



PO Box 1060 Parramatta NSW 2150  
Ph: c/- Deaf Society of NSW 9893 8555  
Email: [info@asliansw.org.au](mailto:info@asliansw.org.au)

# ASSOCIATION RULES

ASLIA (NSW) Inc  
Australian Sign Language Interpreters Association  
(New South Wales)  
RULES

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## Part 1 Preliminary

### 1 Definitions

(1) In these rules:

**ASLIA** means the Australian Sign Language Interpreters' Association.

**ASLIA(National)** means the National Executive Committee of ASLIA

**ASLIA(NSW) Inc.** means the New South Wales branch of ASLIA.

**Accreditation** means formal interpreter accreditation through an authorised body, such as the National Accreditation Authority for Translators and Interpreters (NAATI).

**NAATI** means the National Accreditation Authority for Translators and Interpreters.

**Director-General** means the Director-General of the NSW Department of Fair Trading.

**Executive** means the committee of management of ASLIA (NSW) Inc

**Ordinary executive member** means a member of the executive committee who is not an office-bearer of ASLIA (NSW) Inc, as referred to in rule 14(2).

**Secretary** means the person holding office under these rules as secretary (minutes & correspondence) of the association.

**General meeting** means a general meeting of the association other than an annual general meeting.

**the Act** means the *Associations Incorporation Act 1984*.

**the regulation** means the *Associations Incorporation Regulation 1999*.

(2) In these rules:

(a) a reference to a function includes a reference to a power, authority and duty, and

(b) a reference to the exercise of a function includes, if the function is a duty, a reference to the performance of the duty.

(3) The provisions of the *Interpretation Act 1987* apply to and in respect of these rules in the same manner as those provisions would so apply if these rules were an instrument made under the Act.

## **Part 2 Membership**

### **2 Membership**

- (a) The classes of members for ASLIA(NSW) and the eligibility requirements for each category are determined and governed by the constitution of ASLIA(National).
- (b) The benefits and rights – including voting rights – of members of ASLIA (NSW) are determined and governed by the constitution of ASLIA(National).

### **3 Nomination for membership**

An application for membership:

- (a) must be in the form prescribed by ASLIA(National)
- (b) must be lodged with ASLIA(National)

### **4 Cessation of membership**

(a) Cessation of membership will occur in the manner set out by the ASLIA(National) Constitution

### **5 Resignation of membership**

(a) A member who has paid all amounts due to ASLIA(National) in respect of his/her membership may resign from membership by giving notice of his/her resignation in accordance with ASLIA(National) and/or ASLIA(NSW) policy statement(s).

### **6 Register of members**

(a) Upon the acceptance of an application to ASLIA(National), the member's address, telephone number(s), level of accreditation, date that accreditation was attained and date of joining the Association will be provided to ASLIA(NSW) and will be entered the secretary into the register of members held by ASLIA(NSW).

### **7 Fees and subscriptions**

(a) Members will send membership fees to ASLIA(National) directly and will remain members of ASLIA(NSW).

(b) Membership fees for all membership categories are as set by ASLIA(National), in the manner described in Section 3.8(2) of the ASLIA(National) Constitution.

(c) Annual subscription from members of all classes shall be paid to ASLIA(National), and, in accordance with the ASLIA(National) Constitution, 80% of each membership subscription will be forwarded to ASLIA(NSW) by ASLIA(National).

(d) The financial year of ASLIA NSW shall commence on 1 July each year, and will end on 30 June of the following year.

## **8 Members' liabilities**

(a) The liability of a member to contribute to the payment of the debts and liabilities of ASLIA is in accordance with the constitution of ASLIA(National).

## **9 Disciplining of members**

(a) Any complaints made to the executive by any person in relation to a member of ASLIA(NSW) shall be dealt with in accordance with ASLIA(NSW) guidelines and in accordance with the spirit of the ASLIA(National) Constitution.

(b) Complaints concerning ASLIA(NSW) members may be referred to ASLIA(National) for further advice and resolution.

