

CONSTITUTION OF

Dumbleyung Community

Resource Centre Inc

ABN 354 880 32451

An association incorporated pursuant to the Associations
Incorporation Act 2015 (WA)

PRELIMINARY MATTERS

1. Name

The name of the association is Dumbleyung Community Resource Centre Inc.

2. Type of entity

The association is a not-for-profit association incorporated under the *Associations Incorporation Act 2015* (WA).

3. Definitions

In this Constitution, unless the contrary intention appears, words and phrases have the following meaning:

- (a) **Administrative Tribunal** means the State Administrative Tribunal of Western Australia.
- (b) **Annual General Meeting** means a general meeting of members called under clause 14.4.
- (c) **Associate member** means a member who has no right to vote but has all other rights of members as determined by the committee or by the members at a general meeting.
- (d) **Association** means [insert full name] ^(M) Incorporated.
- (e) **Associations Act 2015** means the *Associations Incorporation Act 2015* (WA).
- (f) **Association's books** means the association's registers, minutes, documents, securities, financial records, financial statements and financial reports as defined in Section 62 of the Associations Act, however compiled, stored or recorded.
- (g) **Association's regulations** means the regulations made under the Associations Act (if any).
- (h) **Chairperson** means the person elected by the board to hold this office.
- (i) **Charitable Collections Act** means the *Charitable Collections Act 1946* (WA).
- (j) **Clause** means a clause of this constitution.
- (k) **Commissioner** means the person designated as the Commissioner from time to time under the Associations Act, currently the Executive Officer of the Western Australian Department of Commerce.
- (l) **Committee** means the group of people, called committee members, who are responsible for the management of the affairs of the association.
- (m) **Committee meeting** means a meeting of the committee members.
- (n) **Constitution** means this document as amended from time to time.
- (o) **Corporations Act** means the *Corporations Act 2001* (Cth).
- (p) **Department** means the Western Australian government department principally assisting with the administration of the Associations Act, currently the Western Australian Department of Commerce.
- (q) **Financial records** means:
 - (i) Invoices, receipts, orders for the payment of money, bills of exchange, cheques, promissory notes and vouchers,
 - (ii) Documents of prime entry such as sales day books, purchase day books, sales returns day books, purchases returns day books, bank books, cash receipts books, cash payments books, petty cash receipts books, petty cash payments books and journals, and
 - (iii) Working papers and other documents needed to explain:
 - (A) The methods by which financial statements are prepared, and
 - (B) Adjustments to be made in preparing financial statements.
- (r) **Financial report** refers to the financial report for a financial year of a tier 1 association and comprises:
 - (i) The financial statements for the financial year of a tier 1 association,
 - (ii) The notes to the financial statements for the financial year of a tier 1 association, and
 - (iii) The declaration about the financial statements and notes made by the committee of a tier 1 association.

- (s) **Financial statements** means:
- (i) If the association uses the cash basis of accounting:
 - (A) A statement of receipts and payments for the financial year,
 - (B) A reconciled statement of bank account balances as at the end of the financial year, and
 - (C) A statement of assets and liabilities as at the end of the financial year.
 - (ii) If the association uses the accrual basis of accounting:
 - (A) A statement of income and expenditure for the financial year, and
 - (B) A balance sheet.
- (t) **Financial year** means:
- (i) In relation to the association's first financial year, the period ending twelve (12) months from the date of incorporation of the association, and
 - (ii) After the association's first financial year, a period of twelve (12) months commencing on 1 July and ending on 30 June each year.
- (u) **General meeting** means a meeting of the members of the association to which all members (including associate members, if any) are invited to attend, and is either:
- (i) an annual general meeting, or
 - (ii) a special general meeting.
- (v) **Meeting Chair** means the person who chairs a general meeting or a committee meeting.
- (w) **Member** means a person or organisation that is a member of the association.
- (x) **Minutes** means a permanent and detailed record of the deliberations of, and resolutions adopted at, general meetings and committee meetings and may include a hardcopy or an authorised softcopy documentation of those deliberations and resolutions.
- (y) **Model rules** means the template set of rules for incorporated associations established under the associations regulations.
- (z) **Officeholder** means a director referred to in clause 19.2(a)
- (aa) **Ordinary resolution** means a resolution at a meeting that:
- (i) Is not a special resolution, and
 - (ii) Is passed by the votes of more than 50% of the persons who are entitled to cast a vote at that meeting.
- (bb) **Poll** means voting conducted by a show of hands which is recoded in writing in the minutes.
- (cc) **Quorum** means the number of persons required to be present in order to conduct a meeting.
- (dd) **Special general meeting** means any general meeting of members that is not an annual general meeting.
- (ee) **Special resolution** means a resolution proposed at a meeting and passed by the votes of not less than seventy five (75)% of the persons who are entitled to cast a vote at that meeting.
- (ff) **Surplus property** means the property remaining when the association is wound up or cancelled after satisfying:
- (i) The debts and liabilities of the association, and
 - (ii) The costs, charges and expenses of winding up the association, but does not include books relating to the management of the association.
- (gg) **Tier 1 association** means an association that, in a financial year:
- (i) Has a revenue of less than \$250,000 or such other amount that is prescribed from time to time under section 64(1) of the Associations Act, or
 - (ii) Has been declared by the Commissioner to be a Tier 1 association.
- Tier 1 associations can also elect to prepare basic financial statements with no independent review or audit

3.1. Relationship between constitution and Associations Act

The Associations Act overrides any provision in this constitution, which is inconsistent with the Associations Act.

3.2. Interpretation

In this constitution:

- (a) The words '**including**', '**for example**', or similar expressions mean that there may be more inclusions or examples than those mentioned after that expression, and
- (b) Reference to an '**Act**' includes every amendment, re-enactment, or replacement of that Act and any subordinate legislation made under that Act (such as the Associations Regulations).

OBJECT, PURPOSES AND POWERS

4. Object and purposes

The association's object is to pursue the following purposes:

- a) To provide access to services and information that support capacity building within the community.
- b) To provide access to services and information to address issues of disadvantage within the community including but not limited to poverty, health, isolation and unemployment.
- c) Develop partnerships and business opportunities relevant to the needs of the community.
- d) Work with stakeholders, other Community Resource Centres and all tiers of government to increase the profile of the WA Community Resource Network.
- e) Provide members of the community with access to and training in the use of information technology
- f) To improve access to economic, employment and social opportunities.
- g) To provide local opportunity for access and training, using advanced technologies and other medium for education, business and cultural development.
- h) To ensure that all members of the community have access to information technology facilities.
- i) To provide opportunities for members of the community to be involved in the management of a resource for the community.
- j) To ensure the association is effective and remains community owned and managed.

5. Powers

Subject to the Associations Act, the association may do all things necessary to lawfully pursue its objects purposes.

6. Not-for-profit

6.1. Property and income

The property and income of the association shall be applied solely to promoting its object and purposes and no part of that property or income may be paid or otherwise distributed, directly or indirectly, to any member, except in good faith in promoting such object and purposes.

6.2. Permitted payments

Provided it is done in good faith, clause 6.1 does not prevent the association from:

- (a) Paying a member for goods or services they have provided, or expenses they have properly incurred at fair and reasonable rates, or
- (b) Making payment to a member in carrying out the association's objects purposes

MEMBERS – MEMBERSHIP REQUIREMENTS

7. Number, qualifications and liability of members

7.1. Number

The association shall have a minimum of six (6) members with full voting rights.

