

Constitution 2002

Parents Victoria Inc.

Associations Incorporation Act 1981

Statement of Purposes

1 Vision

A totally supported free public education system meeting the needs of each and every child.

2 Mission

To be the forum and voice for all Parent Clubs and parents within the public education system to assist them in ensuring:

- (a) every child's voice is heard and respected; and
 - (b) every parent's voice is heard and respected.
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3 Motto

Parents' Voice in Children's Education. (*Updated Conference 2003*)

4 Aims

The aims of the Association are:

- (a) To create an awareness of the vital importance of education at the national, state and community level;
 - (b) To promote the belief that education is a community responsibility;
 - (c) To promote inclusion of parents, students, teachers and administrators in decision making processes;
 - (d) To enhance the role of Parent Clubs in State schools;
 - (e) To strengthen Parent Club membership;
 - (f) To encourage Parent Clubs to accurately reflect the membership and views of their school community; and
 - (g) To encourage all parents to be positive participants in the education of their children.
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5 Objectives

The objectives of Parents Victoria Inc are;

- (a) To represent Parent Clubs and parents and to act on their behalf;
 - (b) To publish information for parents and Parent Clubs and engage in publicity to further the above aims;
 - (c) To provide information and advice about effective Parent Club operations;
 - (d) To provide advice and support to parents regarding State school education; and
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- (e) To work in co-operation with other organisations which promote public education.

6 Policy

The policy of the Association shall be:

- (a) consistent with the vision, mission, aims and objectives set out in rules 1, 2, 4 and 5 of this Constitution;
- (b) non-party political and non-sectarian; and
- (c) determined by Annual Conferences.

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Rules

7 Name

The name of the incorporated association shall be Parents Victoria Inc (**Association**).

8 Definitions

In this Constitution, unless the contrary intention appears:

Act means the Associations Incorporation Act 1981 (Vic);

Annual Conference means, in accordance with rule 10, the annual conference of the Association, incorporating the Association's annual general meeting;

Associate Member means a person admitted as an Associate Member of the Association under rule 9.1;

Chair means the chairperson of the relevant meeting.

Constitution means the Statement of Purposes and Rules of the Association;

CPI means the movement in the All Groups Consumer Price Index;

Executive Committee means the committee of management of the Association under rule 11;

Financial Member has the meaning given by rule 9.2;

Financial Year means the 12 month period ending on 30 June each year;

Immediate Past President means a person who:

- (a) is the President immediately before an annual general meeting but is not re-elected as President at that annual general meeting; or
- (b) was Immediate Past President immediately before an annual general meeting where the President immediately before an annual general meeting is re-elected as President,

Individual Member means a person admitted as an Individual Member of the Association under rule 9.1;

Life Member means a person admitted as a Life Member of the Association under rule 9.4.

Member means a member of the Association by virtue of this Constitution;

Member Club means a Parent Club admitted as a Member Club of the Association under rule 9.1;

Officer has the meaning given in rule 11(g);

Parent includes, in accordance with section 3(1) of the Education Act 1958 (Vic), guardian and every person who is liable to maintain or has the actual custody of a child and any person with whom a child resides or who is occupier of a house in which a child resides;

Parent Club means, under section 8 of the Education Regulations 2000 (Vic), any parents' club or association, however named, formed to promote the welfare of a State school;

Public Officer means the President who will occupy the office of public officer of the Association under the Act in accordance with rule 17;

State Network has the meaning given in rule 16;

State school means any school conducted under the Education Act 1958 (Vic);

Regional Network has the meaning given in rule 15;

Regional Network Officer has the meaning given in rule 15;

Regional Network Executive has the meaning given in rule 15;

9 Membership

9.1 Membership generally

- (a) The classes of membership of the Association are;
 - (1) Member Club;
 - (2) Individual Member; and
 - (3) Associate Member (Friends of Parents Victoria)
- (b) To be eligible for membership as:
 - (1) a Member Club, an applicant must be a Parent Club;
 - (2) an Individual Member, an applicant must be a parent of a child attending a State school which does not have a Parent Club or whose Parent Club is not a Member Club; or
 - (3) an Associate Member, an applicant must be an individual or group, other than a Parent Club, providing public services to children. .
- (c) An application for Individual or Associate membership must be approved by the Executive Committee.
- (d) An applicant approved for membership becomes a Member on payment of the initial joining fee and a yearly membership fee as outlined in Appendix 1. Schedule of Membership fees agreed to from time to time at the Annual Conference.

