

Signature:..... (of full Member appointing Proxy)

Date:.....

* Cross out whichever is not applicable.

APPENDIX 4

USE AND PROMOTION OF THE FAA MARK BY AFFILIATES AND ASSOCIATES

Affiliate and Associate Members of the FAA are entitled to use the relevant version of the logo (hereafter referred to as the Mark) as shown below:



Restrictions on use of the Mark:

- 1 The Member acknowledges that the Mark is the property of the Firewood Association of Australia (FAA) or its successors or assigns.
- 2 The Member must not do anything that might detrimentally affect the goodwill embodied in the Mark or the reputation of the FAA.
- 3 The Member must not apply for registration of any trade mark, business name or company name that incorporates the Mark or is substantially identical with or deceptively similar to the Mark.
- 4 Use of the Mark in advertising, marketing and promotion must not infer that the member is a certified supplier of firewood.
- 5 Any company literature, website or presentation material that refers to the FAA firewood certification scheme must indicate that certified and/or sustainable firewood is only available from FAA Licensed suppliers.
- 6 Proof copies of any new or updated literature or materials that include the Mark, or that refer to the FAA Firewood Certification Scheme, must be submitted to FAA for approval prior to their use.