Appendix 2 - Form of Appointment of Proxy

Appendix 1 - Application for membership of Federation

| 17 | Service of notices |
| 17 | Inspection of books, etc |
| 17 | Custody of books, etc |
| 17 | Common seal |
| 16 | Audit and accounts |
| 16 | Alteration of objects and rules |
| 16 | Funds - management |
| 16 | Funds - source |
| 15 | Resolutions of members |
| 15 | Appointment of proxies |
| 15 | Volume |
| 15 | Special resolution |
| 14 | Making of decisions |
| 14 | Adjournment |
| 14 | Presiding member |
| 14 | Procedure |
The provisions of the Interpretation Act apply to and in respect of these Rules in the same manner as those provisions would so apply if these Rules were an Act of the same name.

"the Act" means the Associations Incorporation Act (Chapter No. 142);

"the Act" means the Associations Incorporation Act (Chapter No. 142), where no such person holds that office, the public officer of the Association or the person holding office under the Rules as a secretary of the Federation;

"secretary" means:

"ordinary member" means a member of the committee who is not an office-bearer of the Federation;

"in these Rules, except as otherwise indicated, in the context or subject-matter a term accordingly includes:

3.1 INTERPRETATION

The definitions in the Constitution of the association, with those held in compliance with the Constitution of the association, to work closely with stakeholders in compliance with the Constitution of the Federation, to be effective in hosting Provincial Bodybuilding Championships;

2.5 To create awareness of the code in educational institutions;

2.6 To be effective in hosting Provincial Bodybuilding Championships;

2.4 Introduce fitness training for healthy living;

2.3 To introduce and encourage unemployed youths to bodybuilding;

2.2 To be in the forefront promoting bodybuilding in PNG and in its catchment;

2.1 To develop bodybuilding athletes in the code

The objects and purposes of the Federation are:

2. OBIECTS AND PURPOSES

PNG Bodybuilding Federation Inc.

1. NAME

PART I - PRELIMINARY

RULES

BUILDING THE NATION THROUGH BODYBUILDING
Terminates upon cessation of the association’s membership.
and
is not capable of being transferred or transmitted to another association.

A member of the Federation:

MEMBERSHIP ENTITLEMENTS NOT TRANSFERABLE

(c) is expelled from the Federation.

resigns from membership;
or

(d) does not pay up K200 affiliation fee every year.

An Association ceases to be a member of the Federation if the association:

CESSION OF MEMBERSHIP

5.3. A member as anence to and annual subscription.

By a member as anence to and annual subscription.

The secretory shall in accordance with the amounts referred to in

5.4. The secretary shall on payment by the members of the amounts referred to in

5.3. Where the committee determines to approve a nomination for membership, the

5.2. As soon as practicable after receipt of a nomination for membership, the secretory shall:

5.1. A nomination of an association for membership of the Federation:

NOMINATION FOR MEMBERSHIP

5. Nomination for membership of the Federation:

4. Membership qualifications

PART II - MEMBERSHIP
Calendar Year:

Upon becoming a member and before 30 June in each succeeding year, the member becomes a member on or after 1 March in each calendar year, except as provided by paragraph (b). 

10. FEES AND SUBSCRIPTIONS

The Federation at any reasonable hour, the Federation and shall keep the principal place of administration of a member's dues. 

The public officer of the Federation shall keep the date on which the person became a member of the Federation and the name and address of each person who was admitted to membership of the Federation. 

The register of members shall be kept at the principal place of administration of the Federation. 

The Chairman of the Federation shall be the member from whose name the person became a member. 

A member of the Federation shall be entitled to resign from the Federation in respect of the member's membership, except in accordance with his Rule. 

A member of the Federation is not entitled to resign from the Federation in respect of the member's membership.
By resolution determine whether to confirm or to revoke the resolution.

Give the committee an opportunity to make oral representations.

At a meeting of the committee held as referred to in Clause 12.3, the committee shall:

(i) receive and speak at that meeting;

(ii) following informing the member that the member may do either or both of the

a) read the date, place and time of that meeting and

b) hear the notice:

the notice held not earlier than 14 days and not later than one month after service of

the notice of the committee may address the committee at a meeting to be

b) receive the resolution of the committee and the grounds on which it is

Where the committee pass a resolution under Clause 12.1, the secretary shall:

resolved in accordance with this rule:

a resolution of the committee under Clause 12.3, combining the

b) suspend the member from membership of the Federation for a specified

c) expel the member from the Federation or

the resolution.

b) has persistently and wilfully acted in a manner prejudicial to the interests

b) has persistently refused or neglected to comply with a provision of

Where the committee is of the opinion that a member of the Federation

DISCIPLINE OF MEMBERS

12.1. MEMBERS' LIABILITY

Member in respect of membership of the Federation is required by Rule 10, the winding up of the Federation is limited to the monies, if any, unpaid by the

of his debts and liabilities of the Federation or the cost, charges and expenses of

The liability of a member of the Federation to contribute towards the payment

II.
The committee shall be called the committee of management of the federation and shall control and manage the affairs of the federation.