- (e) Where there is more than one Parent Club in a multi campus State school or college, each Parent Club will pay a reduced yearly membership fee as outlined in Appendix 1.
- (f) Joining fees and yearly membership fees may be adjusted annually by the CPI.
- (g) An Associate Member does not have the right to vote or to be a member of the Executive Committee. An Associate Member has access to all information, publications and support services provided by the Association.

9.2 Financial Members

- (a) A Member is to be regarded as a Financial Member of the Association if and only if (unless the Executive Committee generally or in any specific situation determines otherwise), the Member has paid all monies due to the Association.
- (b) A member of a Member Club is to be regarded as a Financial Member of the Member Club if and only if the member of the Member Club has paid all monies due to the Member Club.

9.3 Expulsion

- (a) The Executive Committee may by resolution expel a Member from the Association if, in their absolute discretion, they decide it is not in the interests of the Association for the person to remain a Member.
- (b) For the purposes of this rule 9.3 A Member is defined as either a Member Club, a delegate of a Member Club, an Individual Member, an Associate Member or a member of the Executive Committee.
- (c) If the Executive Committee intends to propose a resolution under rule 9.3(a), at least 2 weeks before the meeting at which the resolution is to be proposed, they must give the Member written notice:
 - (1) stating the date, place and time of the meeting;
 - (2) setting out the intended resolution and the grounds on which it is based; and
 - (3) informing the Member that he or she or a representative may attend the meeting and may give an oral or written explanation or submission before the resolution is put to the vote.

9.4 Life Membership

- (a) Life membership of Parents Victoria may be awarded to:
 1. Members who have served on the Executive Committee for a minimum of 10 years
 2. Members who are considered to have made an exceptional contribution to Parents Victoria
- (b) Nominations for Life Membership must be made in writing and forwarded to the Executive Committee who will be empowered to approve or reject nominations.

- (c) Life members will not have the right to vote or to be a member of the Executive Committee.
- (d) Life members will be recognised at the Annual Conference following acceptance of their nomination.

10 Conferences

10.1 Annual Conference

- (a) An Annual Conference shall be held no later than 30 September in each year.
- (b) The dates, times of sitting and place of meeting shall be determined by the Executive Committee in accordance with the Constitution.
- (c) All members shall be notified in writing of the dates, times and place of meeting.
- (d) Such notice shall reach members not less than six weeks before the first session of the Annual Conference.
- (e) The annual general meeting, including the election of Officers and Executive Committee shall take place at Annual Conference.
- (f) All Executive Committee positions shall be declared vacant. All retiring members shall be eligible for re-election.
- (g) Nominations for Executive Committee must be moved and seconded by Individual Members who are Financial Members or Financial Members of a Member Club and in the hands of the returning officer appointed under rule 10.1(h) one hour prior to the commencement of the annual general meeting.
- (h) An independent returning officer shall be obtained. The returning officer may be an Associate Member but may not be an Individual Member or a delegate from a Member Club.
- (i) Voting shall be by secret ballot.
- (j) The quorum for an Annual Conference is 15% of total votes able to be cast at an Annual Conference, and it comprises voting delegates of Member Clubs, proxy voting delegates of Member Clubs, Individual Members, proxies of Individual Members and postal votes received.
- (k) Postal votes will be accepted from Members with a registered address which is more than 80 kilometres from the Melbourne GPO.

10.2 Agenda items

- (a) Agenda items are notices of motion submitted to the Annual Conference by a Member Club, a Regional Network, an Individual Member or by the Executive Committee.
- (b) To be accepted, agenda items must be signed by the secretary of the Member Club, by the secretary of the Regional Network, the Individual Member or by a member of the Executive Committee and be in the hands

of the Executive Committee not less than 12 weeks before the date of the Annual Conference.

- (c) The Executive Committee may appoint an agenda subcommittee to clarify the wording of submitted items provided that the intention of the item is not altered and may recommend rejection of any item which is not related to education. The Executive Committee shall have the power to accept or reject these recommendations.
- (d) Agenda items passed at Annual Conferences become the Association's policy.
- (e) Special action items lapse after two years unless re-endorsed, or transferred to general policy.
- (f) Agenda items referred to in rules 10.2(a), 10.2(b) and 10.2(c) shall be sent to Members and Regional Networks eight weeks prior to the Annual Conference to allow sufficient time for discussion at both the local and Regional Network level.

