



AUSTRALIAN HONEY BEE INDUSTRY COUNCIL INC.

CONSTITUTION

**(Amended to Include Changes Required by
the *Associations Incorporations Act 2015*)**

Amendments Accepted
Effective 29 June 2019

AUSTRALIAN HONEY BEE INDUSTRY COUNCIL INCORPORATED

CONSTITUTION

1. Name:

The name of the Incorporated Association shall be the AUSTRALIAN HONEY BEE INDUSTRY COUNCIL INCORPORATED, hereinafter referred to as AHBIC or the Council.

2. Objects:

- 2.1 To foster, promote, enhance and protect the interests of the Australian Honey Bee Industry and the viability of its members.
- 2.2 To represent industry policy at all levels of government, private enterprise and the public.
- 2.3 To promote, support, seek amendments to, or oppose any legislation or measure that may affect the industry.
- 2.4 To assist and/or cooperate with any organisation, body, association, person or persons in the best interests of AHBIC.
- 2.5 To enhance the industry by encouraging the adoption of best practice in production, quality assurance, presentation and promotion of its products.
- 2.6 To conduct educational, promotional and public relations campaigns in the best interests of the industry and AHBIC where appropriate.
- 2.7 To gather and distribute to members, industry intelligence from local and international sources, and to function as a channel for information exchange within Australia and between Australia and other countries, leading to better understanding.
- 2.8 To enhance the development of all industry sectors through education and extension to interdependent industries within the public and agricultural communities.
- 2.9 To act in any way not defined in these objects considered advisable in the best interests of the industry.
- 2.10 To be accountable to the members of AHBIC.

3. Definitions and Interpretation:

- 3.1 In these rules, unless the contrary intention appears:-

“Act” means the *Associations Incorporation Act 2015* of Western Australia.

“Associate member” means a financial supporter of the AHBIC who has contributed greater than \$5,000 in a financial year and who is not a member of any other member organisation.

“Chief Executive Officer” (CEO) means the employed CEO of the AHBIC who shall also hold the office of Secretary and Treasurer.

“Executive” means the Executive Committee.

“Industry Organisation” means any organisation that represents, in the sole opinion of the Council, a significant sector of the honeybee industry.

“Non-commercial Beekeeping Organisation” means any organisation that represents, in the sole opinion of the Council, a minor sector of the honeybee industry.

“Ordinary” resolution and “General” resolution means a resolution passed by a majority of those present and entitled to vote.

“rules” means these rules of the AHBIC, as in force for the time being.

“Special Resolution” means a resolution which has been passed by a three quarters majority of those present and entitled to vote.

“Special General Meeting” means a general meeting of the AHBIC other than the Annual General Meeting.

- 3.2 In these rules, expressions referring to writing shall, unless the contrary intention appears, be construed as including references to printing, lithography, photography, and other modes of representing or reproducing words in a visible form.
- 3.3 In the event that the interpretation of these rules comes into question, the Executive shall be called upon to determine the meaning of the rule or rules and such determination shall be binding on the members.

4. Membership:

- 4.1 The membership of AHBIC may consist of:
- 4.1.1 Any Non-commercial Beekeeping Organisation;
 - 4.1.2 Associate members; and
 - 4.1.3 Any Industry Organisation.
- 4.2 For the purposes of rule 4.1.3, membership is reliant on the member supplying a copy of its constitution or governing rules to AHBIC and providing a report to AHBIC, prior to the Annual General Meeting, that the member has followed the constitution or governing rules. A failure to provide the report will result in the member not being eligible to vote.
- 4.3 An applicant for membership of the AHBIC becomes a member when:
- 4.3.1 the Council accepts the application, by resolution which has been passed by a three quarters majority of members present and entitled to vote; and
 - 4.3.2 the applicant pays any membership fees or any other fee or charge payable to the Association.

- 4.4 A member ceases to be a member when any of the following takes place:
- 4.4.1 for a member who is an individual, the individual dies;
 - 4.4.2 for a member who is a body corporate, the body corporate is wound up;
 - 4.4.3 the person resigns from the AHBIC; or
 - 4.4.4 the person is expelled from the AHBIC.
- 4.5 The Secretary must keep a record, for at least one year after a person ceases to be a member, of:
- 4.5.1 the date on which the person ceased to be a member; and
 - 4.5.2 the reason why the person ceased to be a member.
- 4.6 The Secretary shall maintain a register of members and the name and address details of the member's nominated delegate(s).
- 4.7 A copy of the rules of the AHBIC shall be provided to each new member.