Powers, etc. of the Committee

PART III - THE COMMITTEE

If at the general meeting the resolution passed a special resolution in favour of the constitution of the federation, the resolution is confirmed.

13.4 The resolution shall be confirmed or revoked.

The members present shall vote by secret ballot on the question of whether the resolution is confirmed or revoked.

13.5 The committee and the members shall be given the opportunity to state their respective cases orally or in writing or both, and shall be heard.

13.6 The committee shall be deemed to have the appeal of the member if the appeal is transacted:

All a general meeting of the federation convened under Clause 13.2.

13.3 A general meeting of the federation convened under Clause 13.2 shall be held within 21 days after the date on which the secretary receives the notice.

13.2 Notice of a notice from a member under Clause 13.1, the secretary shall immediately give notice to the member by lodging the notice with the secretary a notice of the resolution is served on the member by lodging with the secretary a notice of the resolution which is confirmed under Rule 12.4 within 7 days after notice of the resolution.

13.1 A member may appeal to the committee in general meeting against a resolution confirmed by the committee under Clause 13.4.

Right of Appeal of Disciplined Member

13.2 A resolution confirmed by the committee under Clause 12.4 does not have effect:

Where the committee confirms a resolution under Clause 12.4, the secretary shall.

12.5 The face and the member’s right of appeal under Rule 13.

Where the committee confirms a resolution under Clause 12.4, the secretary shall.

12.6 The member may appeal.
16.3 If insufficient further nominations are received to fill all vacancies on the committee, the

conclusion of the annual General Meeting shall be deemed to be void and no election shall take place. The committee shall be deemed to be dissolved and all powers and duties to be taken over by the Federal Council and the vacancy shall be filled by election at the next annual General Meeting, the nomination of any candidate shall be by the Secretary and the election shall be by postal vote or by any other means as the committee shall determine.

16.4 If the number of nominations received is equal to the number of vacancies to be

filled, the election shall be deemed to be void and no election shall take place. The committee shall be deemed to be dissolved and all powers and duties to be taken over by the Federal Council and the vacancy shall be filled by election at the next annual General Meeting, the nomination of any candidate shall be by the Secretary and the election shall be by postal vote or by any other means as the committee shall determine.

16.5 If the number of nominations received exceeds the number of vacancies to be

filled, the election shall be held by the committee and the successful candidates shall be deemed to be elected to the vacancies and the committee shall be deemed to be dissolved and all powers and duties to be taken over by the Federal Council and the vacancy shall be filled by election at the next annual General Meeting, the nomination of any candidate shall be by the Secretary and the election shall be by postal vote or by any other means as the committee shall determine.

16.1 Nomination of candidates for election as office-bearers of the Federation or as

ordinary members of the committee

ELECTION OF MEMBERS

16.2 Appointment

Each member of the committee shall be appointed by the Board of Directors, and each member shall hold office for the period determined by the Board of Directors, subject to the approval of the Board of Directors. Each member shall be appointed for a term of three years, and the members shall hold office until the conclusion of the annual General Meeting following the date of appointment. In the event of a casual vacancy occurring in the membership of the committee, the Board of Directors shall appoint a new member of the committee, and the new member shall hold office until the conclusion of the annual General Meeting following the date of appointment. Each member of the committee shall hold office subject to the approval of the Board of Directors, subject to the approval of the members of the committee, and each member shall hold office until the conclusion of the annual General Meeting following the date of appointment. Each member of the committee shall be appointed by the Board of Directors, and each member shall hold office for the period determined by the Board of Directors, subject to the approval of the Board of Directors. Each member shall be appointed for a term of three years, and the members shall hold office until the conclusion of the annual General Meeting following the date of appointment. Each member of the committee shall hold office subject to the approval of the Board of Directors, subject to the approval of the members of the committee, and each member shall hold office until the conclusion of the annual General Meeting following the date of appointment. Each member of the committee shall be appointed by the Board of Directors, and each member shall hold office for the period determined by the Board of Directors, subject to the approval of the Board of Directors. Each member shall be appointed for a term of three years, and the members shall hold office until the conclusion of the annual General Meeting following the date of appointment. Each member of the committee shall hold office subject to the approval of the Board of Directors, subject to the approval of the members of the committee, and each member shall hold office until the conclusion of the annual General Meeting following the date of appointment.