7.2. Qualifications

- (a) Subject to clause 7.2(b) and except for paid staff members, any other person who supports the object purposes of the association is eligible to apply for membership.
- (b) The association must comply with all legal and regulatory obligations that apply to the association when assessing eligibility of an applicant to become a member.
- (c) A person under the age of fifteen (15) years cannot belong to a class of members that has voting rights.

7.3. Liability

- (a) Members are to pay any membership fees set by the association.
- (b) Members are not liable to pay, by reason of the person's membership, any other debts incurred by or on behalf of the association, including the costs of winding up of the association.

8. Becoming a member of the CRC

8.1. Application

- (a) A person who wishes to become a member (**applicant**) shall:
 - (i) Make a written membership application to the Association in the form set out in schedule 1 to this constitution (**membership application form**), and
 - (ii) Be second by a staff member who has been given the power to approve memberships on behalf of the committee.
- (b) The membership application form shall be signed by the applicant and the CRC Coordinator.
- (c) If the association has more than one class of members, the membership application form shall specify the applicable class of membership applied for by the applicant.
- (d) An applicant becomes a member if:
 - (i) They meet all membership qualifications under clause 7.2,
 - (ii) They complete and forward a membership application form to CRC staff
 - (iii) They pay any membership fees due under clause 11.
- (e) When the requirements of clause 8.1(d) have been fulfilled the person becomes a member, is entitled to exercise all the rights and privileges of a member and is bound by this constitution.
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8.2. Consideration of membership application

- (a) The executive committee may consider and decide whether to approve or reject a membership application.
- (b) Subject to clause 8.2(c), a membership application shall be considered and decided in the order in which it was received.
- (c) When considering a membership application, the executive committee may seek clarification of any matter or further information in support of the application, and may delay its decision to allow for that material to be provided.
- (d) The executive committee shall not approve a membership application unless the applicant:
 - (i) meets all the membership qualifications under clause 7.2, and
 - (ii) makes a written membership application under clause 8.1(a)(i),

- (e) The executive committee may refuse to accept a membership application even if the applicant has applied in writing and meets all membership qualifications under clause 7.2.
- (f) As soon as is practicable after a decision is made under clause 8.2(a) the executive committee shall give written notification to the applicant of the outcome of the membership application.
- (g) If the applicant's membership application is rejected by the executive committee, the applicant may request that their membership application, accompanied by with a brief document prepared by the applicant in support of their membership application, be put in the form of an ordinary resolution to the next occurring general meeting of the association.

9. Members register

9.1. Content of members register

- (a) The association shall maintain and keep updated a members register which shall contain:
 - (i) The full names of each member,
 - (ii) The contact postal, residential or email addresses of each member,
 - (iii) The class of membership held by each member, and
 - (iv) The date upon which a person became a member.
- (b) Within twenty eight (28) days after a change in membership the Secretary shall ensure that a membership change is recorded in the members register.
- (c) The Secretary shall ensure that the members register is kept and maintained at such place as the executive committee decides.

9.2. Inspection and copying of members register

- (a) A member shall be entitled to inspect the members register free of charge, at such time and place as is mutually convenient to the association and the member.
- (b) A member shall contact the Secretary to request to inspect the members register.
- (c) A member may make a copy of details from the members register but has no right to remove the members register.
- (d) A member may make a request in writing to the Secretary for a copy of the members register for which the association may charge a reasonable fee, which is to be determined by the executive committee from time to time.
- (e) The executive committee may require a member who requests a copy of the members register under clause 9.2(d) to provide a statutory declaration to the Secretary setting out the purpose of the request and declaring that the purpose is connected with the association's affairs.

9.3. Prohibited use of information on members register

A member shall not use or disclose the information on the members register:

- (a) To gain access to information that a member has deliberately denied to them (for example, in relation to a social, family or legal difference or dispute involving the latter member),
- (b) To contact, send material to the association or a member for the purpose of advertising for political, religious, charitable or commercial purposes, or
- (c) For any other purpose unless the use of the information:
 - (i) Is approved by the executive committee, and
 For a purpose directly connected:
 - (A) To the association's affairs, or
 - (B) To the provision of information to the Commissioner under the Incorporations Associations Act.

10. Classes of members

10.1. Classes of members

- (a) The membership of the association consists of four classes of members.
- (b) A member has all rights provided to members under the constitution, including the right to vote, and other rights and benefits as determined by the board or by resolution of the members at a general meeting.
- (c) A person under the age of fifteen (15) years cannot be a member.

11. Membership fees

11.1. Annual membership fee

- (a) The executive committee may from time to time determine the annual membership fee, if any, to be paid by each member (**annual membership fee**).
- (b) Each member shall pay the annual membership fee to the association as and when decided by the board.
- (c) Subject to clause 11.2(d), if a person fails to pay the annual membership fee to the association within three months after the due date or forty eight (48) hours prior to the AGM, whichever comes first, the person ceases to be a member.
- (d) If a person ceases to be a member under clause 11.2(c) and subsequently pays all the member's outstanding fees to the association, the board may, if it considers fit and at its sole discretion, reinstate the members' rights and privileges from the date on which the outstanding fees are paid, including the right to vote.

12. Termination of membership

12.1. Circumstances when membership terminates

- (a) A member's membership terminates if the member:
 - (i) Ceases to be a member under clause 12.2 (c),
 - (ii) Resigns as a member under clause 12.2
 - (iii) Is expelled as a member under clause 12.3 or
 - (iv) Dies.
- (b) The Association shall keep a record of:
 - (i) The date on which member's membership terminates under clause 12.1 (a) and
 - (ii) The reason the member's membership terminates within twenty eight (28) days after the change occurs and retain this information for a period of one year after a person's membership terminates.

12.2. Resignation of member

- (a) A member who has paid all membership fees may resign as a member by giving written notice of their resignation to the Secretary.
- (b) The member's resignation is effective as at:
 - (i) The time of receipt by the Secretary of the person's written notice of resignation, or
 - (ii) If a later time is stated in the notice, at that later time.
- (c) Despite their resignation, any member who resigns from the association remains liable to pay any outstanding membership fees to the association.
- (d) The outstanding fees referred to in clause 12.2(c) may be recovered as a debt due by the member to the association.

12.3. Suspension or expulsion of member

- (a) The association may, by executive committee resolution, suspend or expel a member from membership if:
 - (i) The member refuses or neglects to comply with this constitution, or
 - (ii) The member's conduct or behaviour is detrimental to the interests of the association.
- (b) The Secretary shall, not less than thirty (30) days before the executive committee meeting at which the suspension or expulsion resolution is to be considered, give written notice to the member:
 - (i) Of the proposed suspension or expulsion and the grounds on which it is based,
 - (ii) Of the date, place and time of the executive committee meeting at which the suspension or expulsion resolution is to be considered,
 - (iii) That the member, or the member's representative, may attend the executive committee meeting at which the suspension or expulsion resolution is to be considered, and
 - (iv) That the member, or the member's representative, may address the committee at the executive committee meeting at which the suspension or expulsion resolution is to be considered and shall be given a full and fair opportunity to state the member's case orally, in writing, or both.
- (c) At the executive committee meeting at which the suspension or expulsion resolution is to be considered the board shall:
 - (i) Give the member, or the member's representative, a full and fair opportunity to state the member's case orally,
 - (ii) Give due consideration to any written statement submitted by the member, and
 - (iii) Determine whether or not the member should be:
 - (A) Expelled as a member, or
 - (B) Suspended as a member, and if so, the period of the member's suspension.
- (d) Once the executive committee has decided to suspend or expel a member, the member is immediately suspended or expelled.
- (e) Within seven (7) days of the board meeting at which the suspension or expulsion resolution is considered, the Secretary shall ensure that the member is informed in writing of the board's decision and the reasons for the board's decision.