(c) The process relating to disciplining members will be as detailed in the ASLIA(National) Constitution.

## **10 Right of appeal of disciplined member**

(a) A member may appeal to ASLIA(NSW) in relation to any resolution made in accordance with the rules set out in the ASLIA(National) Constitution.

# **Part 3 The Executive**

## **11 Powers of the Executive**

The management committee is to be called the Executive of ASLIA (NSW) Inc and, subject to the Act, the Regulation and these rules and to any resolution passed by ASLIA (NSW) Inc in general meeting:

- (a) is to control and manage the affairs of ASLIA (NSW) Inc, and
- (b) may exercise all such functions as may be exercised by ASLIA (NSW) Inc, other than those functions that are required by these rules to be exercised by a general meeting of members of ASLIA (NSW) Inc, and
- (c) has power to perform all such acts and do all such things as appear to the executive to be necessary or desirable for the proper management of the affairs of ASLIA (NSW) Inc.

**Constitution and membership**

- (1) Subject in the case of the first members of the executive to section 21 of the Act, the executive is to consist of:
  - (a) the office-bearers of ASLIA (NSW) Inc, and
  - (b) 2 or more ordinary executive committee members, and
  - (c) the total number of Executive members is no more than 10.
  
- (2) The office-bearers of ASLIA(NSW) are to be:
  - (a) the President
  - (b) the Vice-president
  - (c) the Treasurer
  - (d) the Secretary (minutes & correspondence),
  - (e) the Secretary (e-mail) and
  - (f) 2 or more ordinary executive members, to a maximum of 10 executive membership positions.

One of the appointed executive committee members outlined above shall be designated as public officer of ASLIA (NSW) Inc.

- (3) At the first Annual General Meeting after adoption of these rules, 5 of the existing ASLIA(NSW) Executive Committee members shall retire. Those to retire shall be chosen by agreement or, failing agreement, by the drawing of lots. The retiring members shall be eligible for re-election. The first executive members of the incorporated association shall be:

- (a) the President
- (b) the Vice-President
- (c) the Treasurer
- (d) the Secretary (minutes & correspondence)
- (e) the Secretary (e-mail)
- (f) 2 or more ordinary executive members, to a maximum of 10 executive membership positions.

One of the appointed executive committee members outlined above shall be designated as public officer of ASLIA (NSW) Inc.

- (4) At the second Annual General Meeting, the remaining original executive committee who held office at the preceding Annual general meeting shall retire, but shall be eligible for re-election.

- (5) Subject to (3) and (4) above, all executive members will be entitled to hold office for 2 years, after which time, they shall be required to stand for re-election.
- (6) In the event of a casual vacancy occurring in the membership of the executive, the executive may appoint an ordinary member of ASLIA (NSW) Inc to fill the vacancy and the member so appointed is to hold office, subject to these rules, until the position is due for re-election.

### **13 Election of members**

- (1) Nominations of candidates for election as office-bearers of ASLIA (NSW) Inc or as ordinary executive members:
  - (a) must be made in writing, signed by 2 members of ASLIA (NSW) Inc and accompanied by the written consent of the candidate (which may be endorsed on the form of the nomination), and
  - (b) must be delivered to the secretary of ASLIA (NSW) Inc at least 1 hour before the time fixed for the holding of the annual general meeting at which the election is to take place.
- (2) A ballot will be conducted for all nominations received for vacant executive positions.
- (3) If insufficient nominations are received to fill all vacancies on the executive, further nominations may be received at the annual general meeting.
- (4) If insufficient further nominations are received at the annual general meeting, any vacant positions remaining on the executive may be taken to be casual vacancies.