The office-bearers of the Federation shall consist of:

15.1 The president and

15.2 The vice-president and

15.3 The secretary

15.4 The treasurer

15.5 The Board of Directors

CONSTITUTION AND MEMBERSHIP

15.1 Each member of the committee shall hold office subject to the approval of the Board of Directors, subject to the approval of the members of the committee, and each member shall hold office until the conclusion of the annual General Meeting following the date of appointment. Each member of the committee shall be appointed by the Board of Directors, and each member shall hold office for the period determined by the Board of Directors, subject to the approval of the Board of Directors. Each member shall be appointed for a term of three years, and the members shall hold office until the conclusion of the annual General Meeting following the date of appointment. Each member of the committee shall hold office subject to the approval of the Board of Directors, subject to the approval of the members of the committee, and each member shall hold office until the conclusion of the annual General Meeting following the date of appointment. Each member of the committee shall be appointed by the Board of Directors, and each member shall hold office for the period determined by the Board of Directors, subject to the approval of the Board of Directors. Each member shall be appointed for a term of three years, and the members shall hold office until the conclusion of the annual General Meeting following the date of appointment. Each member of the committee shall hold office subject to the approval of the Board of Directors, subject to the approval of the members of the committee, and each member shall hold office until the conclusion of the annual General Meeting following the date of appointment. Each member of the committee shall be appointed by the Board of Directors, and each member shall hold office for the period determined by the Board of Directors, subject to the approval of the Board of Directors. Each member shall be appointed for a term of three years, and the members shall hold office until the conclusion of the annual General Meeting following the date of appointment. Each member of the committee shall hold office subject to the approval of the Board of Directors, subject to the approval of the members of the committee, and each member shall hold office until the conclusion of the annual General Meeting following the date of appointment.
20. REMOVAL OF MEMBER

(a) is absent without the consent of the committee from all meetings of the committee for a period of 6 months;

(b) becomes an insolvent under administration within the meaning of the Insolvency Act;

(c) ceases to be a member of the Federation;

(d) resides outside the jurisdiction of the Federation or

(e) resigns office by notice in writing given to the Secretary;

(f) is removed from office under Rule 20;

(g) is disqualified under a penalty or complaint proceedings by the Registrar or any other authority under the Seaman Act.

For the purposes of these Rules, a casual vacancy in the office of a member of the committee occurs if the member:

19. CASUAL VACANCIES

connected with the activities of the Federation.

(a) all books and accounts are kept showing the financial affairs of the Federation and the balances are audited by an auditor approved by the Board of the Federation;

(b) payments authorized by the Board of the Federation are made, and all money due to the Federation is collected and received and that all money due by the Federation is remitted to the Bank for the Federation;

(c) it is the duty of the treasurer of the Federation to ensure that:

18. TREASURER

(a) all minutes of meetings of the committee and general meetings,

(b) all minutes of the committee and general meetings;

(c) the names of members of the committee and the committee;

(d) all appointments of office-bearers and members of the committee;

(e) it is the duty of the secretary to keep minutes of:

17. SECRETARY

(a) the Secretary (in his/her absence the Vice President) of the Federation shall, as soon as practicable after being appointed as Secretary, lodge notice with the Federation of his/her new address;

(b) the Secretary shall be a member of the committee, and

(c) a nomination of a candidate for election under this clause is not valid if that candidate has been nominated for election to another office at the same election.

16. The ballot for the election of office-bearers and ordinary members of the committee shall be conducted at the annual general meeting in such usual and proper manner as the committee may direct.
members present at the meeting shall preside.

21.8 At a meeting of the committee, if the president and the vice-president are absent or unwilling to act, such

21.7 The president or, in the president's absence, the vice-president shall preside.

21.6 If the adjourned meeting is not held within 1 hour of the time allotted for the meeting at the same place and at the same hour of the same day in the following week.

The adjourned meeting shall be held at the same place and at the same time as the original meeting or such other place and time as the committee may determine.

21.5 Any 3 members of the committee may convene by the president or by the secretary of the committee of any extraordinary business.

21.4 Notice of a meeting given under Clause 21.3 shall specify the general nature of the business to be transacted at the meeting and no business other than that mentioned in the notice shall be transacted.

21.3 Oral or written notice of a meeting of the committee shall be given by the secretary of the committee to each member of the committee at least 3 days before the meeting (or such other period as may be reasonable for the conduct of the business of the meeting).