10.3 Conference agenda

- (a) The agenda booklet will be printed to show when agenda items will be discussed.
- (b) The order of agenda items as listed in the agenda booklet will be strictly adhered to.
- (c) All agenda items are to be given priority over workshops and discussions.

10.4 Conference delegates

- (a) All Member Clubs who are Financial Members are entitled to send two delegates to every Annual Conference.
- (b) Such delegates shall be appointed by the Member Club and shall be Financial Members of the Member Club.
- (c) Both delegates may speak but only the delegate showing the Member Club's current voting cards may vote (voting delegate). Members of Member Clubs who are not elected as delegates may attend as observers and may speak but not vote.
- (d) The voting delegate shall vote as directed by the Member Club he or she represents, or, if given a free vote, according to his or her individual decision.
- (e) All Individual Members and Associate Members are entitled to attend the Annual Conference.
- (f) All Annual Conferences are open to observers who may be given permission by the Chair to speak but who may not vote.
- (g) Delegates shall furnish the Member Club they represent with a written report of proceedings within five weeks of attending the Annual Conference.
- (h) Member Clubs shall reimburse delegates for the Annual Conference registration fee and reasonable travel, accommodation, and meal costs incurred by delegates attending the Annual Conference.

- (i) A written record of all delegates attending the Annual Conference and the Member Clubs they represent shall be kept by the Association.
- (j) Member Clubs may appoint a Financial Member of another Member Club as their proxy delegate to the Annual Conference. A proxy delegate shall have full delegate powers provided that he or she is properly accredited.
- (k) Individual Members may have another Individual Member as their proxy.

10.5 Allocation of votes

- (a) Member Clubs will be allocated three votes.
- (b) Individual Members will be entitled to one vote.
- (c) Associate Members do not have a vote.

10.6 Special Conferences

A Special Conference may be summoned by the President on the written request of Members representing at least 150 votes, or where the Executive Committee decides that such a Special Conference is desirable provided that:

- (a) The notice of meeting and a copy of the agenda is posted to all Members not less than six weeks before the date of such Special Conference.
- (b) The business of a Special Conference shall be restricted to that specified in the request or the resolution of the Executive Committee.
- (c) Rules 10.1 to 10.5 apply to Special Conferences, adjusted where appropriate.

11 Executive Committee

- (a) The affairs of the Association shall be managed by a committee of management known as the Executive Committee.
- (b) The Executive Committee shall consist of 12 members: President, Senior Vice President, Vice-President, Treasurer and eight other Executive Committee members, four of whom shall be drawn from non-metropolitan areas across the state.
- (c) The Immediate Past President shall be an ex-officio, voting member of the Executive Committee.
- (d) A minimum of two-thirds of members of the Executive Committee shall be Financial Members of a Member Club and must be delegates of the Member Club they represent.
- (e) All members of the Executive Committee shall be the parent of a student attending a State school.
- (f) The Executive Committee shall be elected annually from delegates at the Annual Conference (with the exception of the Immediate Past Present, who is an automatic appointment), and shall have full power to carry out the policy of the Association between Annual Conferences.
- (g) The Officers shall be the President, Senior Vice President, Vice President and Treasurer, provided that the Executive Committee may, as it sees fit,

from time to time, appoint an Honorary Secretary from amongst the other members of the Executive Committee.