5. Voting Entitlements

Voting Entitlements for members shall be:

- | | | |
|-----|---|---|
| 5.1 | For Non-commercial Beekeeping Organisations | 1 |
| 5.2 | For Associate Members | 1 |
| 5.3 | For each Industry Organisation | 1 |

6. Delegates

Members may appoint delegates to represent the member at meetings of the AHBIC. The maximum number of delegates per member are as follows:

- | | | |
|-----|--|---|
| 6.1 | For a Non-commercial Beekeeping Organisation | 2 |
| 6.2 | For Associate Members | 2 |
| 6.3 | For an Industry Organisation | 2 |
- 6.4 Members shall notify the Secretary in writing within 14 days of such appointment or as soon as is practical thereafter, of the appointment and or withdrawal of a delegate(s). The notification is to include the address and contact details of any such appointment(s) and whether the delegate(s) is a voting or nonvoting delegate(s).
- 6.5 A member, prior to any meeting, appoint a deputy for a delegate unable to attend that meeting.
- 6.6 A voting delegate unable to continue or attend a meeting may assign the delegate's vote to another delegate. Only one (1) proxy per delegate is allowed. Proxies are allowable at Annual General Meetings and Special General Meetings but not Executive meetings.

- 6.7 The Non-commercial Beekeeping Organisations (as a collective) shall be entitled to nominate two persons to the Council and such nomination shall be made no less than 30 days prior to the Annual General Meeting. If more than two nominations are received then a ballot will be held between the Non-commercial Beekeeping Organisations to determine which of the nominees is to be put forward for election to the Executive. If the Organisations cannot decide who will be the two delegates then the AHBIC Executive will decide. The two delegates shall decide amongst themselves who will be the voting delegate. If the delegates cannot decide then the AHBIC Executive will hold a ballot.
- 6.8 Associate Members (as a collective) shall be entitled to nominate two persons to the Council and such nomination shall be made no less than 30 days prior to the Annual General Meeting. If more than two nominations are received then a ballot will be held between the Associate Members to determine which of the nominees is to be put forward for election to the Executive. If the Associate members cannot decide who will be the two delegates then the AHBIC Executive will decide. The two delegates shall decide amongst themselves who will be the voting delegate. If the delegates cannot decide then the AHBIC Executive will hold a ballot.
- 6.9 Members shall be responsible for their (and their delegates) own costs and expenses in attending at any meeting of or convened by the AHBIC.

7. Governance and Management:

- 7.1 The affairs of the AHBIC shall be directed by an Executive Committee of six (6) persons comprising the Chair, Deputy Chair and four (4) committee members elected at the Annual General Meeting.
- 7.2 Subject to these rules, all retiring members are eligible for re-election.
- 7.3 The Chair and Deputy Chair shall be elected for a term of two (2) years running alternatively. The first year being the election of Chair and the next two Executive Members being determined by the highest recorded votes being for a bi-annual term.
- 7.4 The candidates for the election of a position on the Executive, including Chair and Deputy Chair are elected from the floor of the Annual General Meeting.
- 7.5 A person may only be elected to the same position on the Executive for a maximum of six (6) consecutive years. Nothing in this rule precludes a person being elected to the Executive for longer than six years provided that such tenure is not in the same position on the Executive.
- 7.6 To be eligible for nomination to the Executive, a person:
- 7.6.1 must be a member or a member of an Industry Organisation that is a member:
and
 - 7.6.2 shall have been a member or a member of an Industry Organisation that is a member for at least two consecutive years immediately prior to nomination;
and
 - 7.6.3 must be a full voluntary contributor to the AHBIC.

