

I. TITLE

RULES FOR THE MEMBERSHIP AND THE MANAGEMENT OF THE HOUSE OF THE PATH SPIRITIST GROUP INC.

II. INTRODUCTION

This Rules and Regulations document establishes the set of rules, which governs the House of the Path Spiritist Group Incorporated and its administration for renewable periods of time.

This is the 32-pages document referred in the Application for Incorporation of Association of the House of the Path Spiritist Group Incorporated.

The rules of House of the Path Spiritist Group Incorporated herein are in accordance with the Associations Incorporation Act 1991.

III. DESCRIPTION

TABLE OF CONTENTS

PART 1 - PRELIMINARY.....	4
1. Definitions.....	5
2 History	5
3. The Name and Nature of Activities.....	5
4. Objectives.....	5
5 Financial year	6
6 The Assets	6
PART 2 - POWERS OF ASSOCIATION.....	6
7. Powers of Association	6
8. Not for profit organisation	7
PART 3 – COMMITTEE.....	7
Division 1 - Powers of Committee	7
9. Role and powers	7
10. Delegation	7
Division 2 – Composition of Committee and duties of members.....	8
11. Composition of Committee.....	8
12. Duties and Responsibilities.....	8
13. The President Duties and Responsibilities.....	9
14. The Vice-President Duties and Responsibilities	9

15 The Public Officer Duties and Responsibilities.....	10
16. The 1st Administration Officer Duties and Responsibilities	10
17. The 2nd Administration Officer Duties and Responsibilities	10
18. The Treasurer Duties and Responsibilities	10
Division 3 – Election of Committee and tenure of office.....	11
19. Who is eligible to be a Committee member	11
20. The Election and Mandate of the Administrative Committee	11
21. Proxy votes not permitted	12
22. Nominations.....	12
23. Positions to be declared vacant	12
24. Election of President etc.	12
25. Election of ordinary members.....	13
26. Ballot	13
27. Term of office	14
28. Vacation of office.....	14
29. Filling casual vacancies	15
Division 4 – Meeting of Committee	15
30. Meetings of Committee	15
31. Notice of meetings	15
32. Urgent meetings.....	15
33. Procedure and order of business.....	16
34. Use of technology.....	16
35. Quorum.....	16
36. Voting.....	16
37. Conflict of interest.....	16
38. Minutes of meeting.....	17
39. Leave of absence.....	17
PART 4 - GENERAL MEETING OF THE ASSOCIATION	17
40. The First Annual General Meeting.....	17
41. The Annual General Meeting	17
42. Special general meetings.....	18
43. Special general meeting held at request of members.....	18
44. Notice of general meetings	19

45. Quorum at General Meetings.....	20
46. Adjournment of general meeting	20
47. Voting at General Meetings.....	21
48. Special resolutions.....	21
49. Determining whether resolution carried	21
50. Minutes of general meeting	21
PART 5 – MEMBERS, DISCIPLINARY PROCEDURES AND GRIEVANCES	22
Division 1 - Membership	22
51. Membership Qualification and Subscriptions	22
52. General right of members	22
53. Non-contributory members	23
54. The member’s liability	23
55. Rights not transferable	23
56. Resigning as a member	23
57. The Register of Members	24
Division 2 - Disciplinary action	24
58. Grounds for taking disciplinary action	24
59. Disciplinary subcommittee	24
60. Notice to member	24
61. Decision of subcommittee	25
62. Appeal rights	25
63. Conduct of disciplinary appeal meeting	26
64. Division 3 -Grievance procedure.....	26
65. Application	26
66. Parties must attempt to resolve the dispute.....	26
67. Appointment of mediator	27
68. Mediation process	27
69. Failure to resolve dispute by mediation.....	27
PART 6 - FINANCIAL MATTERS	27
70. Source of Funds	27
71. Funds Management	28
72. Financial records.....	28
73. Financial statements	28
PART 7 - GENERAL MATTERS.....	29

74.Common Seal	299
75. Registered Address	29
76.Notice Requirements	29
77.Custody and inspection of Books and records	30
78.Winding up and cancellation	30
79.General and Alteration of rules	31
Effectiveness	31
Revision History	31
Approval	32

PART 1 - PRELIMINARY

1. Definitions

In these Rules—

absolute majority, of the Committee, means a majority of the committee members currently holding office and entitled to vote at the time (as distinct from a majority of committee members present at a committee meeting);

associate member means a member referred to in rule 53;

Chairperson, of a general meeting or committee meeting, means the person chairing the meeting as required under rule 13(3);

Committee means the Committee having management of the business of the Association;

committee meeting means a meeting of the Committee held in accordance with these Rules;

committee member means a member of the Committee elected or appointed under Division 3 of Part 3;

disciplinary appeal meeting means a meeting of the members of the Association convened under rule 61(3);

disciplinary meeting means a meeting of the Committee convened for the purposes of rule 63;

disciplinary subcommittee means the subcommittee appointed under rule 59;

financial year means the 12 month period specified in rule 5;

general meeting means a general meeting of the members of the Association convened in accordance with Part 4 and includes an annual general meeting, a special general meeting and a disciplinary appeal meeting;

member means a member of the Association;

member entitled to vote means a member who under rule 52(2) is entitled to vote at a general meeting;

special resolution means a resolution that requires not less than three-quarters of the active members voting at a general meeting, whether in person or by proxy, to vote in favour of the resolution;

the Act means the **Associations Incorporation Act 1991** and includes any regulations made under that Act;

the Registrar means the Registrar of Incorporated Associations.

2. History

The House of the Path Spiritist Group existed informally since 2001. Its administrative responsibilities were shared among a few members: President: Daniel Machado; Vice-President: Luis Yanes; Members: Rosemary Yanes and Katia Machado. After that Luis Yanes was the next President and then Angela Weber. In view of its formalisation this statute was elaborated and the institution was then established before the Australian Authorities, this institution became then incorporated to become the *House of the Path Spiritist Group Inc* and defined its first Management Body and a set of rules as follows.

3. The Name and Nature of Activities

In November 2001, Katia and Daniel Machado, formed a religious group of prayers and studies about Spiritism – a Christian Religion. As other friends were joining the group, informally they created The House of the Path Spiritist Center which was serving the group's religious purposes, having had different management body over the years. Now, 16 years later, the *House of the Path Spiritist Group Inc.* is still a religious, philanthropic, non-profitable organisation, with no political influence or connection of any sort political parties whatsoever. The House of the Path Spiritist Group Inc is open to any person independent on social status, race, ethnic background or religion as long as its rules are fully followed.

The *House of the Path Spiritist Group Inc* will be referred to as *House of the Path* on the following lines. This is only to facilitate reading with no effect to its original denomination.