- (h) In the event of no eligible nomination for an Officer position being received at the Annual Conference, the Executive Committee shall have the right to appoint a member of the Executive Committee to fill the vacancy, providing that an election for the position is held at the next Annual Conference.
- (i) To be eligible to hold the office of President, nominees must be a Financial Member of a Member Club and have served on the Executive Committee for the preceding 12 months.
- (j) In the event of insufficient nominations for Executive Committee members being received, the Chair of the Annual Conference may accept nominations from the floor, provided that such nominations are consistent with rules 11(d) and 11(e).
- (k) The Executive Committee shall have the power to employ staff to work under its direction. Such staff may have executive power as decreed from time to time by a majority vote of the Executive Committee.
- (l) A quorum for Executive Committee meetings shall consist of one-third actual Executive Committee members plus one. The Chair of the Executive Committee shall have a deliberative and casting vote.
- (m) The Executive Committee shall have the right to co-opt to fill any vacancy which may occur in the interim between Annual Conferences, providing that the appointment is consistent with rules 11(d) and 11(e) and an election for that position is held at the next Annual Conference.
- (n) Written consent of absent nominees must be presented to and accepted by the Annual Conference before the commencement of the elections.
- (o) The Executive Committee may appoint sub committees, of which the President is an ex-officio member, and which are responsible to the Executive Committee.
- (p) An Officer may be removed from office, but not from membership of the Executive Committee, by a resolution carried by a majority vote of the Executive Committee, providing that notice of intention to move such a motion shall be included in the notice of summoning the Executive Committee meeting at which the motion shall be moved.
- (q) In the event of an Officer being removed from office as set out in rule 11(p), the Executive Committee shall appoint from amongst its members a person to fill the vacant office, providing that an election for that position is held at the next Annual Conference.

12 Amendments to Constitution

- (a) Such amendments shall be made only at the Annual Conference.
- (b) The Constitution shall not be altered except in accordance with the Act*.

[*Associations Incorporation Act 1981 – Section 29 “Special Resolution” requires agreement of $\frac{3}{4}$ majority of eligible voters (or proxies) present at

- a General Meeting. A minimum of 21 days notice of intention to propose the special resolution must be given.]
- (c) Suggested amendments shall be in writing and shall reach the Executive Committee at least 12 weeks before the Annual Conference.
 - (d) Amendments to the Constitution shall be the first agenda items debated.
 - (e) All amendments to the Constitution passed at the Annual Conference shall become operative at the rising of the Annual Conference.

13 Secretary

The Secretary (or nominee determined by the Executive Committee) shall keep minutes of the resolutions and proceedings of each Executive Committee meeting, Special Conference, Annual Conference and annual general meeting in books provided for that purpose together with a record of the names of persons present at Executive Committee meetings, Special Conferences, Annual Conferences and annual general meetings.

14 Finance

14.1 Funding sources

The Association shall derive its funding from joining fees and yearly membership fees and from State and Commonwealth government grants. Funding can also be accepted from other sources that comply with the aims and policies of the Association, as agreed to by the Executive Committee.

14.2 Bank account

The Association shall have a bank account. All cheques shall be signed by any two of the following Officers: Treasurer, President, Senior Vice-President or Secretary.

14.3 Custody and receipt of funds

The Treasurer shall collect and receive all moneys due to the Association and make all payments authorised by the Association and shall keep correct accounts and books showing the financial affairs of the Association and full details of all receipts and expenditure connected with the activities of the Association

14.4 Custody of books and documents

- (a) Except as otherwise provided in this Constitution, the President shall keep in his or her custody, or under his or her control, all books, documents and securities of the Association.
- (b) The accounts and books referred to throughout this Constitution shall be available for inspection by Members.
- (c) A qualified auditor shall be appointed by the Executive Committee to audit all Association accounts.
- (d) Prior to each Annual General Meeting the auditor shall meet with the Executive Committee to discuss the financial affairs of the Association.

- (e) A copy of the annual report and a Statement of Receipts and Expenditure* shall be presented at the Annual Conference and be available to all Members
 [*Associations Incorporation Act 1981 Section 30(3) contains further requirements including disclosure of assets and liabilities.]
- (f) A register of the Members shall be kept and maintained by the Treasurer and shall be held in the office of the Association.

14.5 Non-profit clause

The assets and income of the Association shall be applied solely in furtherance of the vision, mission, aims and objectives set out in rules 1, 2, 4 and 5 and no portion shall be distributed directly or indirectly to the Members except as bona fide compensation for services rendered or expenses incurred on behalf of the Association.

15 Regional Networks

- (a) Regional Networks consist of five or more Member Clubs and Individual Members from a local area. They meet regularly and work in partnership with the Executive Committee in support of the aims and objectives of the Association.
- (b) Regional Networks will develop and implement an annual plan of activities designed to empower parents and Parent Clubs. Annual plans will include activities which foster:
 - (1) exchange of information;
 - (2) collective action;
 - (3) identification of issues of concern in local areas;
 - (4) liaison with local media;
 - (5) support for Association representatives on committees; and
 - (6) increasing membership of the Association.
- (c) Regional Networks have a special responsibility to relate local issues and activities to state policy and priorities as determined at Annual Conference and reflected in policy.
- (d) On the written application of five Member Clubs, the Executive Committee has the power to decide on a majority vote to form a grouping to be known as a Regional Network.
- (e) A Regional Network shall abide by the Constitution and policy. An annual report and audited financial statement shall be sent to the Executive Committee each year together with names and contact details of Regional Network Officers.
- (f) A Regional Network shall receive a financial grant for the implementation of its annual plan. The amount of the grant, as negotiated between the Executive Committee and the Regional Network, shall take into account the number of members, communication costs and the type of activities planned.