### **14 Secretary**

- (1) the Secretary of ASLIA (NSW) Inc must, as soon as practicable after being appointed as secretary, lodge notice with ASLIA (NSW) Inc of his or her address.
- (2) It is the duty of the secretary to keep minutes of:
  - (a) all appointments of office-bearers and members of the executive,
  - (b) the names of members of the executive present at a executive meeting or a general meeting, and
  - (c) all proceedings at executive meetings and general meetings.
- (3) Minutes of proceedings at a meeting must be signed by the chairperson of the meeting or by the chairperson of the next succeeding meeting.

### **15 Treasurer**

It is the duty of the treasurer of ASLIA (NSW) Inc to ensure:

- (a) that all money due to ASLIA (NSW) Inc is collected and received and that all payments authorised by ASLIA (NSW) Inc are made,  
and
- (b) that correct books and accounts are kept showing the financial affairs of ASLIA (NSW) Inc, including full details of all receipts and expenditure connected with the activities of ASLIA (NSW) Inc.

## **16 Casual vacancies**

For the purposes of these rules, a casual vacancy in the office of a member of the executive occurs if the member:

- (a) dies, or
- (b) ceases to be a member of ASLIA (NSW) Inc, or
- (c) becomes an insolvent under administration within the meaning of the *Corporations Act 2001* of the Commonwealth, or
- (d) resigns office by notice in writing given to the secretary, or
- (e) is removed from office under rule 19, or
- (f) becomes a mentally incapacitated person, or
- (g) is absent without the consent of the executive from all meetings of the executive held during a period of 12 months.

## **17 Removal of member**

- (1) ASLIA (NSW) Inc in general meeting may by resolution remove any member of the executive from the office of member before the expiration of the member's term of office and may by resolution appoint another person to hold office until the expiration of the term of office of the member so removed.
- (2) If a member of the executive to whom a proposed resolution referred to in clause (1) relates makes representations in writing to the secretary or president (not exceeding a reasonable length) and requests that the representation be notified to the members of ASLIA (NSW) Inc, the secretary or the president may send a copy of the representations to each member of ASLIA (NSW) Inc or, if the representations are not so sent, the member is entitled to require that the representations be read out at the meeting at which the resolution is considered.

## **18 Meetings and quorum**

- (1) The executive must meet at least 3 times in each period of 12 months at such place and time as the executive may determine.



- (2) Additional meetings of the executive may be convened by the president or by any member of the executive.
- (3) Oral or written notice of a meeting of the executive must be given by the secretary to each member of the executive at least 48 hours (or such other period as may be unanimously agreed on by the members of the executive) before the time appointed for the holding of the meeting.
- (4) Notice of a meeting given under clause (3) must specify the general nature of the business to be transacted at the meeting and no business other than that business is to be transacted at the meeting, except business which the executive members present at the meeting unanimously agree to treat as urgent business.
- (5) Any 2 office bearers plus 2 other members of the executive constitute a quorum for the transaction of the business of a meeting of the executive.
- (6) No business is to be transacted by the executive unless a quorum is present and if, within half an hour of the time appointed for the meeting, a quorum is not present, the meeting is to stand adjourned to the same place and at the same hour of the same day in the following week, or at another time agreed by a majority of the executive.
- (7) If at the adjourned meeting a quorum is not present within half an hour of the time appointed for the meeting, the meeting is to be dissolved.
- (8) At a meeting of the executive:
  - (a) the president or, in the president's absence, the vice-president is to preside, or
  - (b) if the president and the vice-president are absent or unwilling to act, such one of the remaining members of the executive as may be chosen by the members present at the meeting is to preside.

## **19**

### **Delegation by executive to sub-committee**

- (1) The executive may, by instrument in writing, delegate to one or more sub-committees (consisting of such member or members of ASLIA (NSW) Inc as the executive thinks fit) the exercise of such of the functions of the executive as are specified in the instrument, other than:
  - (a) this power of delegation, and
  - (b) a function which is a duty imposed on the executive by the Act or by any other law.
- (2) A function the exercise of which has been delegated to a sub-committee under this rule may, while the delegation remains

unrevoked, be exercised from time to time by the sub-committee in accordance with the terms of the delegation.