12.4. After suspension of member

- (a) If a member's membership is suspended under clause 12.3 the Secretary shall record in the members register within twenty eight (28) days of the date of suspension:
 - (i) The suspended member's name,
 - (ii) The date on which the member's suspension takes effect, and
 - (iii) The length of the suspension determined by the executive committee under clause 12.3(c)(iii)(b)
- (b) A suspended member cannot exercise any rights or privileges of a member, including voting rights, during the period of suspension.
- (c) Upon the expiry of the suspension period, the Secretary shall record in the members register that the member is no longer suspended within twenty eight (28) days of that expiration date.

12.5. Member's right of appeal against suspension or expulsion

Within fourteen (14) days of receiving notice of the executive committee's decision under clause 12.3(c), an expelled or suspended member may appeal the suspension or expulsion decision by giving written notice of the expelled or suspended member's intention to seek:

- (a) An appeal of the suspension or expulsion decision, and
- (b) The appointment of a mediator under clause 34.

12.6. Reinstatement of member

If the executive committee's decision to suspend or expel a member is revoked, any act performed by the executive committee or members in general meeting during the period that the member was suspended or expelled from membership under clause 12.3, is deemed to be valid, notwithstanding the member's inability to exercise their rights or privileges of a member, including the right to vote, during that suspension period.

ANNUAL GENERAL MEETING AND SPECIAL GENERAL MEETING

13. General meeting

13.1. Definition

A general meeting is a meeting of the members of the association (see definitions).

13.2. Two types of general meeting

There are two types of general meetings, namely:

- (a) An annual general meeting, and
- (b) A special general meeting.

14. Annual general meeting

14.1. Purpose of annual general meeting

An annual general meeting is:

- (a) A general meeting of all the members that is to be held once during each calendar year.
- (b) Called to conduct the following business:
 - (i) Confirmation of the minutes of the previous annual general meeting,
 - (ii) Confirmation of the minutes of any special general meeting held since the previous annual general meeting (if the minutes of that special general meeting have not yet been confirmed),
 - (iii) Elect or appoint executive committee and committee members
 - (iv) Receive the financial statements for the previous financial year, and
 - (v) Receive
 - (A) The review report on the financial statements for the previous financial year (if any), or
 - (B) The auditor's report on the financial statements for the previous financial year (if any).

14.2. Date, time and place of annual general meeting

An annual general meeting shall be held on a date, and at a time and place, decided by the executive committee.

14.3. Financial statements and reports and annual general meetings

- (a) As a tier 1 association and where:
 - (i) A majority (more than 50%) of members present at a general meeting pass a resolution to this effect, or
 - (ii) The Commissioner directs the association to do so,
 - (iii) The association shall ensure that:
 - a. Its financial statements for the relevant financial year are either reviewed or audited, and
 - (iv) a copy of the review report or auditor's report is submitted to the annual general meeting.
 - (v) If required by the Associations Regulations, lodge the annual return with the Commissioner.

14.4. Holding annual general meeting

- (a) The association shall hold an annual general meeting each calendar year:
 - (i) Within six (6) months after the end of the financial year, or
 - (ii) Within a longer period if the Commissioner so allows.

- (b) If the association requires the approval from the Commissioner to hold its annual general meeting within a longer period under Clause 14.4(a)(ii) the Secretary shall ensure that application is made to the Commissioner for such approval no later than four (4) months after the end of the financial year.
- (c) The notice calling for an annual general meeting shall specify that it is an annual general meeting of the association and shall comply with Clause 14.1.

14.5. Special general meeting

- (a) Any meeting of members that is not an annual general meeting or committee meeting is a special general meeting.
- (b) A special general meeting:
 - (i) Shall have a specific purpose,
 - (ii) Is often called to deal with business that cannot wait until the annual general meeting, and
 - (iii) May consider a range of matters, including matters that shall be decided by a special resolution.
- (c) The manner of calling, the quorum and procedure of a special general meeting are the same as for an annual general meeting, although the business to be conducted will be different.

14.6. Calling annual general meeting or special general meeting

- (a) An annual general meeting or special general meeting may be called by:
 - (i) The executive committee, at any time, or
 - (ii) Not less than 10% members of the total number of members entitled to vote at an annual general meeting or special general meeting.
- (b) Members may call an annual general meeting or special general meeting under Clause 14.6(a)(ii) by forwarding a notice in writing to the Secretary or, in the absence of the Secretary, to the Chairperson.

14.7. Members call for annual general meeting or special general meeting

- (a) In the event members request an annual general meeting or special general meeting to be held under Clause 14.6(a)(ii) the executive committee shall:
 - (i) Within twenty one (21) days of the member's request, forward notice of a an annual general meeting or special general meeting to all members, and
 - (ii) Hold the annual general meeting or special general meeting within two (2) months of the member's request.
- (b) The percentage of votes of members set out in Clause 14.6(a)(ii) is to be calculated as at midnight before the day upon which the members request the annual general meeting or special general meeting to be called.
- (c) A request by the members for an annual general meeting or special general meeting to be held under Clauses 14.6(a)(ii) and 14.6(b) shall:
 - (i) State the purpose of the annual general meeting or special general meeting,
 - (ii) Be signed by at least six (6) members entitled to vote at an annual general meeting or special general meeting, and
 - (iii) Be lodged with the Secretary or, in the absence of the Secretary, with the Chairperson.
- (d) Separate copies of a document setting out the request by the members for an annual general meeting or special general meeting to be held under Clauses 14.6(a)(ii) and 14.6(b) may be signed by members if the wording of the request is the same in each copy of the request.

14.8. Failure to hold annual general meeting or special general meeting requested by members

- (a) If the executive committee does not call the annual general meeting or special general meeting requested by members under Clauses 14.6(a)(ii) and 14.6(b) within twenty one (21) days of being requested, a majority (being more than 50%) of the percentage of members who made the request under 14.6(a)(ii) and 14.7(c)(ii), may call and arrange to hold an annual general meeting or special general meeting.
- (b) To call and hold an annual general meeting or special general meeting under Clause 14.8(a), the members shall:
 - (i) As far as possible, follow the procedures for an annual general meeting or special general meeting set out in this Constitution,
 - (ii) Call the annual general meeting or special general meeting using the list of members on the members register, which the association shall provide at no cost to the members making the request, and
 - (iii) Hold the annual general meeting or special general meeting within three months after the request for an annual general meeting or special general meeting to be held under Clauses 14.6(a)(ii) and 14.6(b) was lodged with the Secretary or, in the absence of the Secretary, with the Chairperson.

14.9. Quorum at annual general meeting or special general meeting

- (a) Six (6) members personally present and entitled to vote shall constitute a quorum for an annual general meeting or special general meeting.
- (b) Subject to Clauses 14.9(c) and 14.9(d), no business shall be conducted at an annual general meeting or special general meeting unless a quorum of members entitled to vote is present at the time the annual general meeting or special general meeting considering that item.
- (c) If, within half an hour of the time appointed for the commencement of an annual general meeting or special general meeting, a quorum is not present:
 - (i) In the case of a special general meeting, the meeting lapses, or
 - (ii) In the case of an annual general meeting, the meeting is to stand adjourned to:
 - (A) The same time and day in the following week, and
 - (B) The same place unless another place is specified by the Chairperson at the time of the adjournment or by written notice given to the members before the day to which the meeting is adjourned.
- (d) If at the adjourned annual general meeting or special general meeting a quorum is not present within half an hour of the time appointed for the commencement of the meeting, the members present are to constitute a quorum.