4. Objectives

- (1) Practise and study the Spiritist Doctrine, known also as *Spiritism*, in its triple aspect: scientific, philosophic and religious, as per the *Codification*, compiled and organised by Allan Kardec;
- (2) Dedicate to the practice of The Gospel of Jesus, The Christ, as revealed by the Spirits and contained on the above referred Codification;
- (3) Raising awareness of Spiritism throughout Australia, which may include, but it is not limited to Lectures and Talks, book lending, newsletter, and internet (web pages, emailing, Social Media).
- (4) Promote individuals' Intimate Reform with the objective of enhancing their moral values as explained on The Gospel According to the Spiritism.
- (5) Organise and maintain on the premises (when possible) a library with spiritist books, recognised by the Administrative Committee as loyal to the above-mentioned Codification for the access of all members and the public in general;
- (6) Promote and encourage the interest of the members for the international language called Esperanto considering the fraternal and spiritual purpose on which it is based;
- (7) Promote social assistance to the community in need, exercising all the Christian principles, such as love, charity, fraternity, humbleness, tolerance, peace, etc;
- (8) Promote and support the creation of other Spiritist Centres throughout Australia under these same rules and work scheme;

House of the Path Spiritist Group

- (9) Organise and maintain classes to form spiritist volunteer workers enabling and motivating them to serve the community;
- (10) Develop and maintain activities and studies in order to give Christian moral awareness to children and teenagers;
- (11) Promote study, development and practice of mediumship as per the Codification, having as a principle a free-of-charge practice;

5. Financial year

The Financial year of the House of the Path Spiritist Group Inc is:

- a) The period of time commencing on the date of incorporation of the association and ending on the following 30 June, and
- b) Each period of 12 months after the expiration of the previous financial year of the House of the Path, commencing on 1 July and ending on the following 30 June.

6. The Assets

The assets from the House of the Path Spiritist Centre, from May 2017 automatically become part of the House of the Path Spiritist Group Inc.

- a) In case of dissolution of the House of the Path its assets must not be distributed to any members or former members of the Association.
- b) In case of dissolution of the House of the Path the books in the library must be donated to a recognised Spiritist organisation firstly in Australia and then overseas, to be elected by the Management Body. Likewise, its files will follow the same destination. Any other asset will be liquidated and converted into donations to a beneficent entity also elected by the Management Body.

PART 2 - POWERS OF ASSOCIATION

7. Powers of Association

- (1) Subject to the Act, the House of the Path association has power to do all things incidental or conducive to achieve its purposes.
- (2) Without limiting subrule (1), the House of the Path Spiritist Group association may—
 - (a) acquire, hold and dispose of real or personal property;
 - (b) open and operate accounts with financial institutions;
 - (c) invest its money in any security in which trust monies may lawfully be invested;
 - (d) raise and borrow money on any terms and in any manner as it thinks fit;
 - (e) secure the repayment of money raised or borrowed, or the payment of a debt or liability;
 - (f) appoint agents to transact business on its behalf;
 - (g) enter into any other contract it considers necessary or desirable.

- (3) The House of the Path association may only exercise its powers and use its income and assets (including any surplus) for its purposes.

8. Not for profit organisation

- (1) The House of the Path association must not distribute any surplus, income or assets directly or indirectly to its members.
- (2) Subrule (1) does not prevent the House of the Path Spiritist Group association from paying a member—
 - (a) reimbursement for expenses properly incurred by the member; or
 - (b) for goods or services provided by the member—if this is done in good faith on terms no more favourable than if the member was not a member.

Note

Section 109 of the Act provides that an incorporated association must not secure pecuniary profit for its members.

PART 3 – COMMITTEE

Division 1 - Powers of Committee

9. Role and powers

- (1) The business of the House of the Path association must be managed by or under the direction of an Administrative Committee.
- (2) The Committee may exercise all the powers of the House of the Path Spiritist Group association except those powers that these Rules or the Act require to be exercised by general meetings of the members of the House of the Path Spiritist Group association.
- (3) The Committee may—
 - (a) Nominate all subcommittees and coordinators, which may be necessary for the accomplishment of the House of the Path Spiritist Group's objectives;
 - (b) Deliberate on admission of active members as well as suspend those who were considered to have failed to adhere to these rules or failed to comply to the minimum moral standards;
 - (c) appoint and remove staff;

10. Delegation

- (1) The Committee may delegate to a member of the Committee, a subcommittee or staff, any of its powers and functions other than—
 - (a) this power of delegation; or
 - (b) a duty imposed on the Committee by the Act or any other law.
- (2) The delegation must be in writing and may be subject to the conditions and limitations the Committee considers appropriate.

House of the Path Spiritist Group

- (3) The Committee may, in writing, revoke a delegation wholly or in part.
- (4) Duties can be delegated to others in order to relieve the workload of the person responsible for that duty. However, is up to the Administrative Committee titular of the duty to ensure its completion and its accuracy.

Division 2 – Composition of Committee and duties of members

11. Composition of Committee

- (1) The Administrative Committee consist of -
 - (a) a President;
 - (b) a Vice-President;
 - (c) Public Officer;
 - (d) a Treasurer;
 - (e) a First Administration Officer.
 - (f) a Second Administration Officer.
 - (g) ordinary members (if any) elected under rule 23.
- (2) Each officer of the House of the Path Spiritist Group association shall hold office until the annual general meeting next after the date of his or her election but is eligible for re-election.
- (3) In the event of a casual vacancy in any office referred to in sub-rule (1) the committee may appoint one of the members 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.

12. Duties and Responsibilities

The **Administrative Committee** will have the following duties and responsibilities:

- (1) As soon as practicable after being elected or appointed to the Committee, each committee member must become familiar with these Rules and the Act.
- (2) The Committee is collectively responsible for ensuring that the House of the Path Spiritist Group association complies with the Act and that individual members of the Committee comply with these Rules.
- (3) Committee members must exercise their powers and discharge their duties with reasonable care and diligence.
- (4) Committee members must exercise their powers and discharge their duties—
 - (a) in good faith in the best interests of the Association; and
 - (b) for a proper purpose.
- (5) Committee members and former committee members must not make improper use of—
 - (a) their position; or
 - (b) information acquired by virtue of holding their position—

House of the Path Spiritist Group

so as to gain an advantage for themselves or any other person or to cause detriment to the Association.