- (3) A delegation under this section may be made subject to such conditions or limitations as to the exercise of any function, or as to time or circumstances, as may be specified in the instrument of delegation.
- (4) Despite any delegation under this rule, the executive may continue to exercise any function delegated.
- (5) Any act or thing done or suffered by a sub-committee acting in the exercise of a delegation under this rule has the same force and effect as it would have if it had been done or suffered by the executive.
- (6) The executive may, by instrument in writing, revoke wholly or in part any delegation under this rule.
- (7) A sub-committee may meet and adjourn, as it thinks proper.

## **20 Voting and decisions**

- (1) Questions arising at a meeting of the executive or of any sub-committee appointed by the executive are to be determined by a majority of the votes of members of the executive or sub-committee present at the meeting.
- (2) Each member present at a meeting of the executive or of any sub-committee appointed by the executive (including the person presiding at the meeting) is entitled to one vote but, in the event of an equality of votes on any question, the person presiding may exercise a second or casting vote.
- (3) Subject to rule 20(5), the executive may act despite any vacancy on the executive.
- (4) Any act or thing done or suffered, or purporting to have been done or suffered, by the executive or by a sub-committee appointed by the executive, is valid and effectual despite any defect that may afterwards be discovered in the appointment or qualification of any member of the executive or sub-committee.

## **Part 4 General meeting**

### **21 Annual general meetings – holding of**

- (1) With the exception of the first annual general meeting of ASLIA (NSW) Inc, the association must, at least once in each calendar year and within the period of 6 months after the expiration of each financial year of ASLIA (NSW) Inc, convene an annual general meeting of its members.
- (2) ASLIA (NSW) Inc must hold its first annual general meeting:

- (a) within the period of 18 months after its incorporation under the Act, and
  - (b) within the period of 6 months after the expiration of the first financial year of ASLIA (NSW) Inc.
- (3) Clauses (1) and (2) have effect subject to any extension or permission granted by the Director-General under section 26(3) of the Act.

**22 Annual general meetings – calling of and business at**

- (1) The annual general meeting of ASLIA (NSW) Inc is, subject to the Act and to rule 23, to be convened on such date and at such place and time as the executive thinks fit.
- (2) In addition to any other business which may be transacted at an annual general meeting, the business of an annual general meeting is to include the following:
- (a) to confirm the minutes of the last preceding annual general meeting and of any special general meeting held since that meeting,
  - (b) to receive from the executive reports on the activities of ASLIA (NSW) Inc during the last preceding financial year,
  - (c) to elect office-bearers of ASLIA (NSW) Inc and ordinary members of the executive,
  - (d) to receive and consider the statement which is required to be submitted to members under section 26(6) of the Act.
- (3) An annual general meeting must be specified as such in the notice convening it.

**23 Extraordinary general meetings – calling of**

- (1) The executive may, whenever it thinks fit, convene an extraordinary general meeting of ASLIA (NSW) Inc.
- (2) The executive must, on the requisition in writing or by email of at least 5 percent of the total number of members, convene an extraordinary general meeting of ASLIA (NSW) Inc.
- (3) A requisition of members for a special general meeting:
- (a) must state the purpose or purposes of the meeting, and
  - (b) must be signed by the members making the requisition, and
  - (c) must be lodged with the secretary, and
  - (d) may consist of several documents in a similar form, each signed by one or more of the members making the requisition.
- (4) If the executive fails to convene an extraordinary general meeting to be held within 1 month after that date on which a requisition of

members for the meeting is lodged with the secretary, any one or more of the members who made the requisition may convene an extraordinary general meeting to be held not later than 3 months after that date.

- (5) An extraordinary general meeting convened by a member or members as referred to in clause (4) must be convened as nearly as is practicable in the same manner as general meetings are convened by the executive and any member who consequently incurs expenses is entitled to be reimbursed by ASLIA (NSW) Inc for any expense so incurred.