- (g) A written report outlining the use of the grant and giving an overview of the fulfilment of the plan shall be forwarded to the Executive Committee by 30 November in each year along with the annual plan for the forthcoming year.
- (h) Annual plans may be reviewed, up-dated and renegotiated with the Executive Committee during the year.
- (i) Regional Networks shall receive travel reimbursement from the Association for two delegates to attend each State Network meeting and two delegates to attend an Annual or Special Conference.
- (j) Each Regional Network shall have a bank account. The President, Secretary, and Treasurer shall register their signatures, any two of which shall be sufficient.
- (k) Regional Networks may send one voting delegate to each Annual or Special Conference. Such voting delegates shall be elected at a general meeting of the Regional Network.
- (l) When voting on resolutions or the election of the Executive Committee at Association conferences the Regional Network delegate may register votes on behalf of those members whose signed agenda paper and current voting card(s) are held, provided that no member may be denied their right to attend the Annual or Special Conference and vote
- (m) Election of Regional Network Officers
 - (1) A member of the Executive Committee or nominee shall preside at Regional Network elections.
 - (2) A Regional Network Executive shall consist of a minimum of five Regional Network Officers: Regional Network President, Regional Network Secretary, Regional Network Treasurer, plus two other Regional Network Officers determined by the Regional Network. Other Regional Network Executive positions may be elected to suit the needs of each Regional Network.
 - (3) A minimum of two-thirds of members of the Regional Network Executive shall be Financial Members of a Member Club.
 - (4) To be eligible for the office of Regional Network President, the nominee must have been a member of the Regional Network Executive for the previous year (providing that when no Regional Network Executive member will accept nomination for Regional Network President this clause may be waived).
 - (5) Nominees for Regional Network Executive must be Financial Members of a Member Club, and must be delegates of the Member Club they represent or an Individual Member who is a Financial Member.
 - (6) No one Member Club may hold more than two Regional Network Executive positions.
 - (7) Nominations for the Regional Network Executive shall be taken from the floor at the Regional Network annual meeting.

- (8) Each Regional Network Member Club present at the Regional Network annual election shall have three votes. Each Regional Network Individual Member shall have one vote. Voting shall be by secret ballot.
 - (9) The Regional Network Executive shall be empowered to carry out the business of the Regional Network between meetings. A quorum for Regional Network Executive meetings shall be three-fifths or more than half of the membership of the Regional Network Executive.
 - (10) Any vacancy occurring on a Regional Network Executive shall be filled by secret ballot at a Regional Network meeting.
 - (11) All Regional Network Executive positions shall become vacant at each Regional Network annual meeting, but retiring Regional Network Officers shall be eligible for re-election.
 - (12) A Regional Network Officer may be removed from office by a resolution carried by a majority vote of delegates present at a Regional Network meeting, providing that notice of intention to move such a motion shall be circulated to all members of the Regional Network at least one week prior to the meeting at which the motion will be moved. Such person shall retain his or her right to be a delegate to the Regional Network. The vacancy shall be filled by secret ballot at a Regional Network meeting.
- (n) Regional Network meetings
- (1) Each Regional Network Member Club shall be entitled to elect two delegates to attend Regional Network meetings, both of whom may speak but only one of whom may vote (voting delegate).
 - (2) A quorum for Regional Network meetings shall consist of five voting delegates.
 - (3) Members of Regional Network Member Clubs who are not elected as delegates may attend as observers and may speak but not vote.
 - (4) Regional Network general meetings shall be held at intervals agreed to by a majority of members of the Regional Network provided that the Regional Network Executive may call a meeting for a specific purpose or purposes on its own initiative or on the written request of at least one-third of members. Notice of such meetings and the specific purpose or purposes shall be circulated in writing to all members of the Regional Network one week prior to the meeting date.
- (o) Dissolution of a Regional Network
- (1) Any disagreement between members and their Regional Network must be referred to the Executive Committee by the Regional Network Secretary.
 - (2) The decision of the Executive Committee shall be final.
 - (3) A Regional Network may be disbanded by the Association:

- (A) on the written request of two-thirds of the members within that Regional Network; or
- (B) if, in the opinion of two-thirds of the Executive Committee, a Regional Network has failed to conform with the Constitution and policy of the Association, provided that the President and Secretary of the said Regional Network have the right to state the case against dissolution to the Executive Committee prior to any vote being taken.