Chair

- 7.7 Nominations of candidates for election as Chair of AHBIC:-
- (a) shall be made in writing, signed by one voting delegate and accompanied by the written consent of the candidate.
 - (b) each nominee may submit a two hundred (200) word statement.
 - (c) the nomination shall be delivered to the Secretary not less than twenty eight days prior to the date fixed for the holding of the Annual General Meeting. All delegates are to be notified of all nominations at least fourteen days prior to the holding of the Annual General Meeting.
 - (d) If no nominations are received as required under sub-rules 7.7 (a) and 7.7 (c), nominations shall be taken from the floor at the next Annual General Meeting.
- 7.8 If more than one nomination is received, a ballot shall be held.
- (a) If more than two (2) nominations are received a series of elimination ballots shall be held until one nominee has more than 50% of the votes of those present and voting. In each elimination ballot, the nominee with the least number of votes shall be eliminated.
 - (b) If each of the two last candidates should have equal numbers of votes after two ballots, then the Chair of that particular meeting shall have a casting vote.
 - (c) The ballot papers are to be destroyed by the Secretary after the declaration of the ballot. The number of votes received per nominee shall only be made public on the agreement of all nominees.
- 7.9 The Chair shall be ineligible to hold the position of Chair if he or she:
- (a) Becomes insolvent/bankrupt.
 - (b) Resigns from office.
 - (c) Is convicted of an offence under the Act.
 - (d) Is permanently incapacitated.
 - (e) Is subject to a resolution of no confidence carried by three quarters majority of the voting delegates.
- 7.10 If, for any reason, the position of Chair should become vacant the Executive shall be empowered to either appoint a person to fill this position for the rest of the term or to call for nominations for an election to fill this position. Any such election shall be conducted either by postal vote or a meeting of the voting delegates to be held at the direction of the Executive.
- 7.11 Unless the Chair resigns or becomes ineligible for office, the Chair shall hold office until the election of a Chair at the second to next Annual General Meeting.

Deputy Chair

- 7.12 A Deputy Chair of AHBIC shall be elected for two (2) years at each alternate Annual General Meeting of the election of Chair in accordance with the following sub-rules.
- 7.13 Nominations of candidates for election as Deputy Chair shall be taken from the floor at the Annual General Meeting and voted on by eligible Delegates:
- 7.14 If more than one nomination for Deputy Chair is received, a secret ballot shall be held.
- 7.15 If more than two (2) nominations for Deputy Chair are received, a series of elimination ballots shall be held until one nominee has more than 50% of the votes of those present and voting. In each elimination ballot, the nominee with the least number of votes shall be eliminated.
- 7.16 If each of the two last candidates for Deputy Chair should have equal numbers of votes after two ballots, then the Chair of that particular meeting shall have a casting vote.
- 7.17 All ballot papers are to be destroyed by the Secretary after the declaration of the ballot. The number of votes received per nominee shall only be made public on the agreement of all nominees.
- 7.18 A person shall be ineligible to hold the position of Deputy Chair if the person:
- (a) Becomes insolvent/bankrupt.
 - (b) Resigns from office by written notice.
 - (c) Is convicted of an offence under the Act.
 - (d) Is permanently incapacitated.
 - (e) Is subject to a resolution of no confidence carried by three quarters majority of the voting delegates.
- 7.19 If, for any reason, the position of Deputy Chair should become vacant the Executive shall be empowered to either appoint a person to fill this position for the rest of the term or to call for nominations for an election to fill this position. Any such elections shall be conducted either by postal vote or a meeting of the voting delegates to be held at the direction of the Executive.
- 7.20 Unless the Deputy Chair resigns or becomes ineligible for office, the Deputy Chair shall hold office until the election of a Deputy Chair at the second to next Annual General Meeting.
- 7.21 All members through their nominated delegate(s) shall receive the Executive meeting agendas and shall be entitled to nominate a delegate to attend (but not vote unless a member of the Executive) meetings at their own expense by providing seven days' notice or as soon as practical and be able to participate at the invitation of the Chair.

8. Accountability:

- 8.1 AHBIC will be accountable to its members and to combined industry contributors jointly for the achievement of its mission and the efficient use of combined industry resources and funds.

- 8.2 The following functions will facilitate industry assessment of AHBIC performance:
- 8.2.1 Publication to industry of a regular review of the directions highlighted in the Strategic Plan.
 - 8.2.2 Preparation and publication to industry of Annual Operational Objectives and plans.
 - 8.2.3 Detailed Annual Operating Budgets and cash flow projections.
 - 8.2.4 Publication of an Annual Report including details of outcomes achieved in all areas of activity.
- 8.3 The Chair, the Deputy Chair and the CEO as appropriate shall be available for consultation and dialogue with member organisations and shall also attend, and where appropriate, address industry meetings and workshops.

9. Funding:

AHBIC shall raise operating funds in the following manner:

- 9.1 From contributions on sales of honey, queen bees, queen bee cells and pollination services. The rate of funding contributions shall be determined at the Annual General Meeting or by other means determined by the Executive.
- 9.2 Members shall be required to pay a membership fee as determined from time to time at the Annual General Meeting. Nothing in these rules prohibits the delegation of this function to the Executive.
- 9.3 AHBIC shall be enabled to pursue other sources of funding as determined by the Executive.
- 9.4 AHBIC may make provisions for contingency funds.
- 9.5 AHBIC may make provisions for operating reserves.