- (6) In addition to any duties imposed by these Rules, a committee member must perform any other duties imposed from time to time by resolution at a general meeting.
- (7) Be compliant with the rules laid down through the Annual General meetings and even those temporarily agreed in regular meetings and yet to be formalised in documents. Also, ensure the members, both active and non-active, are compliant with those rules;
- (8) Call, through its President, the Annual General Meeting, as well as those special ones, when required;
- (9) Organise the yearly budget, with basis on the previous financial year;
- (10) Communicate acts and facts related to issues raised by any member;
- (11) Elaborate, in a proposal format, suggestions, taking into consideration the House of the Path Spiritist Group's and the Spiritist Doctrine's principles;

13. The President Duties and Responsibilities

- (1) Be compliant and ensure all members are compliant with the rules;
- (2) Ensure overall activities are performed accordingly;
- (3) Preside as the chairperson or nominate one in all House of the Path Spiritist Group's meetings;
- (4) Along with the Committee nominate temporary substitutes for the roles vacant due to resignation, death or abandonment of duties, calling the Administrative Committee for the election of the relative vacant office role as soon as practical;
- (5) Represent the House of the Path active or passively in or out of Court of Law, and with relation to all third parties and Legal Affairs.
- (6) Create non-elective roles or functions whenever required for the proper accomplishment of all duties with approval of the Administrative Committee;
- (7) Coordinate electronic-mails, including the distribution of in-coming ones and composing out-going ones;

14. The Vice-President Duties and Responsibilities

- (1) Subject to subrule (3), Substitute the President during all his or her temporary absence and help him or her in all duties;
- (2) Take on the presidency whenever it becomes permanently vacant for any reason in order to call an elective meeting;
- (3) Manage the use of internet, including Website and Social Media, for raising awareness of Spiritism and the Centre's interests ensuring compliance with the rules and procedures specified on the Stature and Administrative Bulletins.

NOTE: In all replacements, the Vice-President must act as per the President, considering the item 13 above.

15. The Public Officer Duties and Responsibilities

- (1) Compose meeting minutes;
- (2) Organise and manage the creation and maintenance of News Letter or office notice board;
- (3) Manage the creation and maintenance of the Administrative Bulletins including its approval, publication, and filing processes;
- (4) Create, organise and maintenance of a Master Member File containing records of all once active members;
- (5) Coordinate mails, including the distribution of in-coming ones and composing out-going ones;
- (6) Prepare the necessary paperwork for the admission of new members approved by the Administrative Committee, ensuring awareness of the House of the Path Spiritist Group rules;
- (7) Forward to the Management Body the complaints received;
- (8) Take on the Presidency in the double absence of the President and the Vice President;
- (9) Perform any duty or function required under the Act to be performed by the secretary of an incorporated association.
- (10) If the President, Vice President and the Public Officer are both absent, or are unable to preside, the Chairperson of the meeting must be—
 - a- in the case of a general meeting—a member elected by the other members present; or
 - b- in the case of a committee meeting—a committee member elected by the other committee members present.
- (11) Represent the House of the Path active or passively in or out of Court of Law, and with relation to all third parties and Legal Affairs.
- (12) Ensure compliance requirements are met, eg. Timely management and delivery of documentation such as annual statement.

16. The First Administrative Officer Duties and Responsibilities

- (1) Substitute the Public Officer during all his or her temporary absence and help him or her in all duties;

17. The Second Administrative Officer Duties and Responsibilities

- (1) Substitute the Treasurer during all his or her temporary absence and help him or her in all duties:

18. The Treasurer Duties and Responsibilities

- (1) The Treasurer must—
 - (a) Collect the member's donations as well as other possible revenues and address the expenses authorised by the Administrative Committee;
 - (b) receive all moneys paid to or received by the House of the Path Spiritist Group Association

House of the Path Spiritist Group

- and issue receipts for those moneys in the name of the House of the Path Association; and
- (c) ensure that all moneys received are paid into the account of the House of the Path Association within 5 working days after receipt; and
 - (d) make any payments authorised by the Committee or by a general meeting of the House of the Path association from the House of the Path association's funds; and
 - (e) ensure cheques are signed by at least 2 committee members.
- (2) The Treasurer must—
- (a) ensure that the financial records of the House of the Path are kept in accordance with the Act; and
 - (b) coordinate the preparation of the financial statements of the House of the Path Association and their certification by the Committee prior to their submission to the annual general meeting of the House of the Path Association.
- (3) The Treasurer must ensure that at least one other committee member has access to the accounts and financial records of the House of the Path Association.
- (4) Present the yearly activities and accounts reports in the Annual General meetings;

Division 3 – Election of Committee and tenure of office

19. Who is eligible to be a Committee member

A member is eligible to be elected or appointed as a committee member if the member—

- (a) is 18 years or over; and
- (b) **is a contributory member** and is an **active worker involved** with the House of the Path Spiritist Group Association's activities.
- (c) is entitled to vote at a general meeting.

20. The Election and Mandate of the Administrative Committee

- (1) The Administrative Committee has the following objectives:
- i. Appoint and supervise the Management Body;
 - ii. Replace any member of the Management Body when required;
 - iii. Approve admission of Members;
 - iv. Approve accounts.
- (2) The Administrative Committee is composed of a minimum of three and a maximum of ten Members, who are also Workers, including maximum of four ordinary members (if any) and if the number of candidates permits;
- (3) The candidate to the Administrative Committee must be an Active Contributory Member, and a Worker, and regularly attend the administrative meetings. If for any reason an Administrative Meeting member ceases to be an Active member or a Worker, that one must then be excluded from the Committee or replaced as soon as possible, if under the minimal number of members;
- (4) The ballot will only be required if the number of candidates exceeds the maximum number of

House of the Path Spiritist Group

required members (ten). Otherwise all candidates will automatically be considered elected. If a ballot is required it must be done by anonymous vote;

- (5) All Active Members are entitled to vote for up to ten candidates in the ballot paper to form the new Administrative Committee;
- (6) The Administrative Committee will be elected by a simple majority of votes for a mandate of two years;
- (7) The Administrative Committee will be composed by a President, a Vice-President, a Public Officer, a First Administration Officer, a Second Administrative Officer, and a Treasurer, being the President, the Public Officer, the Treasurer and the Administration Officer the minimum configuration of an Administrative Committee;
- (8) The minutes of Annual General Meeting will document each new Administrative Committee stating its mandate, members and roles. Older versions of such Bulletin must be filed for historical purposes;
- (9) All roles and occupations will have no wages, salaries or any sort of material remuneration;
- (10) All occupants of elective and non-elective roles are allowed to be candidate to re-election for a new mandate.

21. Proxy votes not permitted

- (a) Proxy voting must not be undertaken at or in respect of a meeting.

22. Positions to be declared vacant

- (1) This rule applies to—
 - (a) the first annual general meeting of the House of the Path Spiritist Group Association after its incorporation; or
 - (b) any subsequent annual general meeting of the House of the Path Spiritist Group Association, after the annual report and financial statements of the House of the Path Spiritist Group Association have been received.
- (2) The Chairperson of the meeting must declare all positions on the Committee vacant and hold elections for those positions.