## **24**

### **Notice**

- (1) Except if the nature of the business proposed to be dealt with at a general meeting requires a special resolution of ASLIA (NSW) Inc, the secretary must, at least 14 days before the date fixed for the holding of the general meeting, give a notice to each member specifying the place, date and time of the meeting and the nature of the business proposed to be transacted at the meeting.
- (2) If the nature of the business proposed to be dealt with at a general meeting requires a special resolution of ASLIA (NSW) Inc, the secretary must, at least 21 days before the date fixed for the holding of the general meeting, cause notice to be given to each member specifying, in addition to the matter required under clause (1), the intention to propose the resolution as a special resolution.
- (3) No business other than that specified in the notice convening a general meeting is to be transacted at the meeting except, in the case of an annual general meeting, business which may be transacted under rule 24(2).
- (4) A member desiring to bring any business before a general meeting may give notice in writing of that business to the secretary who must include that business in the next notice calling a general meeting given after receipt of the notice from the member.

## **25**

### **Procedure**

- (1) No item of business is to be transacted at a general meeting unless a quorum of members entitled under these rules to vote is present during the time the meeting is considering that item.
- (2) Five members present in person (being members entitled under these rules to vote at a general meeting) constitute a quorum for the transaction of the business of a general meeting.
- (3) If within half an hour after the appointed time for the commencement of a general meeting a quorum is not present, the meeting:
  - (a) if convened on the requisition of members, is to be dissolved,  
and

- (b) in any other case, is to stand adjourned to the same day in the following week at the same time and (unless another place is specified at the time of the adjournment by the person presiding at the meeting or communicated by written notice to members given before the day to which the meeting is adjourned) at the same place.
- (4) If at the adjourned meeting a quorum is not present within half an hour after the time appointed for the commencement of the meeting, the members present (being at least 3) is to constitute a quorum.

## **26 Presiding member**

- (1) The president or, in the president's absence, the vice-president, is to preside as chairperson at each general meeting of ASLIA (NSW) Inc.
- (2) If the president and the vice-president are absent or unwilling to act, the members present must elect one of their number to preside as chairperson at the meeting.

## **27 Adjournment**

- (1) The chairperson of a general meeting at which a quorum is present may, with the consent of the majority of members present at the meeting, adjourn the meeting from time to time and place to place, but no business is to be transacted at an adjourned meeting other than the business left unfinished at the meeting at which the adjournment took place.
- (2) If a general meeting is adjourned for 14 days or more, the secretary must give written or oral notice of the adjourned meeting to each member of ASLIA (NSW) Inc stating the place, date and time of the meeting and the nature of the business to be transacted at the meeting.
- (3) Except as provided in clauses (1) and (2), notice of an adjournment of a general meeting or of the business to be transacted at an adjourned meeting is not required to be given.

## **28 Making of decisions**

- (1) A question arising at a general meeting of ASLIA (NSW) Inc is to be determined on a show of hands and, unless before or on the declaration of the show of hands a poll is demanded, a declaration by the chairperson that a resolution has, on a show of hands, been carried or carried unanimously or carried by a particular majority or lost, or an entry to that effect in the minute book of ASLIA (NSW) Inc, is evidence of the fact without proof of the number or proportion of the votes recorded in favour of or against that resolution.
- (2) At a general meeting of ASLIA (NSW) Inc, a poll may be demanded by the chairperson or by at least 3 members present in person or by proxy at the meeting.

- (3) If a poll is demanded at a general meeting, the poll must be taken;
  - (a) immediately in the case of a poll which relates to the election of the chairperson of the meeting or to the question of an adjournment, or
  - (b) in any other case, in such manner and at such time before the close of the meeting as the chairperson directs,and the resolution of the poll on the matter is taken to be the resolution of the meeting on that matter.