10. Vacancies in the Executive:

- 10.1 For the purpose of these rules a delegate shall cease to be a member of the Executive if that person:
 - 10.1.1 Becomes insolvent/bankrupt.
 - 10.1.2 Resigns from office by written notice to the AHBIC.
 - 10.1.3 Is convicted of an offence under the Act.
 - 10.1.4 Is permanently incapacitated by ill health.
- 10.2 Vacancies between Annual General Meetings may be filled by postal vote or by teleconference.

11. Meetings:

- 11.1 Meetings of AHBIC shall be as follows:
 - 11.1.1 Annual General Meeting held within 90 days of the end of the AHBIC

financial year.

- 11.1.2 Special General Meetings.
- 11.1.3 Executive Committee Meetings.
- 11.2 Meetings may be conducted by electronic means.
- 11.3 Written notice of at least twenty eight days shall be given for an Annual General Meeting. Unless otherwise agreed, fourteen days' notice shall be required for Executive Committee and Special General Meetings, and seven days' notice shall be required for adjourned meetings.
- 11.4 The ordinary business of all meetings shall be to:
 - 11.4.1 Receive and confirm minutes of the last preceding meeting of the Annual, General, Special or Executive Committee Meetings.
 - 11.4.2 Receive the reports of the Chair, the CEO, Executive Committee and Sub-Committees.
 - 11.4.3 Receive and consider the financial report.
 - 11.4.4 Consider policy recommendations upon such matters as may be appropriate to the function of AHBIC.
- 11.5 Annual General Meetings shall deal with items of agenda including business on notice, and any other items the Chair agrees to admit. Delegates bringing late business before a meeting must give notice to the Chair for circulation prior to the meeting.
- 11.6 The AHBIC may make standing orders for the conduct of the orderly management of the AHBIC's affairs. Such standing orders may be passed by ordinary resolution at any Annual General Meeting. The AHBIC may from time to time suspend, alter, and delete such standing orders to allow members of industry to move, second and debate resolutions.
- 11.7 Special General Meetings of AHBIC may be called on the requisition of a quorum of members in writing to the Secretary. The Executive shall therein convene a meeting within fourteen days of receipt of such requisition signed by the members making the requisition, and stating the cause and agenda of such a meeting. All reasonable expenses incurred at Special General Meetings shall be met by AHBIC.
- 11.8 Meetings of the Executive shall be held at the discretion of the Executive but not less than four meetings per year shall take place.
- 11.9 Deemed Meetings of the Executive:
 - (a) If all members of the Committee have signed a document containing a statement that they are in favour of a prescribed resolution in terms set out in the document, a resolution in those terms shall be deemed to have been passed at a Executive meeting.
 - (b) The meeting will be deemed to have been held on the day on which the

document was signed and at the time at which the document was last signed by a member of the Executive or, if the members of the Executive signed the document on different days, on the day on which the document was last signed by a member of the Executive.

- (c) The document shall be deemed to constitute a minute of that meeting.
- (d) This sub-rule does not apply in relation to a document unless the document has been signed by each member of the Executive.

11.10 The Chair or the Deputy Chair shall preside at each meeting of AHBIC. If the Chair or Deputy Chair is not present within fifteen minutes of the appointed time to conduct the meeting, the delegates present shall elect one of their number to preside at the meeting.

11.11 The Secretary shall cause proper minutes of all proceedings at Annual General Meetings, Executive meetings and Special General Meetings to be taken and entered into a Minute Book and distributed to members within thirty days of the holding of such meetings.

11.12 The Chair has the right to invite appropriate persons as presenters or observers to a meeting.

12. Quorum:

A quorum for:

- (a) An Annual General or Special General Meeting shall be nine members entitled to vote:
- (b) An Executive meeting shall be four members of the Executive entitled to vote.

13. Adjournment of Meetings:

13.1 No business shall be transacted unless a quorum is present at the meeting. If within one hour after the appointed time of commencement of a meeting convened upon a requisition of delegates, a quorum is not present, the meeting shall be dissolved, and in any other case shall stand adjourned to the same place and time in the next week, unless another place is specified by the presiding Chair. If a quorum is not present within one hour of the commencement of the adjourned meeting, the meeting shall be cancelled.

13.2 A meeting may be adjourned by the Chair upon the resolution of a quorum present, but no business other than the unfinished business at the meeting where the adjournment took place may be transacted. Notice of an adjourned meeting shall be announced at the time of adjournment.