14.10. Notice of, and motions at, annual general meeting or a special general meeting

- (a) The Secretary shall ensure that each member is given at least:
 - (i) Fourteen (14) days' notice of a general meeting, or
 - (ii) Fourteen (14) days' notice of a general meeting if a special resolution is proposed to be moved at that general meeting.
- (b) The notice of an annual general meeting or special general meeting shall specify:
 - (i) The place, date and time of the annual general meeting or special general meeting,
 - (ii) That the member is entitled to attend and vote at the annual general meeting or special general meeting, and
 - (iii) The particulars and order of the business to be conducted at the annual general meeting or special general meeting.
- (c) The notice of an annual general meeting or special general meeting or any notice of motion must

be issued in the manner set out in Clauses 36 and 37.

14.11. Using technology to hold annual general meeting or special general meeting

- (a) An annual general meeting or special general meeting may take place:
 - (i) Where the members are physically present together, or
 - (ii) By the use of any technology (such as video or teleconferencing) that is agreed to by all members, if it reasonably allows each member to participate fully in discussions and decisions as they happen in the annual general meeting or special general meeting and provided that the participation of each member is made known to all other members in attendance.
- (b) A member who participates in an annual general meeting or special general meeting as set out in Clause 14.11(a).
 - (i) Is deemed to be present at the annual general meeting or special general meeting, and
 - (ii) Continues to be present at the annual general meeting or special general meeting for the purposes of establishing a quorum, until the member notifies the other members that they are no longer taking part in the annual general meeting or special general meeting.

14.12. Conducting annual general meeting or special general meeting

- (a) The Chairperson shall normally act as Meeting Chair of each annual general meeting or special general meeting.
- (b) The members at an annual general meeting or special general meeting may elect a director other than the Chairperson to be the Meeting Chair for that annual general meeting or special general meeting if the Chairperson is:
 - (i) Not present within 30 minutes after the starting time set for the annual general meeting or special general meeting, or
 - (ii) Present but does not want to act as Meeting Chair of the annual general meeting or special general meeting.
- (c) The annual general meeting or special general meeting cannot conduct business unless the quorum specified in Clause 14.9 is present.
- (d) At an annual general meeting or special general meeting at which the quorum specified in Clause 14.9 is present, the Meeting Chair may adjourn the annual general meeting or special general meeting with the consent of a majority (more than 50%) of the members present.
- (e) No business shall be conducted at a rescheduled annual general meeting or special general meeting other than the unfinished business from the adjourned annual general meeting or special general meeting
- (f) When an annual general meeting or special general meeting is adjourned for fourteen (14) days or more, the Secretary shall ensure that notice of the adjourned annual general meeting or special general meeting is given to the members in accordance with Clause 14.10 as if that general meeting was a new annual general meeting or special general meeting.
- (g) If, within half an hour of the time appointed for the annual general meeting or special general meeting the quorum specified in Clause 14.9 is not present, the annual general meeting or special general meeting is to stand adjourned to the same time, day and place in the following week.
- (h) The Secretary shall ensure that minutes of the resolutions and proceedings of all annual general meetings or special general meetings are recorded and maintained together with a record of the names of persons present at each annual general meeting or special general meeting.
- (i) The Auditor is entitled to attend any annual general meeting or special general meeting and to be heard by the members on any part of the business of the annual general meeting or special general meeting that concerns the Auditor in the capacity of Auditor.
- (j) The association shall give the Auditor any communications relating to the annual general meeting

or special general meeting that a member is entitled to receive.

ANNUAL GENERAL MEETING AND SPECIAL GENERAL MEETING – RESOLUTIONS**15. Ordinary and special resolutions****15.1. Definitions**

- (a) There are two types of member’s resolutions, namely:
 - (i) An ordinary resolution, and
 - (ii) A special resolution.
- (b) An ordinary resolution:
 - (i) Is a resolution that is not a special resolution as described in 15.1(c), and
 - (ii) Shall:
 - (A) Be passed at an annual general meeting or special general meeting at which a quorum is present, and
 - (B) Be supported by the votes of a majority (more than 50%) of the members present, in person or by proxy, and entitled to vote at the annual general meeting or special general meeting.
- (c) A special resolution:
 - (i) shall be necessary to:
 - (A) Amend the name of the association,
 - (B) Amend the constitution,
 - (C) Affiliate the association with another body,
 - (D) Transfer the incorporation of the association,
 - (E) Amalgamate the association with one or more other incorporated associations,
 - (F) Voluntarily wind up the association,
 - (G) Cancel the incorporation of the association, or
 - (H) Request that a statutory manager be appointed to the association, and
 - (ii) shall:
 - (A) Be passed at an annual general meeting or special general meeting at which the quorum specified in Clause 14.9 is present, and
 - (B) Be supported by the votes of not less than seventy five (75)% of the members present, in person or by proxy, and entitled to vote at the annual general meeting or special general meeting.

15.2. Notice of special resolution

For a special resolution to be passed by the members at an annual general meeting or special general meeting:

- (a) Members shall receive notice of the special resolution fourteen (14) days (in accordance with clause 14.10(a)(ii)) before the date of the annual general meeting or special general meeting. ^(M)
- (b) The notice of the special resolution shall:
 - (i) Be in writing,
 - (ii) Include the place, date and time of the general meeting where it is proposed that the special resolution be put,
 - (iii) Include the intention to propose a special resolution, and
 - (iv) Set out the wording of the proposed special resolution.
- (c) If notice is not given in accordance with Clause 15.2(b) the special resolution shall have no effect.

ANNUAL GENERAL MEETING AND SPECIAL GENERAL MEETING – VOTING**16. Voting conditions at annual general meeting and special general meeting****16.1. Number of votes per member at annual general meeting and special general meeting**

- (a) Each member has one vote at an annual general meetings and special general meeting.

16.2. Entitlement to vote at annual general meeting and special general meeting

- (a) A member or their proxy is not entitled to vote at any annual general meeting or special general meeting unless all money due and payable to the association by the member or their proxy has been paid.
- (b) A member is only entitled to vote at an annual general meeting or special general meeting if the member's name is recorded in the members register as at the date the notice of the general meeting was sent out.

16.3. Voting procedure at annual general meeting and special general meeting

- (a) Voting at an annual general meeting and special general meeting shall be conducted and decided by:
 - (i) A show of hands,
 - (ii) A vote in writing, or
 - (iii) Another method chosen by the Meeting Chair that is fair and reasonable in the circumstances.
- (b) Before a vote is taken, the Meeting Chair shall state whether any proxy votes have been received and, if so, how the proxy votes shall be cast.
- (c) The Meeting Chair's decision is conclusive evidence of the result of the vote.
- (d) The Meeting Chair and the minutes of the annual general meeting and special general meeting do not need to state the number or proportion of the votes recorded in favour or against on a show of hands.
- (e) In the case of an equality of votes at an annual general meeting or special general meeting, the Meeting Chair is entitled to exercise a second or casting vote.

16.4. When and how a vote in writing shall be held at annual general meeting and special general meeting

- (a) A vote in writing may be demanded on any resolution instead of, or after, a vote by a show of hands by:
 - (i) At least five (5) members present, or
 - (ii) The Meeting Chair.
- (b) A vote in writing shall be taken when and how the Meeting Chair directs.
- (c) A vote in writing shall be held immediately if it is demanded under Clause 16.4(a)
 - (i) For the election of a Meeting Chair under Clause 14.2(b) or
 - (ii) To decide whether to adjourn the annual general meeting or special general meeting.

17. Proxies at annual general meeting and special general meeting**17.1. Annual general meeting and special general meeting requirements**

- (a) A member may appoint a proxy to attend and vote at an annual general meeting or special general meeting on their behalf.
- (b) The appointed proxy must be a member.
- (c) No member may hold more than two (2) proxy votes at an annual general meeting or special general meeting.