## **29 Special resolution**

A resolution of ASLIA (NSW) Inc is a special resolution:

- (a) if it is passed by a majority which comprises at least three-quarters of such members of ASLIA (NSW) Inc as, being entitled under these rules so to do, vote in person or by proxy at a general meeting of which at least 21 days' written notice specifying the intention to propose the resolution as a special resolution was given in accordance with these rules, or
- (b) where it is made to appear to the Director-General that it is not practicable for the resolution to be passed in the manner specified in paragraph (a) if the resolution is passed in a manner specified by the Director-General.

## **30 Voting**

- (1) On any question arising at a general meeting of ASLIA (NSW) Inc a member has one vote only.
- (2) All votes must be given personally or by proxy but no member may hold more than 5 proxies.
- (3) In the case of an equality of votes on a question at a general meeting, the chairperson of the meeting is entitled to exercise a second or casting vote.
- (4) A member or proxy is not entitled to vote at any general meeting of ASLIA (NSW) Inc unless all money due and payable by the member or proxy to ASLIA (NSW) Inc has been paid, other than the amount of the annual subscription payable in respect of the then current year.

## **31 Appointment of proxies**

- (1) Each member is to be entitled to appoint another member as proxy by notice given to the secretary no later than 24 hours before the time of the meeting in respect of which the proxy is appointed.
- (2) The notice appointing the proxy is to be in writing on a proxy form provided by ASLIA(NSW).

## **Part 5 Miscellaneous**

### **32 Insurance**

ASLIA (NSW) Inc may effect and maintain insurance.

### **33 Funds – source**

- (1) The funds of ASLIA (NSW) Inc are to be derived from annual subscriptions of members, donations and, subject to any resolution passed by ASLIA (NSW) Inc in general meeting, such other sources as the executive determines.
- (2) All money received by ASLIA (NSW) Inc must be deposited as soon as practicable and without deduction to the credit of ASLIA (NSW) Inc's bank account.
- (3) ASLIA (NSW) Inc must, as soon as practicable after receiving any money, issue an appropriate receipt.

### **34 Funds – management**

- (1) Subject to any resolution passed by ASLIA (NSW) Inc in general meeting, the funds of ASLIA (NSW) Inc are to be used in pursuance of the objects of ASLIA (NSW) Inc in such manner as the executive determines.
- (2) All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments must be signed by any 2 members of the executive or employees of ASLIA (NSW) Inc, being members or employees authorised to do so by the executive.

### **35 Alteration of objects and rules**

The statement of objects and these rules may be altered, rescinded or added to only by a special resolution of ASLIA (NSW) Inc.

### **36 Common seal**

- (1) The common seal of ASLIA (NSW) Inc must be kept in the custody of the public officer.
- (2) The common seal must not be affixed to any instrument except by the authority of the executive and the affixing of the common seal must be attested by the signatures either of 2 members of the executive or of 1 member of the executive and of the public officer or secretary.

### **37 Custody of books**

Except as otherwise provided by these rules, the public officer must keep in his or her custody or under his or her control all records, books and other documents relating to ASLIA (NSW) Inc.

**38 Inspection of books**

The records, books and other documents of ASLIA (NSW) Inc must be open to inspection, by any member of ASLIA (NSW) Inc at any reasonable hour (this does not include access to confidential address or telephone details of other members of the ASLIA (NSW) Inc.

**39 Service of notices**

- (1) For the purpose of these rules, a notice may be served on or given to a person:
  - (a) by delivering it to the person personally, or
  - (b) by sending it by pre-paid post to the address of the person, or
  - (c) by sending it by facsimile transmission or some other form of electronic transmission to an address specified by the person for giving or serving the notice.
- (2) for the purpose of these rules, a notice is taken, unless the contrary is proved, to have been given or served:
  - (a) in the case of a notice given or served personally, on the date on which it is received by the addressee, and
  - (b) in the case of a notice sent by pre-paid post, on the date when it would have been delivered in the ordinary course of post, and
  - (c) in the case of a notice sent by facsimile transmission or some other form of electronic transmission, on the date it was sent, or if the machine from which the transmission was sent produces a report indicating that the notice was sent on a later date, on that date.