14. Voting at Meetings:

14.1 The Chair shall have a deliberate and casting vote at AHBIC meetings and shall have a deliberate vote at all meetings of the Executive.

14.2 The Deputy Chair shall have a deliberate vote at AHBIC meetings and at all meetings of the Executive.

- 14.3 A simple majority is required at AHBIC meetings and at all meetings of the Executive to pass general resolutions.
- 14.4 A decision at a meeting of the AHBIC shall be determined by a majority of votes on a show of hands, or in the case of a Teleconference, the given word, or if demanded by three or more delegates, a poll shall be taken at a time directed by the presiding Chair during the meeting and the resolution of a poll shall be deemed to be the resolution of the question.
- 14.5 Voting on a poll shall be conducted on the basis of voting entitlements determined under rules 5 and 14.
- 14.6 A poll that is taken on a question of adjournment shall be taken forthwith.
- 14.7 Upon any question arising at a meeting of the Executive the elected member shall have one vote.

15. The Powers, Duties & Procedures of the AHBIC Executive:

- 15.1 The policies of AHBIC shall be administered by the Executive.
- 15.2 The Executive shall be accountable to AHBIC and shall direct management of executive functions carried out by an appointed Executive Director.
- 15.3 The Executive, subject to these rules and the Act, shall exercise all powers as may be required to manage the business of the AHBIC.

16. Chief Executive Officer:

- 16.1 The CEO under the direction of the Executive shall manage the day to day affairs of the AHBIC, including the following:
 - 16.1.1 Any offices deemed appropriate by the Executive.
 - 16.1.2 Resource protection and maintenance.
 - 16.1.3 Trade facilitation and concessions.
 - 16.1.4 Disease and quarantine strategies.
 - 16.1.5 National representation to government.
 - 16.1.6 Strategic planning.
 - 16.1.7 International market intelligence.
 - 16.1.8 Assistance to members.
 - 16.1.9 Compliance with the Act and other relevant laws.
- 16.2 The CEO shall act as the Secretary and Treasurer of the Council and shall collect and receive all monies due to AHBIC, make payments authorised by the Chair and shall keep correct accounts and books showing full details of receipts and expenditure connected with the financial affairs of AHBIC.

17. Custody of Records and Inspection:

- 17.1 The CEO shall have custody of all books, documents, records, registers of the Council and record of committee members and other persons authorised to act on behalf of the AHBIC as provided in these rules.
- 17.2 All books, documents, records, registers of the Council and record of committee members and other persons authorised to act on behalf of the AHBIC shall be retained for at least 7 years.
- 17.3 Rules 17.4 to 17.7 apply where a member seeks to inspect:
- 17.3.1 the register of members; or
- 17.3.2 the record of the names and addresses of committee members, and other persons authorised to act on behalf of the AHBIC; or
- 17.3.3 any other record or document of the Council.
- 17.4 The member must contact the Secretary to make the necessary arrangements for the inspection, which shall be undertaken at the office of AHBIC during normal business hours.
- 17.5 The inspection shall be free of charge.
- 17.6 If the member seeks to inspect a document that records the minutes of an Executive meeting, the right to inspect that document is subject to any decision the Executive has made about minutes of its meetings generally, or the minutes of a specific Executive meeting, being available for inspection by members.
- 17.7 The member may make a copy of or take an extract from a record or document referred to in rule 17.6 but does not have a right to remove the record or document for that purpose.

18. Bank and Control of Funds:

- 18.1 The Council shall open an account/s in the name of the Australian Honey Bee Industry Council Inc.
- 18.2 The account/s shall be operated upon by any two of three persons appointed by the Council, where one such appointment shall be the Treasurer.
- 18.3 An account may be set up by the Executive with a financial institution to allow for payments by a debit card. This account needs only one of the Chair, CEO or other member authorised by the Executive from time to time to operate this account. The maximum amount to be held in this account is \$6,000.

19. Financial Year:

The financial year of the Council is the period beginning on the 1st day of May in each year and ending on the 30th day of April next following.

20. Sub-Committees:

- 20.1 The Council and/or Executive may at any time form a Sub-Committee and shall prescribe the powers and functions of such sub-committee.
- 20.2 The Council and/or Executive may co-opt as members of a Sub-Committee such persons as it thinks fit, whether or not those persons are members of the AHBIC or delegates of any member.
- 20.3 The Chair of the AHBIC shall be an ex-officio member on all Sub-Committees.
- 20.4 Each member of a Sub-Committee, including the Chair, shall have one vote.
- 20.5 Each Sub-Committee shall present a written report of its activities to the next Annual General Meeting.
- 20.6 The Council and/or Executive, as the case may be, shall have the exclusive right, at any time, to disband any sub-committee so formed pursuant to this rule. The Council may disband any sub-committee formed by the Executive.