23. Nominations

- (1) Prior to the election of each position, the Chairperson of the meeting must call for nominations to fill that position.
- (2) An eligible member of the House of the Path Spiritist Group Association may—
 - (b) nominate himself or herself; or
 - (c) with the member's consent, be nominated by another member.
- (3) A member who is nominated for a position and fails to be elected to that position may be nominated for any other position for which an election is yet to be held.

24. Election of President etc.

- (1) At the biannual general meeting, separate elections must be held for each of the following positions—
 - (a) President;

House of the Path Spiritist Group

- (b) Vice-President;
- (c) Public Officer;
- (d) Treasurer;

And if the number of members allow, elections for the following positions should be held:

- (e) First Administration Officer;
- (f) Second Administration Officer;
- (g) ordinary members (if any).

- (2) If only one member is nominated for the position, the Chairperson of the meeting must declare the member elected to the position.
- (3) If more than one member is nominated, a ballot must be held.
- (4) On his or her election, the new President may take over as Chairperson of the meeting.

25. Election of ordinary members

- (1) Prior to the Annual General Meeting the Administrative committee will decide the number of ordinary members that the Committee (if any, maximum of 4) wishes to hold office for the next year.
- (2) The Administrative Committee will review this number every year and will inform via formal notice for election.
- (3) A single election may be held to fill all of those positions.
- (4) If the number of members nominated for the position of ordinary committee member is less than or equal to the number to be elected, the Chairperson of the meeting must declare each of those members to be elected to the position.
- (5) If the number of members nominated exceeds the number to be elected, a ballot must be held.
- (6) The members nominated for the position of ordinary committee must be an active paying member and an active worker involved with the House of the Path Spiritist Group's activities.

26. Ballot

- (1) If a ballot is required for the election for a position, the Chairperson of the meeting must appoint a member to act as returning officer to conduct the ballot.
- (2) The returning officer must not be a member nominated for the position.
- (3) Before the ballot is taken, each candidate may make a short speech in support of his or her election.
- (4) The election must be by secret ballot.
- (5) The returning officer must give a blank piece of paper to—
 - (a) each member present in person; and
 - (b) each proxy appointed by a member.

Example

House of the Path Spiritist Group

If a member has been appointed the proxy of 5 other members, the member must be given 6 ballot papers—one for the member and one each for the other members.

- (6) If the ballot is for a single position, the voter must write on the ballot paper the name of the candidate for whom they wish to vote.
- (7) If the ballot is for more than one position—
 - (a) the voter must write on the ballot paper the name of each candidate for whom they wish to vote;
 - (b) the voter must not write the names of more candidates than the number to be elected.
- (8) Ballot papers that do not comply with subrule (7)(b) are not to be counted.
- (9) Each ballot paper on which the name of a candidate has been written counts as one vote for that candidate.
- (10) The returning officer must declare elected the candidate or, in the case of an election for more than one position, the candidates who received the most votes.
- (11) If the returning officer is unable to declare the result of an election under subrule (10) because 2 or more candidates received the same number of votes, the returning officer must—
 - (a) conduct a further election for the position in accordance with subrules (4) to (10) to decide which of those candidates is to be elected; or
 - (b) with the agreement of those candidates, decide by lot which of them is to be elected.

Examples

The choice of candidate may be decided by the toss of a coin, drawing straws or drawing a name out of a hat.

27. Terms of office

- (1) Subject to subrule (3) and rule 28, a committee member holds office until the positions of the Committee are declared vacant at the next annual general meeting.
- (2) A committee member may be re-elected.
- (3) A general meeting of the Association may—
 - (a) by special resolution remove a committee member from office; and
 - (b) elect an eligible member of the Association to fill the vacant position in accordance with this Division.
- (4) A member who is the subject of a proposed special resolution under subrule (3)(a) 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.
- (5) 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 at which the special resolution is to be proposed.

28. Vacation of office

- (1) A committee member may resign from the Committee by written notice addressed to the Committee.
- (2) A person ceases to be a committee member if he or she—
 - (a) ceases to be a member of the Association; or

- (b) fails to attend 3 consecutive committee meetings (other than special or urgent committee meetings) without leave of absence under rule 39; or
- (c) otherwise ceases to be a committee member by operation of section 63 and 64 of the Associations Incorporation Act, 1991.

Note

A Committee member may not hold the office of Public Officer if they do not reside in the ACT. (Associations Incorporation Act, 1991 section 57)

29. Filling casual vacancies

- (1) The Committee may appoint an eligible member of the Association to fill a position on the Committee that—
 - (a) has become vacant under rule 39; or
 - (b) was not filled by election at the last annual general meeting.
- (2) If the position of Secretary becomes vacant, the Committee must appoint a member to the position within 14 days after the vacancy arises.
- (3) Rule 27 applies to any committee member appointed by the Committee under subrule (1) or (2).
- (4) The Committee may continue to act despite any vacancy in its membership.

Division 4 – Meeting of Committee

30. Meetings of Committee

- (1) The Committee must meet at least 4 times in each year at the dates, times and places determined by the Committee.
- (2) The date, time and place of the first committee meeting must be determined by the members of the Committee as soon as practicable after the annual general meeting of the Association at which the members of the Committee were elected.
- (3) Special committee meetings may be convened by the President or by any 3 members of the Committee.

31. Notice of meetings

- (1) Notice of each committee meeting must be given to each committee member no later than 7 days before the date of the meeting.
- (2) Notice may be given of more than one committee meeting at the same time.
- (3) The notice must state the date, time and place of the meeting.
- (4) If a special committee meeting is convened, the notice must include the general nature of the business to be conducted.
- (5) The only business that may be conducted at the meeting is the business for which the meeting is convened.

32. Urgent meetings

- (1) In cases of urgency, a meeting can be held without notice being given in accordance with rule 31 provided that as much notice as practicable is given to each committee member by the quickest means practicable.

- (2) Any resolution made at the meeting must be passed by an absolute majority of the Committee.
- (3) The only business that may be conducted at an urgent meeting is the business for which the meeting is convened.

33. Procedure and order of business

- (1) The procedure to be followed at a meeting of a Committee must be determined from time to time by the Committee.
- (2) The order of business may be determined by the members present at the meeting.

34. Use of technology

- (1) A committee member who is not physically present at a committee meeting may participate in the meeting by the use of technology that allows that committee member and the committee members present at the meeting to clearly and simultaneously communicate with each other.
- (2) For the purposes of this Part, a committee member participating in a committee meeting as permitted under subrule (1) is taken to be present at the meeting and, if the member votes at the meeting, is taken to have voted in person.