16 State Network

- (a) The State Network shall consist of each member of the Executive Committee and the President (or nominee) of each Regional Network, with power to co-opt.
- (b) The State Network shall meet at least twice a year.
- (c) The function of the State Network shall be:
 - (1) to act as a forum for exchange of information and views on education issues;
 - (2) to promote liaison between the Executive Committee and Regional Networks.

17 Common seal

- (a) The common seal of the Association shall be kept in the custody of the President, who shall be the Public Officer.
- (b) The common seal shall not be affixed to any instrument except by the authority of the Executive Committee and the affixing of the common seal shall be attested by the signatures of two members of the Executive Committee.

18 Dissolution

- (a) The Association may be dissolved upon the vote of a 75% majority of votes cast by eligible voters present at a Special Conference convened to consider such an action.
- (b) The Special Conference may upon the vote of a 75% majority make a special resolution directing the distribution of assets in accordance with rule 18(c).
- (c) In the event of the Association being dissolved, the amount which remains after dissolution and the satisfaction of all debts and liabilities shall be paid and applied by the Executive Committee in accordance with their powers to any fund, institution or authority which, itself, is exempt from income tax.

19 Discipline

The Association shall not have the right to discipline Members.

20 Disputes/Grievance Procedure

- (a) The grievance procedure applies to disputes between:
 - (1) A member and another member;
 - (2) A member and the Association,where 'member' is defined for the purposes of this rule 20 as either a Member Club, a delegate of a Member Club, an Individual Member, an Associate Member or a member of the Executive Committee.
- (b) The parties to the dispute must meet and discuss the matter in dispute, and, if possible, resolve the dispute within 21 days after the dispute comes to the attention of all parties.
- (c) 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 14 days, hold a meeting in the presence of a mediator.
- (d) The mediator must be:
 - (1) a person chosen by agreement between the parties; or
 - (2) in the absence of agreement:
 - (A) in the case of a dispute between a member and another member, a member of the Executive Committee; or
 - (B) in the case of a dispute between a member and the Association, a person who is a member of the Dispute Settlement Centre of Victoria (Department of Justice).
- (e) A Member of the Association can be a mediator.
- (f) The mediator cannot be a Member who is a party to the dispute.

21 Notices

- (a) A notice may be given by the Association to a Member by:
 - (1) delivering it to the Member personally;
 - (2) posting it by prepaid post to the Member's registered address;
 - (3) sending it to the Member's facsimile number or electronic address, if the Member has nominated one to the Association for receipt of notices.
- (b) A notice is taken as given by the Association and received by the Member:
 - (1) if delivered, at the time of delivery;
 - (2) if faxed, when the Association receives a confirmation report that all pages of the facsimile have been transmitted to the Member's

- facsimile number, but if transmission or receipt is after 5.00 pm, it is taken as received on the next business day;
- (3) if sent electronically, on the next business day; and
 - (4) if posted, on the second business day after it was posted.
- (c) No general meeting, annual general meeting, Special Conference, Annual Conference or meeting of the Executive Committee; or act, proceeding or business of any such meeting, is or will be rendered voidable or invalid merely because of:
- (i) the failure of any person to receive notice of the meeting; or
 - (ii) any other procedural irregularity.

22 Meetings convened by telephone or other electronic means

- (a) Meetings of the Association may be convened by telephone or other electronic means provided that the number of participants is sufficient to constitute a quorum for that meeting. All the provisions in these rules relating to meetings will apply, so far as they can.
- (b) A meeting by telephone or other electronic means is to be taken to be held at the place determined by the Chair of the meeting provided that at least 1 of the members involved was at that place for the duration of the meeting.
- (c) A member who is unable to be present at a meeting may participate by telephone or other electronic means and the member participating by telephone or other electronic means is deemed to be present for all voting purposes.