21.2 Additional meetings of the committee may be convened by the president or by the secretary of the committee for urgent business.

21.1 The committee shall meet at least 3 times in each period of 12 months at such times and place as the committee may determine.

21.0 Notice of a meeting shall be given to any member of the committee to whom a proposed resolution is referred in the form of office of the member or in writing.

Where a member of the committee is out of office or the committee makes resolution may be recorded by the secretary of the committee and forwarded to the secretary of the association to whom a resolution is referred in the form of office of the member or in writing within 3 days of the receipt of such resolution.

20.1 Where a member of the committee is out of office or the committee is unable to act, the resolution may be recorded by the secretary of the association to whom a resolution is referred in the form of office of the member or in writing within 3 days of the receipt of such resolution.

20.0 A resolution of the committee in a general meeting may be recorded by the secretary of the committee to whom a resolution is referred in the form of office of the member or in writing within 3 days of the receipt of such resolution.
appreciation of qualification of any member of the committee or sub-committee.

Section 2.4

Subject to Rule 2.5, the committee may act notwithstanding any vacancy on the committee.

Section 2.3

 Casting vote. In the event of a tie vote, the person presiding may exercise a second vote.

Section 2.2

Each member present at a meeting of the committee or any sub-committee has a right to vote.

Questions arising at a meeting of the committee or any sub-committee.

VOTING AND DECISIONS

Section 2.1

A sub-committee may meet and adjourn as it thinks proper.

Section 2.2

A sub-committee may by instrument in writing revoke wholly or in part any delegation under this rule.

Any act of a sub-committee shall be done or suffered by the sub-committee, and shall by the act or default of any member of the sub-committee become effective from the time the sub-committee was formed, and shall have the same force and effect as if it would have been done or suffered by the sub-committee.

Any act or thing done or suffered by a sub-committee acting in the exercise of a delegation exercised by a sub-committee is valid and binding.

The committee may by instrument in writing delegate to a sub-committee.

DELEGATION BY COMMITTEE TO SUB-COMMITTEE.
26.3 A resolution of members for a special General Meeting:

The Federation may, whenever it thinks fit, convene a special General Meeting of

26.2 The committee shall, on the resolution in writing of not less than 5% of the total

number of members, convene a special General Meeting of the Federation.

26.1 The Federation may, whenever it thinks fit, convene a special General Meeting of

Calling of Special General Meetings

25.3 An annual General Meeting shall be specially called in the notice convening it,

(a) to appoint an auditor of the Federation.

25.2 It shall:

(b) to receive and consider the complete accounts of the Federation and

(c) to elect office-bearers of the Federation and ordinary members of the

25.1 The annual General meeting of the Federation shall be:

Committee;

(d) to receive from the Committee reports upon the activities of the

(e) to confirm the minutes of the last preceding annual General Meeting.

(f) to consider any business which may be transacted at an annual General

meeting, the business of an annual General Meeting held since that meeting

(g) to elect office-bearers of the Federation and ordinary members of the

(h) to receive the auditors' report on the accounts of the Federation and

(i) to confirm the minutes of the last preceding annual General Meeting.

24.2 The Federation shall, hold its first annual General Meeting:

24.1 Will the exception of the first annual General Meeting of the Federation, the

members' meeting, at least once in each calendar year and within the period of 6

months after the expiration of each calendar year of the Federation, convene an

24.0 Holding of Annual General Meetings

23.5 Calling of and Business at Annual General Meetings

22.1 An annual General Meeting shall, at least once in each calendar year and within the period of 6

months after the expiration of each calendar year of the Federation, convene an

22.0 Part 4 - General Meetings

21.1 More of the members making the resolution, may consist of several documents in a similar form, each signed by one of

21.0 Part 4 - General Meetings

19.2 The committee may, whenever it thinks fit, convene a special General Meeting of

19.1 The committee shall, on the resolution in writing of not less than 5% of the total

number of members, convene a special General Meeting of the Federation.
of a general meeting.

No notice of business shall be transacted at a general meeting unless a quorum of members is present.

PROCEDURE

The notice in the next notice calling a general meeting given after receipt of the notice from the member, giving the notice, shall include the business which may be transacted pursuant to Rule 2.2. No business other than that specified in the notice convening a general meeting shall be transacted at the meeting except in the case of an annual general meeting, or where the notice of the business proposed is dealt with at a general meeting.

WHERE the notice of the business proposed to be dealt with at a general meeting.