35. Quorum

- (1) No business may be conducted at a Committee meeting unless a quorum is present.
- (2) The quorum for a committee meeting is the presence of any of 3 members of the committee members holding office.
- (3) If a quorum is not present within 30 minutes after the notified commencement time of a committee meeting—
 - (a) in the case of a special meeting—the meeting lapses;
 - (b) in any other case—the meeting must be adjourned to a date no later than 14 days after the adjournment and notice of the time, date and place to which the meeting is adjourned must be given in accordance with rule 32.

36. Voting

- (1) On any question arising at a committee meeting, each committee member present at the meeting has one vote.
- (2) A motion is carried if a majority of committee members present at the meeting vote in favour of the motion.
- (3) Subrule (2) does not apply to any motion or question which is required by these Rules to be passed by an absolute majority of the Committee.
- (4) If votes are divided equally on a question, the Chairperson of the meeting has a second or casting vote.
- (5) Voting by proxy is not permitted.

37. Conflict of interest

- (1) A committee member who has a material personal interest in a matter being considered at a committee meeting must disclose the nature and extent of that interest to the Committee.
- (2) The member—
 - (a) must not be present while the matter is being considered at the meeting; and
 - (b) must not vote on the matter.

House of the Path Spiritist Group

- (3) This rule does not apply to a material personal interest—
 - (a) that exists only because the member belongs to a class of persons for whose benefit the Association is established; or
 - (b) that the member has in common with all, or a substantial proportion of, the members of the Association.

38. Minutes of meeting

- (1) The Committee must ensure that minutes are taken and kept of each committee meeting.
- (4) The minutes must record the following—
 - (a) the names of the members in attendance at the meeting;
 - (b) the business considered at the meeting;
 - (c) any resolution on which a vote is taken and the result of the vote;
 - (d) any material personal interest disclosed under rule 37.

39. Leave of absence

- (1) The Committee may grant a committee member leave of absence from committee meetings for a period not exceeding 3 months.
- (2) The Committee must not grant leave of absence retrospectively unless it is satisfied that it was not feasible for the committee member to seek the leave in advance.

PART 4 - GENERAL MEETING OF THE ASSOCIATION

40. The First Annual General Meeting

- (1) The Committee must convene the first annual general meeting of the House of the Path Association to be held within the period of 18 months commencing on the date on which the association was incorporated.

41. The Annual General Meetings

- (1) The Committee must convene an annual general meeting of the House of the Path Association to be held within 5 months after the end of each financial year.
- (2) The committee may determine the date, time and place of the annual general meeting of the House of the Path Spiritist Group Association.
- (3) The notice convening the annual general meeting must specify that the meeting is an annual general meeting.
- (4) The ordinary business of the annual general meeting should 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 and consider—
 - i. the annual report of the Committee on the activities of the Association during the preceding financial year; and
 - ii. the financial statements of the Association for the preceding financial year submitted by the Committee in accordance with Part V of the Act;

House of the Path Spiritist Group

- (d) to elect officers of the Association and (if any) the ordinary member(s) of the committee and
 - (e) to confirm or vary the amounts (if any) of the annual subscription and joining fee.
 - (f) as well as the plans for the next period, and deliberate on them.
- (5) The annual general meeting may conduct any special business of which notice has been given in accordance with these Rules.
- (6) The meeting will proceed, in first call, with at least the minimum number of the active members required to form the new Administrative Committee (3). Should the number not be sufficient there will be another call for thirty minutes later. Should the number of members still be insufficient the President will call another meeting for a later date, which will observe this item (6);
- (7) When the meeting is for accounts approval, election or judgement of management acts, the assembly is declared commenced by the President, then he or she will pass the chairing onto the one, who the Administrative Committee determines to chair the works. That person will then call a present active member to secretary the meeting. All the other meetings will be chaired by the President and seconded by the Public Officer or by their delegates;
- (8) When, for whatever reasons, the subject could not completely be covered, the President will then call another meeting on a later date;
- (9) All deliberations are to be approved by the simple majority in votes, ie. 50% of the present, plus one vote;
- (10) No proposal, which is of interest of the House of the Path Spiritist Group, can be submitted and voted without the necessary divulgation. This is to give time for the interested parties' appreciation, prior to voting.

NOTE : The annual general meetings will be always opened by the President or by his or her legal substitute, who will then verify whether it is compliant with the rules, such as the legal number of relevant members, and declare the meeting so in condition to proceed.

The General meetings can only deliberate on subjects for which it was called

42. Special general meetings

- (1) Any general meeting of the House of the Path Spiritist Group Association, other than an annual general meeting or a disciplinary appeal meeting, is a special general meeting.
- (2) The Committee may convene a special general meeting whenever it thinks fit.
- (3) No business other than that set out in the notice under rule 44 may be conducted at the meeting.

Note

General business may be considered at the meeting if it is included as an item for consideration in the notice under rule 43 and the majority of members at the meeting agree.

43. Special general meeting held at request of members

- (1) The Committee must convene a special general meeting if a request to do so is made in accordance with subrule (2) by at least 10% of the total Active number of members.
- (2) A request for a special general meeting must—

House of the Path Spiritist Group

- (a) be in writing; and
 - (b) state the business to be considered at the meeting and any resolutions to be proposed; and
 - (c) include the names and signatures of the members requesting the meeting; and
 - (d) be given to the Public officer or the Secretary.
 - (e) it is required the presence of a minimum of three members of the signature list representing the group.
- (3) If the Committee does not convene a special general meeting within one month after the date on which the request is made, the members making the request (or any of them) may convene the special general meeting.
- (4) A special general meeting convened by members under subrule (3)—
- (a) must be held within 3 months after the date on which the original request was made; and
 - (b) may only consider the business stated in that request.

44. Notice of general meetings

- (1) The President (or, in the case of a special general meeting convened under rule 34, the members convening the meeting) must give to each member of the Association—
- (a) at least 21 days' notice of a general meeting if a special resolution is to be proposed at the meeting; or
 - (b) at least 14 days' notice of a general meeting in any other case.
- (2) The notice must—
- (a) specify the date, time and place of the meeting; and
 - (b) indicate the general nature of each item of business to be considered at the meeting; and
 - (c) if a special resolution is to be proposed—
 - i. state in full the proposed resolution; and
 - ii. state the intention to propose the resolution as a special resolution;
- (3) This rule does not apply to a disciplinary appeal meeting.

Note

Rule 62(4) sets out the requirements for notice of a disciplinary appeal meeting.

45. Quorum at general meetings

- (1) No business may be conducted at a general meeting unless a quorum of members is present.
- (2) Five members personally present, as allowed under rule 34 (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) If a quorum is not present within 30 minutes after the notified commencement time of a general meeting—
- (a) in the case of a meeting convened by, or at the request of, members under rule 40—
the meeting must be dissolved;

Note

If a meeting convened by, or at the request of, members is dissolved under this subrule, the business that was to have been considered at the meeting is taken to have been dealt with. If members wish to have the business reconsidered at another special meeting, the members must make a new request under rule 43.