- (d) A proxy appointed to attend and vote for a member has the same rights as the member to:
 - (i) Speak at the annual general meeting or special general meeting,
 - (ii) Cast a vote in writing (but only to the extent allowed by the proxy's appointment), and
 - (iii) Join in to demand a vote in writing under Clause 16.4.
- (e) An appointment of proxy, in the form as set out in Schedule 2 to this Constitution (**Proxy Form**), shall be signed by the appointing member and shall contain:
 - (i) The appointing member's name and address,
 - (ii) The association's name,
 - (iii) The proxy's name or the name of the office held by the proxy, and
 - (iv) The annual general meeting(s) and special general meeting(s) at which the appointment may be used by the proxy.
- (f) A proxy appointment may be a standing (i.e. ongoing) proxy appointment.
- (g) At least forty eight (48) hours before the annual general meeting or special general meeting for which the proxy relates is scheduled to commence, proxy forms shall be received by the association at the address stated in the notice of the annual general meeting or special general meeting, or at the association's registered address.
- (h) A proxy does not have the right to speak or vote for a member at an annual general meeting or special general meeting while the member is present at the annual general meeting or special general meeting.
- (i) Unless the association receives written notice before the start or resumption of an annual general meeting or special general meeting at which a proxy votes, a vote cast by the proxy is valid even if, before the proxy votes, the appointing member:
 - (i) Dies,
 - (ii) Is mentally incapacitated,
 - (iii) Revokes the proxy's appointment, or
 - (iv) Revokes the authority of a representative or agent who appointed the proxy.
- (j) A member may specify the way the proxy shall vote on a particular resolution.
- (k) When a vote in writing is held, a proxy, does not need to vote, unless the proxy form appointment specifies the way they shall vote.

17.2. Determining whether ordinary resolution carried at annual general meeting and special general meeting

- (a) Unless a poll is demanded under Clause 17.3, if a question arising at an annual general meeting or special general meeting is determined by general agreement or a show of hands, a declaration shall be made by the Meeting Chair of the annual general meeting or special general meeting that the ordinary resolution has been:
 - (i) Carried unanimously,
 - (ii) Carried by a majority (more than 50%) of members present, or
 - (iii) Lost.
- (b) If the declaration relates to a special resolution then all items under clause 15.1(c) and 15.2 must be fulfilled. The minutes must also state that a special resolution has been determined.
- (c) A declaration made under Clause 17.2(a) shall be entered into the minutes.
- (d) The entry in the minutes under Clause 17.2(c) is evidence of the fact that the resolution has been determined, without proof of the number or proportion of the votes recorded in favour of or against that resolution.

17.3. Poll at annual general meeting and special general meeting

- (a) At an annual general meeting or special general meeting, a poll on any question may be demanded by either:

- (i) The Meeting Chair, or
- (ii) At least three members present in person or by proxy.
- (b) If a poll is demanded at an annual general meeting or special general meeting, the poll shall be taken in a manner as the Meeting Chair directs and a declaration by the Meeting Chair of the result of the poll is evidence of the matter so declared.
- (c) If a poll is demanded at an annual general meeting or special general meeting, the poll shall be taken:
 - (i) Immediately in the case of a poll which relates to electing a Meeting Chair to chair the annual general meeting or special general meeting,
 - (ii) Immediately in the case of a poll which relates to adjourning the annual general meeting or special general meeting, or
 - (iii) In any other case, in the manner and time before the close of the annual general meeting or special general meeting as the Meeting Chair directs.

COMMITTEE MEMBERS

18. Committee Members role and powers

18.1. Role

The Committee shall control and manage the association's affairs and take all reasonable steps to ensure the association complies with its obligations under the Associations Act, this constitution and all other applicable laws.

18.2. Powers

Subject to the Associations Act, this constitution and any lawful resolution passed by the association in general meeting, the board:

- (a) May exercise all powers and functions as may be exercised by the association, other than those powers and functions that are required by this constitution to be exercised by a general meeting, and
- (b) Has power to perform all acts and do all things as appear to the board to be necessary or desirable for the proper management of the association's business and affairs.

19. Number of Committee, composition and qualifications

19.1. Number of Executive Committee board

The board shall have no less than four (4) Executive Committee.

19.2. Composition of Committee

- (a) The directors shall include:
 - (i) The Chairperson,
 - (ii) The Vice-Chairperson
 - (iii) The Secretary,
 - (iv) The Treasurer,(collectively called the **executive committee**), and
- (v) Not less than two (2) additional committee members.

19.3. Qualifications of committee members

- (a) A committee member shall be:
 - (i) A natural person i.e. a human being,
 - (ii) Aged over 18, and
 - (iii) A member.
- (b) A person cannot be a committee member if:
 - a. They are a current employee of the association,
 - b. In the previous five years, they have been convicted of, or imprisoned for:
 - (A) An indictable offence under the laws of any state or territory of the Commonwealth of Australia in relation to the promotion, formation or management of a body corporate,
 - (B) An offence involving fraud or dishonesty punishable by imprisonment for a period of three (3) months or more under the laws of any state or territory of the Commonwealth of Australia, or
 - c. They are:
 - (A) Bankrupt, or
 - (B) Unless the person has obtained the consent of the Commissioner, a person whose affairs are under insolvency laws.

- d. Unless they have obtained the consent of the Commissioner, a person who has committed a breach of the following committee members duties:
 - (A) Duty of care and diligence,
 - (B) Duty of good faith and proper purpose,
 - (C) Duty to not improperly use their position,
 - (D) Duty to ensure that the association does not incur a debt while insolvent, or
 - (E) Duty to not improperly use information gained while a director.
- (c) A committee member who has been suspended as a member under Clause 12.2 cannot act in the position of a committee member until their period of suspension as a member has expired.

20. Committee duties

20.1. General Committee duties

Committee members shall comply with their duties as under legislation and common (judge-made) law and shall:

- (a) Exercise their powers and discharge their duties with the degree of care and diligence that a reasonable individual would exercise if they were a director of the association,
- (b) Act in good faith in the best interests of the association,
- (c) Act for a proper purpose,
- (d) Act to further the object and purposes of the association,
- (e) Act in the best interests of the association,
- (f) Not misuse information gained in their role as a director,
- (g) Disclose any perceived or actual material conflicts of interest,
- (h) Ensure that the financial affairs of the association are managed responsibly, and
- (i) Not allow the association to operate while insolvent.
- (j) Not improperly use:
 - (i) Information obtained because they are or were a committee member, or
 - (ii) Their position on committee, to:
 - a. Gain an advantage for themselves or another person, or
 - b. Cause detriment to the association.

20.2. Committee conflict of interest

- (a) A Committee Member shall disclose to all the Committee Members present at the committee meeting the nature and extent of any actual or perceived material conflict of interest in a matter that is being considered at the committee meeting.
- (b) Disclose the nature and extent of the interest at the next General Meeting of the Association.
- (c) The disclosure of a conflict of interest by a director shall be recorded in the minutes of the committee meeting.
- (d) Each Committee Member who has a material personal interest in a matter that is being considered at a committee meeting (or that is proposed in a board circular resolution) shall not, except as provided under Clause 20.2(d):
 - (i) Be present at the committee meeting while the matter is being discussed, or
 - (ii) Vote on the matter.
- (e) A Committee Member may still be present and vote if:
 - (i) Their interest relates to an insurance contract that insures, or would insure, the committee against liabilities incurred by the Committee Member as a Committee Member,
 - (ii) The directors who do not have a material personal interest in the matter pass a resolution that:

- (A) Identifies the Committee Member, the nature and extent of the Committee Member's interest in the matter and how it relates to the association's affairs, and
- (B) States that those Committee Member's who do not have a material personal interest in the matter are satisfied that the Committee Member's material personal interest in the matter should not prevent the Committee Member from being present at the committee meeting while the matter is being discussed or from voting on the matter.