Notice of a special resolution under Clause 2.1, in writing, to be signed by each member of the board, shall be given to each member of the board at least 14 days before the date fixed for the holding of the general meeting, and shall be accompanied by a special resolution of the board for the purpose of the meeting

EXCEPT WHERE the notice of the business proposed to be dealt with at a general meeting makes provision for the appointment of a person to be a member of the board, resolution under Clause 2.1, in writing, to be signed by each member of the board, shall be given to each member of the board at least 14 days before the date fixed for the holding of the general meeting, and shall be accompanied by a special resolution of the board for the purpose of the meeting.
A resolution of the Federation is a special resolution if it is passed by a majority of the members present in person or by proxy at the meeting or, in any other case, by such number and at such time before the close of the meeting of the Federation at which the resolution is to be taken.

WHEREAS a poll is demanded at a General meeting, the poll shall be taken:

At a General meeting of the Federation a poll may be demanded by the Chairman or by not less than 3 members present in person or by proxy at the meeting.

A question arising at a General meeting shall be determined on a show of hands and unless otherwise determined by the Federation shall be determined on a poll taken after giving notice of such determination.

31.2 A question arising at a General meeting shall be determined on a poll taken after giving notice of such determination.

31.3 Where a poll is demanded at a General meeting, the poll shall be taken:

At a General meeting of the Federation a poll may be demanded by the Chairman or by not less than 3 members present in person or by proxy at the meeting.

A question arising at a General meeting shall be determined on a show of hands and unless otherwise determined by the Federation shall be determined on a poll taken after giving notice of such determination.

31.1 A question arising at a General meeting shall be determined on a show of hands and unless otherwise determined by the Federation shall be determined on a poll taken after giving notice of such determination.

31.2 A question arising at a General meeting shall be determined on a show of hands and unless otherwise determined by the Federation shall be determined on a poll taken after giving notice of such determination.

31.3 Where a poll is demanded at a General meeting, the poll shall be taken:

At a General meeting of the Federation a poll may be demanded by the Chairman or by not less than 3 members present in person or by proxy at the meeting.

A question arising at a General meeting shall be determined on a show of hands and unless otherwise determined by the Federation shall be determined on a poll taken after giving notice of such determination.

31.1 A question arising at a General meeting shall be determined on a show of hands and unless otherwise determined by the Federation shall be determined on a poll taken after giving notice of such determination.

31.2 A question arising at a General meeting shall be determined on a show of hands and unless otherwise determined by the Federation shall be determined on a poll taken after giving notice of such determination.

31.3 Where a poll is demanded at a General meeting, the poll shall be taken:

At a General meeting of the Federation a poll may be demanded by the Chairman or by not less than 3 members present in person or by proxy at the meeting.

A question arising at a General meeting shall be determined on a show of hands and unless otherwise determined by the Federation shall be determined on a poll taken after giving notice of such determination.
37.2 EXECUTIVES. All unique, professional officers, shall have such authority as the committee determines.

37.3 MANAGEMENT OF FUNDS

37.4 SOURCE OF FUNDS

PART 5 - MISCELLANEOUS

38. RESOLUTIONS

39. APPOINTMENT OF PROXIES

43. VOTING

BUILDING THE NATION THROUGH BODY BUILDING
1. Customs of Books, etc.

subject to the Act to be in a form, size and shape as approved by the
shall state that it is the common seal and
bear the name of the association in full.

2. Common Seal

The common seal of the Federation shall:
and of the public officer or secretary,
signatures of two members of the committee or one member of the committee
shall be attested by the
of the committee and the attachment of the common seal shall be authorized by the authority
shall not be affixed to any instrument except by the authority

3. Auditor

The Auditor may be removed from office by a special resolution of the Federation.

4. Auditor's duties

(i) have been properly kept and
(ii) the books of accounts and other records examined by him or her
(iii) the financial statements of the profit and loss account are properly drawn

5. Audit and Accounts

The Auditor shall:

(a) draw the attention to the committee to any irregularities and
(b) have access to all books of accounts and records of the Federation
(c) certify to the correctness of the financial statements of the profit and loss

6. Alteration of Objects and Purposes and Rules

The objects and purposes of the Federation (other than those stated at Rule 2)
delivered in the ordinary course of post.
been served on the person at the time at which the letter would have been
unless the contrary is proved, be deemed for the purposes of these Rules to have
Positively to the person a letter containing the document. The document shall,
Where a document is sent to a person by properly addressing, prepaying and

43.2

43.1

43

SERVING OF NOTICES

42

Inspection, free of charge, by a member of the Federation at any reasonable hour.
The records, books and other documents of the Federation shall be open to

42

INSCRIPTION OF BOOKS, ETC.