(b) in any other case—

- i) the meeting must be adjourned to a date not more than 21 days after the adjournment; and
 - ii) notice of the date, time and place to which the meeting is adjourned must be given at the meeting and confirmed by written notice given to all members as soon as practicable after the meeting.
- (4) If a quorum is not present within 30 minutes after the time to which a general meeting has been adjourned under subrule (3)(b), the members present at the meeting (if not fewer than 3) may proceed with the business of the meeting as if a quorum were present.

46. Adjournment of general meeting

- (1) The Chairperson of a general meeting at which a quorum is present may, with the consent of a majority of members present at the meeting, adjourn the meeting to another time at the same place or at another place.
- (2) Without limiting subrule (1), a meeting may be adjourned—
 - (a) if there is insufficient time to deal with the business at hand; or
 - (b) to give the members more time to consider an item of business.

Example

The members may wish to have more time to examine the financial statements submitted by the Committee at an annual general meeting.

- (3) No business may be conducted on the resumption of an adjourned meeting other than the business that remained unfinished when the meeting was adjourned.
- (4) Notice of the adjournment of a meeting under this rule is not required unless the meeting is adjourned for 14 days or more, in which case notice of the meeting must be given in accordance with rule 44.

47. Voting at general meeting

- (1) On any question arising at a general meeting—
 - (a) subject to subrule (3), each member who is entitled to vote has one vote; and
 - (b) members may vote personally or using technology under rule 34; and
 - (c) except in the case of a special resolution, the question must be decided on a majority of votes.
- (2) If votes are divided equally on a question, the Chairperson of the meeting has a second or casting vote.
- (3) If the question is whether or not to confirm the minutes of a previous meeting, only members who were present at that meeting may vote.
- (4) This rule does not apply to a vote at a disciplinary appeal meeting conducted under rule 63.

(5) Voting by proxy is not permitted

48. Special resolutions

A special resolution is passed if not less than three quarters of the members voting at a general meeting (whether in person or by proxy) vote in favour of the resolution.

Note

In addition to certain matters specified in the Act, a special resolution is required—

- (a) to remove a committee member from office ;
- (b) to alter these Rules, including changing the name or any of the purposes of the Association.

49. Determining whether resolution carried

- (1) Subject to subsection (2), the Chairperson of a general meeting may, on the basis of a show of hands, declare that a resolution has been—
 - (a) carried; or
 - (b) carried unanimously; or
 - (c) carried by a particular majority; or
 - (d) lost—and an entry to that effect in the minutes of the meeting is conclusive proof of that fact.
- (2) If a poll (where votes are cast in writing) is demanded by three or more members on any question—
 - (a) the poll must be taken at the meeting in the manner determined by the Chairperson of the meeting; and
 - (b) the Chairperson must declare the result of the resolution on the basis of the poll.
- (3) A poll demanded on the election of the Chairperson or on a question of an adjournment must be taken immediately.
- (4) A poll demanded on any other question must be taken before the close of the meeting at a time determined by the Chairperson.

50. Minutes of general meeting

- (1) The Committee must ensure that minutes are taken and kept of each general meeting.
- (2) The minutes must record the business considered at the meeting, any resolution on which a vote is taken and the result of the vote.
- (3) In addition, the minutes of each annual general meeting must include—
 - (a) the names of the members attending the meeting; and
 - (b) the financial statements submitted to the members in accordance with rule 41(4)(b)(ii); and
 - (c) the certificate signed by two committee members certifying that the financial statements give a true and fair view of the financial position and performance of the Association; and
 - (d) any audited accounts and auditor's report or report of a review accompanying the financial statements that are required under the Act.

PART 5 – MEMBERS, DISCIPLINARY PROCEDURES AND GRIEVANCES

Division 1 - Membership

51. Membership Qualification and Subscriptions

- (1) Membership is opened to any individual, regardless his or her beliefs, race, religion or social class, who wishes to adhere to the House of the Path Spiritist Group Association rules;
- (2) The membership must be proposed through the *Membership Application Form* by an active member, who will lodge it to the Administrative Committee via the Admin Officer for approval, and stating that the person:
 - a) wishes to become a member of the Association; and
 - b) supports the purposes of the House of the Path Spiritist Centre Inc; and
 - c) agrees to comply with the House of the Path Spiritist Centre Inc Rules.
- (3) The member can choose at the time of the application or any time later, to be a contributory member or a non-contributory member, ie. Contribute or not with a monthly dollar amount;
- (4) A non-contributory member has no obligation to contribute with a monthly dollar amount as maintenance of his or her membership and does not have the right to vote on administrative matters.
- (5) The proposed member, once accepted, shall adhere to these rules as per all active members;
- (6) Members must ensure his or her details, such as address, phone number, email address, etc. are kept up to date in the House of the Path's records;
- (7) As soon as practicable after an application for membership is received, the Committee must decide by resolution whether to accept or reject the application, by one member signing the Membership form.
- (8) If the Committee rejects the application, it must notify the applicant in writing of its decision as soon as practicable after the decision is made.
- (9) If an application for membership is approved by the Committee, the Secretary must, as soon as practicable, enter the name and address of the new member, and the date of becoming a member, in the register of members.
- (10) A person ceases to be a member of the House of the Path Spiritist Group if the person:
 - a. Dies, or
 - b. Resigns membership, or
 - c. Is expelled from the House of the Path.

52. General right of members

- (1) A member of the Association who is entitled to vote has the right—
 - (a) to receive notice of general meetings and of proposed special resolutions in the manner and time prescribed by these Rules; and
 - (b) to submit items of business for consideration at a general meeting; and
 - (c) to attend and be heard at general meetings; and

- (d) to vote at a general meeting; and
 - (e) to have access to the minutes of general meetings and other documents of the Association; and
 - (f) to inspect the register of members.
- (2) A member is entitled to vote if—
- (a) the member is a contributory member; and
 - (b) more than 10 business days have passed since he or she became a member of the Association; and
 - (c) the member's membership rights are not suspended for any reason.
- (3) A member has the right to have his or her privacy protected. The House of the Path will not share information about a member with other organisations except in accordance with the Information Privacy Act 2014.

53. Non-contributory members

- (1) Non-contributory members of the House of the Path include—
- (a) any members under the age of 18 years;
 - (b) any other category of member as determined by special resolution at a general meeting; and
 - (c) a member that do not contribute with monetary donation to the House of the Path.
- (2) An associate member must not vote but may have other rights as determined by the Committee or by resolution at a general meeting.

54. The Member's Liability

- (a) A member is liable to reimburse borrowed books or material, if not returned;
- (b) Maintain confidentiality of information such as details of interviews, member's details and mediunic meetings.