21. Appointment of Committee Members

21.1. Nomination for appointment as committee members

- (a) A member who wishes to be a committee member shall be nominated by one (1) other member as a candidate for election as a committee member.
- (b) Nominations for election as a committee member shall close at least seven (7) days before the annual general meeting.
- (c) The Secretary must ensure a notice is sent, calling for nominations for election as a committee member and specifying the date for the close of nominations, to all members at least fourteen (14) days before the date for the close of nominations.
- (d) Nominations for election as a committee member shall be:
 - (i) In writing, and
 - (ii) Delivered to the Secretary on or before the date for the close of nominations.
- (e) A member may only be nominated for one (1) committee member position prior to the annual general meeting.
- (f) If a nomination for election as a committee member is not made in accordance with Clauses 21.1(a) to 21.1(e) the nomination shall be invalid and the member shall not be eligible for election as a director.

21.2. Methods

Committee members shall be appointed to the board by:

- (a) Election at an annual general meeting, or
- (b) Appointment by the board to fill a casual vacancy under Clause 21.4.

21.3. Election of committee member's at an annual general meeting

- (a) Subject to this constitution, the procedure for the election of a committee member at the annual general meeting shall be decided by the committee.
- (b) If the number of valid nominations received under Clause 21.1 is equal to the number of committee member vacancies to be filled, the member nominated will be regarded as being elected to that position at the annual general meeting.
- (c) If the number of valid nominations exceeds the number of committee member vacancies to be filled, elections for the position vacancies shall be conducted at the annual general meeting.
- (d) If there are not enough valid nominations to fill the number of committee member vacancies, the candidates nominated (if any) shall be deemed to be elected and further nominations may be received from the floor of the annual general meeting.
- (e) Where the number of nominations as committee member from the floor exceeds the remaining number of vacancies, elections for those positions shall be conducted.
- (f) A list of candidates for election as committee members, with their names in alphabetical order, together with the names of the members who nominated each candidate, shall accompany the notice of the annual general meeting.
- (g) Each member present and eligible to vote at the annual general meeting may vote for one

- candidate for each committee member vacancy.
- (h) A member who nominates for election or re-election as a committee member may vote for themselves.
 - (i) If an insufficient number of nominations are received from the floor for the number of vacancies on the committee that remain, each relevant position on the board is declared vacant by the Meeting Chair and Clause 21.4(b) applies.

21.4. Appointment of committee member/s to fill a casual vacancy

- (a) A casual vacancy occurs and that position of committee becomes vacant if:
 - (i) A committee member ceases to be a member,
 - (ii) A committee member dies,
 - (iii) A committee member becomes disqualified from holding a position under Clause 20.3(b),
 - (iv) A committee member becomes permanently incapacitated by mental or physical ill-health,
 - (v) A committee member resigns as a committee member,
 - (vi) A committee member is removed as a committee member,
 - (vii) A committee member is absent from more than:
 - (A) Three (3) consecutive committee meetings without a good reason, or
 - (B) Three (3) committee meetings in the same financial year without tendering an apology to the Meeting Chair of each of those committee meetings, and the committee has resolved to declare the position vacant, or
 - (viii) The association fails to fill a committee member vacancy under Clause 21.3(i)
- (b) If there is a casual vacancy within the meaning of Clause 21.3(i) the continuing the committee may:
 - (i) Appoint a member to fill that vacancy until the conclusion of the next annual general meeting, and
 - (ii) Subject to Clause 22.3(i), continue to act despite the vacant position on the board.
- (c) If the number of committee member's is less than the number fixed under Clause 24.5 as the quorum for board meetings, the continuing directors may act only to:
 - (i) Increase the number of committee member on the board to the number required for a quorum, or
 - (ii) Call a special general meeting.

21.5. Term of office

- (a) The committee member appointed on incorporation of the association shall remain as committee member for one year and shall be eligible for re-election at the next AGM.
- (b) At each annual general meeting the following committee members shall retire:
 - (i) Any committee member appointed by committee member's to fill a casual vacancy, and
 - (ii) At least 33% (one third) of the remaining committee members.
- (c) Where committee members were elected on the same day, the committee member(s) to retire will be decided by ballot, unless the committee members agree otherwise.
- (d) A committee member's term of office starts on the date at which they were elected, and ends on the date on which they retire, are expelled or suspended or where membership is terminated under Clause 12.1
- (e) A committee member who retires under Clause 21.5(b) may nominate for election or re-election.

22. Resignation and removal of committee member's

22.1. Resignation

- (a) A committee member may resign from the committee by giving written notice of resignation to

the Secretary, or if the Secretary, to the Chairperson.

- (b) The committee member's resignation is effective:
 - (i) At the time the notice is received by the Secretary or Chairperson under Clause 22.1(a) or
 - (ii) If a later time is stated in the notice, at the later time.

22.2. Removal

- (a) A committee member may only be removed from his or her position at a committee meeting if a majority (more than 50%) of the members present and eligible to vote at the meeting vote in favour of the committee member's removal.
- (b) The committee member who faces removal is to be allowed a full and fair opportunity at the general meeting to review the proposed ordinary resolution, and state their case as to why they should not be removed from their position on the committee.
- (c) If all committee member/s are removed by ordinary resolution at a committee meeting, the members shall, at the same general meeting, elect an interim board. The interim board shall, within two (2) months, hold a general meeting for the purpose of electing a new board.

22.3. Assets and records of committee members who ceases to be a committee member

Upon ceasing to be a committee member, outgoing committee members are responsible for transferring all relevant assets and association's books to the new board within fourteen (14) days of ceasing to be on committee.

23. Responsibilities of Office Holders

- (1) The following are the office holders of the Association —
 - (a) the chairperson;
 - (b) the deputy chairperson;
 - (c) the secretary;
 - (d) the treasurer.

23.1. Chairperson

- (a) The committee must elect the Chairperson.
- (b) The Chairperson:
 - (i) Must ensure that they consult with the Secretary regarding the business to be conducted at each board meeting and each general meeting,
 - (ii) May call committee meetings under Clause 24,
 - (iii) May chair committee meetings under Clause 24.1(c)(i)
 - (iv) May chair annual general meetings and special general meetings under Clause 14.12(a)
 - (v) Must ensure that the minutes of general meetings or board meetings are reviewed and signed as correct, and
 - (vi) Must carry out any other duties required of the Chairperson by this constitution.

23.2. Secretary

The Secretary shall ensure the:

- (a) Maintenance of a current delegation of authority,
- (b) The co-ordination of correspondence of the association,
- (c) Calling and holding of general meetings and committee meetings,
- (d) In consultation with the Chairperson, preparation of notices of general meetings and committee meetings and the details of business to be conducted at each such meetings,

- (e) Maintenance of the members register,
- (f) Maintenance of the record of officeholders,
- (g) Maintenance of the minutes,
- (h) Safe custody of the association's books (with the exception of the accounting records),
- (i) Safe custody and management of the association's record-keeping systems in hardcopy form, electronic form or a combination of forms, taking into account:
 - (i) The nature of information to be stored and retrieved,
 - (ii) The security and access of files and information (particularly computer records),
 - (iii) The validity and reliability of the information collected and the system on which it is recorded,
 - (iv) The resources and training required, and
 - (v) The length of time that the records should be kept (minimum of 7 years or otherwise as required by other Acts or Regulations),
- (j) Recording of full and correct minutes of board meetings and general meetings and their maintenance in the minutes,
- (k) Compliance with all reporting obligations to the Department of Commerce as varied from time to time.
- (l) Performance of any other duties required of the Secretary by this constitution.