21. The Common Seal:

- 21.1 The Common Seal shall be affixed to any instrument approved by ordinary resolution at an Annual or any Special General Meeting.
- 21.2 The Common Seal shall be held in the custody of the Chief Executive Officer.
- 21.3 The affixing of the Common Seal shall be attested to by two signatures of either the CEO, Chair or Deputy Chair of the Council or such other persons as the Committee may appoint for that purpose.
- 21.4 The Chief Executive Officer must make a written record of each use of the Common Seal.
- 21.5 Other than as provided in this rule, or as directed by Council, the AHBIC may execute an instrument without using the Common Seal.

22. Alterations to the Constitution:

The rules may only be altered, rescinded or new rules created by a Special Resolution at an Annual General Meeting or Special General Meeting. Member organisations are to be advised at least 30 days before the meeting of such resolutions.

23. Winding Up and Disposal of Assets:

If, on the cancellation of the incorporation or on the winding up of the AHBIC, any property of the AHBIC remains after satisfaction of the debts and liabilities of the AHBIC and the costs, charges and expenses of that winding up or cancelling the incorporation of the AHBIC, that property shall be distributed:-

- (a) to another association incorporated under the Act; or
- (b) for charitable purposes

which incorporated association or charitable purposes shall be determined by Special Resolution.

24. Non Profit:

- 24.1 The property and income of the AHBIC shall be applied solely in furtherance of its purpose and objects and no portion shall be distributed directly or indirectly to its officers or members except in good faith in the promotion of those objects or purposes.
- 24.2 A payment may be made to a member out of the funds of the AHBIC only if it is authorised under subrule (3).
- 24.3 A payment to a member out of the funds of the AHBIC is authorised if it is:
 - 24.3.1 the payment in good faith to the member as reasonable remuneration for any services provided to the AHBIC, or for goods supplied to the AHBIC, in the ordinary course of business; or
 - 24.3.2 the payment of interest, on money borrowed by the AHBIC from the member, at a rate not greater than the cash rate published from time to time by the Reserve Bank of Australia; or
 - 24.3.3 the payment of reasonable rent to the member for premises leased by the member to the AHBIC; or
 - 24.3.4 the reimbursement of reasonable expenses properly incurred by the member on behalf of the AHBIC.

25. Disputes:

- 25.1 The procedure set out in this rule applies to disputes:
 - 25.1.1 between members; or
 - 25.1.2 between one or more members and the AHBIC.
- 25.2 The parties to a dispute must attempt to resolve the dispute between themselves within 14 days after the dispute has come to the attention of each party.
- 25.3 If the parties to a dispute are unable to resolve the dispute between themselves within the time required by sub-rule 25.2, any party to the dispute may start the grievance procedure by giving written notice to the Secretary of:
 - 25.3.1 the parties to the dispute; and
 - 25.3.2 the matters that are the subject of the dispute.
- 25.4 Within 28 days after the Secretary is given the notice, a Executive meeting must be convened to consider and determine the dispute.
- 25.5 The Secretary must give each party to the dispute written notice of the Executive meeting at which the dispute is to be considered and determined at least 7 days before the meeting is held.
- 25.6 The notice given to each party to the dispute must state:
 - 25.6.1 when and where the Executive meeting is to be held; and

- 25.6.2 that the party, or the party's representative, may attend the meeting and will be given a reasonable opportunity to make written or oral (or both written and oral) submissions to the Executive about the dispute.
- 25.7 If:
 - 25.7.1 the dispute is between one or more members and the AHBIC; and
 - 25.7.2 any party to the dispute gives written notice to the Secretary stating that the party does not agree to the dispute being determined by the Executive then the Executive must not determine the dispute.
- 25.8 At the Executive meeting at which a dispute is to be considered and determined, the Executive must:
 - 25.8.1 give each party to the dispute, or the party's representative, a reasonable opportunity to make written or oral (or both written and oral) submissions to the Executive about the dispute; and
 - 25.8.2 give due consideration to any submissions so made; and
 - 25.8.3 determine the dispute.
- 25.9 The Executive must give each party to the dispute written notice of the Executive's determination, and the reasons for the determination, within 7 days after the Executive meeting at which the determination is made.