55. Rights not transferable

The rights of a member are not transferable and end when membership ceases.

56. Resigning as a member

- (1) A member of the House of the Path may resign from membership of the association by first giving to any member of the Administrative Committee a written notice of at least 1 month of the member's intention to resign and, on the expiration of the period of notice, the member ceases to be a member, or indirectly by default if the member ceases to take part for a period at least 12 months.
- (2) A member is taken to have resigned if—
- (a) the Secretary has made a written request to the member to confirm that he or she wishes to remain a member; and

- (b) the member has not, within 3 months after receiving that request, confirmed in writing that he or she wishes to remain a member.

57. The Register of Members

- (1) The Secretary of the House of the Path Spiritist Group must establish and maintain a register of members of the association specifying:
 - (a) the member's name;
 - (b) the address for notice last given by the member;
 - (c) the date of becoming a member;
 - (d) if the member is a contributory member, a note to that effect;
 - (e) for each former member, the date of ceasing to be a member.

- (2) The register of members must be kept at the principal place of administration of the association and must be open for inspection, free of charge, by any member of the Administrative Committee at any reasonable hour.

Division 2 - Disciplinary action

58. Grounds for taking disciplinary action

The House of the Path Spiritist Group Association may take disciplinary action against a member in accordance with this Division if it is determined that the member—

- (1) has persistently refused or neglected to comply with a provision or provisions of these Rules; or
- (2) refuses to support the purposes of the House of the Path Spiritist Group Association; or
- (3) has persistently and wilfully acted in a manner prejudicial to the interests of the House of the Path Spiritist Group Association.

59. Disciplinary subcommittee

- (1) If the Committee is satisfied that there are sufficient grounds for taking disciplinary action against a member, the Committee must appoint a disciplinary subcommittee to hear the matter and determine what action, if any, to take against the member.
- (2) The members of the disciplinary subcommittee—
 - (a) may be Committee members, members of the House of the Path Spiritist Group Association; but
 - (b) must not be biased against, or in favour of, the member concerned.

60. Notice to member

- (1) Before disciplinary action is taken against a member, the Secretary must give written notice to the member—
 - (a) stating that the Association proposes to take disciplinary action against the member; and
 - (b) stating the grounds for the proposed disciplinary action; and
 - (c) specifying the date, place and time of the meeting at which the disciplinary subcommittee intends to consider the disciplinary action (the *disciplinary meeting*); and
 - (d) advising the member that he or she may do one or both of the following—
 - i. attend the disciplinary meeting and address the disciplinary subcommittee at that meeting
 - ii. give a written statement to the disciplinary subcommittee at any time before the disciplinary meeting; and
 - (e) setting out the member's appeal rights under rule 62.
- (2) The notice must be given no earlier than 28 days, and no later than 14 days, before the disciplinary meeting is held.

61. Decision of subcommittee

- (1) At the disciplinary meeting, the disciplinary subcommittee must—
 - (a) give the member an opportunity to be heard; and
 - (b) consider any written statement submitted by the member.
- (2) After complying with subrule (1), the disciplinary subcommittee may—
 - (a) take no further action against the member; or
 - (b) subject to subrule (3)—
 - i. reprimand the member; or
 - ii. suspend the membership rights of the member for a specified period; or
 - iii. expel the member from the Association.
- (3) The disciplinary subcommittee may not fine the member.
- (4) The suspension of membership rights or the expulsion of a member by the disciplinary subcommittee under this rule takes effect immediately after the vote is passed.

62. Appeal rights

- (1) A person whose membership rights have been suspended or who has been expelled from the Association under rule 61 may give notice to the effect that he or she wishes to appeal against the suspension or expulsion.
- (2) The notice must be in writing and given—
 - (a) to the disciplinary subcommittee immediately after the vote to suspend or expel the person is taken; or
 - (b) to the Secretary or Public Officer not later than 48 hours after the vote.

- (3) If a person has given notice under subrule (2), a disciplinary appeal meeting must be convened by the Committee as soon as practicable, but in any event not later than 21 days, after the notice is received.
- (4) Notice of the disciplinary appeal meeting must be given to each member of the Association who is entitled to vote as soon as practicable and must—
 - (a) specify the date, time and place of the meeting; and
 - (b) state—
 - i. the name of the person against whom the disciplinary action has been taken; and
 - ii. the grounds for taking that action; and
 - iii. that at the disciplinary appeal meeting the members present must vote on whether the decision to suspend or expel the person should be upheld or revoked.

63. Conduct of disciplinary appeal meeting

- (1) At a disciplinary appeal meeting—
 - (a) no business other than the question of the appeal may be conducted; and
 - (b) the Committee must state the grounds for suspending or expelling the member and the reasons for taking that action; and
 - (c) the person whose membership has been suspended or who has been expelled must be given an opportunity to be heard.
- (2) After complying with subrule (1), the members present and entitled to vote at the meeting must vote by secret ballot on the question of whether the decision to suspend or expel the person should be upheld or revoked.
- (3) A member may not vote by proxy at the meeting.
- (4) The decision is upheld if not less than three quarters of the members voting at the meeting vote in favour of the decision.

64. Division 3 -Grievance procedure

65. Application

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

66. Parties must attempt to resolve the dispute

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

67. Appointment of mediator

- (1) If the parties to a dispute are unable to resolve the dispute between themselves within the time required by rule 63, the parties must within 10 days—
 - ii. notify the Committee of the dispute; and
 - iii. agree to or request the appointment of a mediator; and
 - iv. attempt in good faith to settle the dispute by mediation.
- (2) The mediator must be—
 - (a) a person chosen by agreement between the parties; or
 - (b) in the absence of agreement—
 - i. if the dispute is between a member and another member—a person appointed by the Committee; or
 - ii. if the dispute is between a member and the Committee or the Association—a person appointed or employed by the Dispute Settlement Centre of Victoria.
- (3) A mediator appointed by the Committee may be a member or former member of the Association but in any case must not be a person who—
 - (a) has a personal interest in the dispute; or
 - (b) is biased in favour of or against any party.

68. Mediation process

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

69. Failure to resolve dispute by mediation

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

PART 6 - FINANCIAL MATTERS

70. Source of Funds

- (1) The House of the Path Spiritist Group will be funded with resources provided by:
 - (a) Its active members' voluntary contributions;
 - (b) Donations and contributions of any legal and ethical source;

- (c) Sale of Spiritist related material such as books, DVDs, and other type of media.
- (d) Sale of goods and food on local fetes, community free markets, events and at the Centre, as long as there is no impact to study and work activities;
- (e) Sale of mediunic material such as books, paintings, drawings, etc. with the permission of the author.

NOTE: It is vetoed any activities related to sale of alcoholic beverages, raffles or gambling of any sort to raise funds.