23.3. Treasurer

The Treasurer shall ensure the:

- (a) Collection of all monies payable to the association are collected and the issuing of receipts in the name of the association for those monies,
- (b) Payment of all monies received by the association into the account or accounts of the association as the board may direct from time to time,
- (c) Timely payment of the expenses of the association from the funds of the association with the authority of the board or a general meeting,
- (d) Taking out by the association of all necessary insurances.
- (e) Maintenance by the association of financial records that comply with the requirements of Clause 29.3.
- (f) Safe custody of financial records and any other relevant association records in hardcopy form, electronic form or a combination of forms, taking into account:
 - (i) The nature of information to be stored and retrieved,
 - (ii) The security and access of files and information (particularly computer records),
 - (iii) The validity and reliability of the information collected and the system on which it is recorded,
 - (iv) The resources and training required, and
 - (v) The length of time that the records should be kept (minimum of 7 years or otherwise as required by other Acts or Regulations),
- (g) Co-ordination of the preparation of the financial statements prior to their submission to the annual general meeting.
- (h) Performance of any other duties required of the Treasurer by this constitution.

When the organisation employs paid administration staff many of the treasurer's duties may be delegated. In this circumstance the treasurer's role becomes one of governance and oversight. While duties may be delegated the treasurer is responsible for ensuring they are carried out in an ethical manner in accordance with all relevant policies, procedures and guidelines.

23.4. Record of officeholders

- (a) The Secretary shall ensure that a record of officeholders is maintained.

- (b) The record of officeholders shall include:
 - (i) Each officeholder's full name,
 - (ii) Current postal, residential or email addresses for each officeholder,
 - (iii) Details of the office held by each officeholder,
 - (iv) Dates of appointment of each officeholder to their respective office, and
 - (v) If applicable, dates of cessation of the appointment of each officeholder to their respective office.
- (c) The record of officeholders shall be kept and maintained at such place as the board decides.

COMMITTEE MEETINGS

24. Calling and conducting committee meetings

24.1. Calling board meetings

- (a) The committee shall hold no less than four (4) board meetings in any one calendar year.
- (b) The committee shall determine the place and time of all board meetings.
- (c) A committee meeting may be called by:
 - (i) The Chairperson,
 - (ii) The Vice-Chairperson; or
 - (iii) At least half of the committee member's,by giving notice as per clause 24.2(a) to all other committee members.

24.2. Notice

- (a) The Secretary shall ensure that each committee member is given at least forty eight (48) hours' notice of each committee member meeting.
- (b) Notice of a board meeting shall specify the general nature of the business to be transacted at the committee meeting.
- (c) Subject to Clause 24.2(d) only the business specified on the notice of the committee meeting is to be conducted at that board meeting.
- (d) Urgent business may be conducted at a committee meeting if the committee member's present at the committee meeting unanimously agree to treat the business as urgent.

24.3. Using technology to hold committee meeting

- (a) Committee meeting may take place:
 - (i) Where the committee members are physically present together, or
 - (ii) By the use of any technology (such as video or teleconferencing) that is agreed to by all committee member's, if it reasonably allows each committee member to participate fully in discussions and decisions as they happen in the committee meeting and provided that the participation of each committee member is made known to all other committee members in attendance.
- (b) A committee member who participates in a committee meeting as set out in Clause 24.3(a):
 - (i) Is deemed to be present at the committee meeting, and
 - (ii) Continues to be present at the committee meeting for the purposes of establishing a quorum, until the committee member notifies the other committee members that they are no longer taking part in the committee meeting.

24.4. Conducting committee meeting

- (a) The Chairperson or the Vice-Chairperson shall normally act as Meeting Chair of each committee meeting.
- (b) The committee member's at a committee meeting may elect a committee member other than the Chairperson or the Vice-Chairperson to be the Meeting Chair for that meeting if the Chairperson the Vice-Chairperson is:
 - (i) Not present within 30 minutes after the starting time set for the committee meeting, or
 - (ii) Present but does not want to act as Meeting Chair of the committee meeting.
- (c) The committee cannot conduct business unless the quorum specified in Clause 24.5 is present.
- (d) If, within half an hour of the time appointed for the meeting, the quorum specified in Clause 24.5 is not present the meeting is to stand adjourned to the same time, day and place in the following week.

- (e) If at a committee meeting adjourned under Clause 24.4(d), the quorum specified in Clause 24.5 is not present within half an hour of the time appointed for the meeting, the committee member's personally present shall constitute a quorum.
- (f) Subject to this constitution, the committee member present at the committee meeting are to determine the procedure and order of business to be followed at the meeting.
- (g) All committee members have the right to attend and vote at committee meeting.
- (h) All members, or other guests, may attend committee meetings if invited by the committee, but the member or guest shall not have any right to:
 - (i) Comment without invitation,
 - (ii) Vote,
 - (iii) Be provided with copies of any agenda, minutes of meetings, or documents presented at such meeting.
- (i) The Secretary, or such person authorised by the committee from time to time, shall ensure that minutes of the resolutions and proceedings of all committee meetings are recorded and maintained together with a record of the names of persons present at each meeting.

24.5. Quorum for committee meetings

- (a) Unless the committee determines otherwise, the quorum for a committee meeting shall be a majority committee (half plus one).
- (b) A quorum must be present for the entire committee meeting.

25. Committee resolutions

25.1. Voting

- (a) Each committee member present at a committee meeting has one vote.
- (b) A question arising at a committee meeting is to be decided by a majority (more than 50%) of votes, but, if there is an equality of votes, the Meeting Chair of the meeting is entitled to exercise a second or casting vote
- (c) Decisions at a committee meeting may be made by general agreement or by way of a show of hands.
- (d) A poll by secret ballot may be used at a committee meeting if the committee members prefer to determine a matter in this way, and if the Meeting Chair of the committee meeting supervises the ballot.

SUBCOMMITTEES AND OTHER DELEGATION

26. Subcommittees and delegation

26.1. Establishment

- (a) The committee may establish subcommittees from time to time to assist with the conduct of the association's object purposes.
- (b) Subcommittees may comprise of members of the association (in such numbers as the committee determines).
- (c) Subject to this constitution, subcommittee members shall determine the procedure to be followed at subcommittee meetings.

26.2. Delegation

- (a) The committee may delegate, in writing, to any or all of the subcommittees, any authority, power or functions, and may cancel any authority, powers or functions, as the board sees fit from time to time.
- (b) Despite any delegation under Clause 27.2(a), the committee may continue to exercise all its functions, including any function that has been delegated to a subcommittee and remains responsible for the exercise of those functions at all times.

26.3. Delegation to others

- (a) The committee may delegate, in writing, to any person any authority, power or function and may cancel any authority, powers or functions, as the committee sees fit from time to time.
- (b) Despite a delegation under this clause, the board may continue to exercise all its functions, including any delegated functions, and at all times remains responsible for the exercise of those functions.

FINANCES

27. Payment of income or property to members

27.1. Not permitted

Subject to Clause 28.2, none of the income or property of the association may be paid directly or indirectly, by way of dividend, bonus or otherwise, to a member.