71. Funds Management

- (1) Subject to any resolution passed by the association in general meetings, the funds of the association are to be used in pursuance of the “objects of the Association” as described in rule (4) in such manner as the Administrative Committee determines;
- (2) All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments must be signed by any 2 members of the Administrative Committee or members of the association, being members authorised to do so by the Administrative Committee.
- (3) The Association must keep an account with a financial institution from which all expenditure of the Association is made and into which all of the Association's revenue is deposited.
- (4) All regular expenses including rent, electricity, fees, telephone, internet and any other expenses must be previously approved by the Management Body in an administrative meeting.
- (5) Entering into any agreements and contracts of any nature on behalf of the House of the Path, implying or not financial commitments, must have previous approval from the Administrative Committee after approved by the Management body.

72. Financial records

- (1) The Association must keep financial records that—
 - (a) correctly record and explain its transactions, financial position and performance; and
 - (b) enable financial statements to be prepared as required by the Act.
- (2) The Association must retain the financial records for 7 years after the transactions covered by the records are completed.
- (3) The Treasurer must keep in his or her custody, or under his or her control—
 - (a) the financial records for the current financial year; and
 - (b) any other financial records as authorised by the Committee.

73. Financial statements

- (1) For each financial year, the Committee must ensure that the requirements under the Act relating to the financial statements of the Association are met.
- (2) Without limiting subrule (1), those requirements include—
 - (a) the preparation of the financial statements;

- (b) if required, the review or auditing of the financial statements;
- (c) the certification of the financial statements by the Committee;
- (d) the submission of the financial statements to the annual general meeting of the Association;
- (e) the lodgement with the Registrar of the financial statements and accompanying reports, certificates, statements and fee.

PART 7 - GENERAL MATTERS

74. Common Seal

- (1) The common seal of the association must be kept in the custody of the Public Officer;
- (2) The common seal must not be affixed to any instrument except by the authority of the committee and the affixing of the common' seal must be attested by the signatures either of 2 members of the committee or of 1 member of the committee and the secretary;

75. Registered Address

The registered address of the Association is—

- (a) the address determined from time to time by resolution of the Committee; or
- (b) if the Committee has not determined an address to be the registered address—the postal address of the Public Officer.

76. Notice Requirements

- (1) Any notice required to be given to a member or a committee member under these Rules may be given—
 - (a) by handing the notice to the member personally; or
 - (b) by sending it by post to the member at the address recorded for the member on the register of members; or
 - (c) by email or facsimile transmission.
- (2) Subrule (1) does not apply to notice given under rule 32.
- (3) Any notice required to be given to the Association or the Committee may be given—
 - (a) by handing the notice to a member of the Committee; or
 - (b) by sending the notice by post to the registered address; or
 - (c) by leaving the notice at the registered address; or
 - (d) if the Committee determines that it is appropriate in the circumstances—
 - i. by email to the email address of the Association or the Secretary; or

- ii. by facsimile transmission to the facsimile number of the Association.

77. Custody and inspection of Books and records

- (1) Members may on request inspect free of charge—
 - (a) the register of members;
 - (b) the minutes of general meetings;
 - (c) subject to subrule (2), the financial records, books, securities and any other relevant document of the Association, including minutes of Committee meetings.

Note: See rule 57(2) for details of access to the register of members.
- (2) The Committee may refuse to permit a member to inspect records of the Association that relate to confidential, personal, employment, commercial or legal matters or where to do so may be prejudicial to the interests of the Association.
- (3) The Committee must on request make copies of these rules available to members and applicants for membership free of charge.
- (4) Subject to subrule (2), a member may make a copy of any of the other records of the Association referred to in this rule and the Association may charge a reasonable fee for provision of a copy of such a record.
- (5) For purposes of this rule—

relevant documents means the records and other documents, however compiled, recorded or stored, that relate to the incorporation and management of the Association and includes the following—

 - (a) its membership records;
 - (b) its financial statements;
 - (c) its financial records;
 - (d) records and documents relating to transactions, dealings, business or property of the Association.
- (6) Except as otherwise provided by these rules, the Secretary must keep in his or her custody or under his or her control all records, books and other documents (excluding financial records, these are kept by the treasurer) relating to the association.

78. Winding up and cancellation

- (1) The Association may be wound up voluntarily by special resolution.
- (2) In the event of the winding up or the cancellation of the incorporation of the Association, the surplus assets of the Association must not be distributed to any members or former members of the Association.
- (3) Subject to the Act and any court order made under section 133 of the Act, the surplus assets must be given to a body that has similar purposes to the Association and which is not carried on for the profit or gain of its individual members.
- (4) The body to which the surplus assets are to be given must be decided by special resolution.
- (5) In case of dissolution the books in the library must be donated to a recognised Spiritist organisation

firstly in Australia and then overseas, to be elected by the Administrative Committee. Likewise its files will follow the same destiny. Any other asset will be liquidated and converted into donations to a beneficent entity also elected by the Administrative Committee;

79. General and Alteration of rules

- (1) The items (1), (2), (3) and (4) of rule “4-Objectives” and also this item (1) can never be altered; any other item of this document can only be altered in a Special resolution of a general meeting called especially for this purpose;
- (2) The manner of altering and rescinding the rules and of making additional rules of the incorporated association can be approach by special resolution.
- (3) The manner of altering the statement of purpose of the incorporated association can be approach by special resolution and must be approved by 75% of active members and applied within 21 days.
- (4) In no instance a member can express his or her own ideas and interests on the House of the Path Spiritist Group's behalf;
- (5) The House of the Path take no responsibilities for any opinion, ideas or comments expressed on the Group's behalf without an official authorisation given by the Administrative Committee;

IV. EFFECTIVENESS: Permanent from the Publication Date.

V. REVISION HISTORY

Revision	Revision Date	Description	Publication Date
----------	---------------	-------------	------------------

VI. APPROVAL

Administrative Committee:

President:

Angela Weber _____

Vice-President and Public Officer:

Katia Machado _____

Treasurer:

Sueli Lima _____

Member of Committee:

Juarez Oliveira _____

Member of Committee:

Daniel Machado _____

Appendix:

Resolution 1 – from the meeting on 16th of April 2017

- a. It was decided by majority of votes that one person will be chosen every year to participate in the Annual meeting of Spiritists Centers in Australia (a.k.a. Regional) and that if the House of the Path has enough money, this money can be used to help with the person's transportation to the place of the meeting.

Vote for: Angela, Sueli, Juarez and Daniel

Vote against: Katia

- b. It was also decided that the attendee for this meeting will be chosen in a rotational way, avoiding that the same member is sent every year and giving the opportunity to other members to participate.

Vote for: Angela, Sueli, Juarez, Daniel and Katia.