27.2. Permitted payments

- (a) Clause 29.1 does not prevent:
- (i) Subject to Clause 28.2(b) the payment in good faith of remuneration to any member, committee member, officer or employee in return for any services actually rendered to the association or for goods supplied to the association in the ordinary and usual course of business,
 - (ii) The payment of interest at a rate not exceeding the prevailing market rate published by the Reserve Bank of Australia as the **'Cash Rate Target'** from time to time on money borrowed from any member,
 - (iii) The payment of reasonable and proper rent by the association to a member for premises leased to the association by the member, or
 - (iv) The reimbursement of out-of-pocket expenses for travel and accommodation incurred on behalf of the association by any member or committee member in connection with the member or committee member's functions as a member or committee member.
- (b) Before a payment proposed to a member or committee member under Clause 28.2(a)(i) can be made, the payment must first be authorised by the committee.

28. Funds

28.1. Source of funds

- (a) The funds of the association may be derived from:
- (i) Entrance fees,
 - (ii) Annual membership fees,
 - (iii) Donations,
 - (iv) Fundraising activities,
 - (v) Grants,
 - (vi) Interest, and
 - (vii) Any other sources approved by the board.
- (b) The association shall, as soon as practicable:
- (i) Deposit all money received to the credit of the association's bank account, without deduction, and
 - (ii) After receiving any money, issue an appropriate receipt.

28.2. Control of funds

- (a) The funds of the association shall be kept in an account in the name of the association in a financial institution determined by the committee.
- (b) The association shall use its funds in carrying out the association's object and purposes.
- (c) All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments of the association shall be signed by:
- (i) Any two directors, or
 - (ii) One director and another person authorised by the board.
- (d) All expenditure above the maximum amount set by the committee from time to time shall be

approved or ratified at a committee meeting.

28.3. Financial records

- (a) The association shall keep financial records that:
 - (i) Correctly record and explain its transactions, financial position and performance, and
 - (ii) Enable true and fair financial statements to be prepared.
- (b) The association shall retain its financial records for at least 7 years after the transactions covered by the financial records are completed.

BINDING THE ASSOCIATION

29. Use of common seal

- (a) The association may decide to have a common seal on which its corporate name appears in legible characters.
- (b) If the association does decide to have a common seal under Clause 30(a):
 - (i) The Secretary shall ensure its safe custody, and
 - (ii) It shall only be used under resolution of the committee.
- (c) The association shall sign off on a document without using a common seal (if any) if the document is signed by two committee members.
- (d) The association shall sign off on a document using its common seal (if any), if the fixing of the common seal is witnessed by:
 - (i) Any two of the Chairperson, the Secretary and the Treasurer, or
 - (ii) One committee member and another person authorised by the committee.
- (e) The Secretary shall ensure that every use of the common seal is recorded in the minutes.

MINUTES, BOOKS AND RECORDS

30. Minutes

30.1. Taking of minutes

- (a) The association shall keep minutes of the resolutions and proceedings of all annual general meeting, special general meeting, committee meetings together with a record of the names of persons present at each General meeting and committee meeting.

30.2. Review and signing of minutes

- (a) The Chairperson shall ensure that the minutes of an annual general meeting, special general meeting and committee meeting are reviewed and signed as correct by:
 - (i) The Meeting Chair of the annual general meeting, special general meeting or committee meeting to which those minutes relate, or
 - (ii) The Meeting Chair of the next succeeding annual general meeting, special general meeting or committee meeting.
- (b) When minutes have been entered and signed as correct under Clause 32.2(a) they are:
 - (i) Until the contrary is proved, evidence that:
 - (A) The annual general meeting, special general meeting, committee meeting to which they relate was duly called and held,
 - (B) All proceedings recorded as having taken place at the annual general meeting, special general meeting and committee meeting did in fact take place at the meeting, and
 - (C) All appointments or elections purporting to have been made at the annual general meeting, special general meeting and committee meeting were validly made.

30.3. Inspection of minutes

- (a) The minutes of annual general meeting or special general meeting may be inspected by a member under Clause 32.3.
- (b) The minutes of committee meetings may be inspected by a member under Clause 32.3 unless the committee determines that the minutes of a specific committee meeting, are not to be made available for inspection by a member.

31. Records

31.1. Inspecting record of officeholders

- (a) Any member is able to inspect the record of officeholders free of charge, at such time and place as is mutually convenient to the association and the member.
- (b) The member may make a copy of details from the record of officeholders, but has no right to remove the record of Officeholders for that purpose.

31.2. Custody of association's books

- (a) Except as otherwise decided by the committee from time to time:
 - (i) The Secretary shall be responsible for ensuring the maintenance and control of the association's books (except for the association's financial records).
 - (ii) The Treasurer is responsible for ensuring the custody and maintenance of the association's financial records and securities.
- (b) The association's books shall be retained for at least 7 years.

31.3. Inspecting association's books

- (a) Subject to this constitution, a member is able to inspect the association's books free of charge at such time and place as is mutually convenient to the association and the member.
- (b) A member shall contact the Secretary to request to inspect the association's books.
- (c) The member may copy details from the association's books but has no right to remove the association's books for that purpose.

31.4. Prohibition on use of information in association's books and record of officeholders

A member shall not use or disclose information in the association's books and record of officeholders except for a purpose:

- (a) That is directly connected with the affairs of the association, or
- (b) Related to a requirement of the associations Act to provide information to the Commissioner.

31.5. Returning the association's books

Outgoing committee members are responsible for transferring all relevant assets and association's books to the new committee within fourteen (14) days of ceasing to be a committee member.

DISPUTES

32. Disputes arising under constitution

- (a) This clause applies to:
 - (i) Disputes between members, and
 - (ii) Disputes between the association and one or more members that arise under the constitution or relate to the constitution.
- (b) In this Clause 3, the term **member** includes any former member whose membership ceased not more than six (6) months before the dispute occurred.
- (c) The parties to a dispute shall attempt to resolve the dispute between themselves within fourteen (14) days of the dispute coming to the attention of each party.
- (d) If the parties are unable to resolve the dispute, any party to the dispute may initiate a procedure under this Clause 33 by giving written notice to the Secretary of the parties to, and details of, the dispute.
- (e) The association shall hold a committee meeting within twenty eight (28) days after the Secretary receives notice of the dispute under Clause 33(d) for the committee to determine the dispute.
- (f) At the committee meeting to determine the dispute, all parties to the dispute shall be given a full and fair opportunity to state their respective cases orally, in writing, or both.
- (g) The Secretary shall inform the parties to the dispute of the committee's decision and the reasons for the decision within 7 days after the committee meeting referred to in Clause 33(e).
- (h) If any party to the dispute is dissatisfied with the decision of the board, they may elect to initiate further dispute resolution procedures as set out in the constitution.

33. Mediation

- (a) This Clause 34 applies:
 - (i) Where a person is dissatisfied with a decision made by the committee under Clause 33(g) or
 - (ii) Where a dispute arises between a member or more than one member and the association and any party to the dispute elects not to have the matter determined by the committee.
- (b) If the parties to a dispute are unable to resolve the dispute between themselves within the time required by Clause 33(c) or a party to a dispute is dissatisfied with a decision made under Clause 33(g) a party to a dispute may:
 - (i) Provide written notice to the Secretary identifying the parties to, and the details of, the dispute, and
 - (ii) Agree to, or request the appointment of, a mediator to resolve the dispute.
- (c) The Secretary shall then ensure that a mediator is appointed to resolve the dispute who shall be:
 - (i) A person chosen by agreement between the parties to the dispute, or
 - (ii) In the absence of agreement between the parties to the dispute, a mediator appointed by the board.
- (d) Where the dispute relates to a proposal for the suspension or expulsion of a member this Clause 34 does not apply until the procedure under Clause 12 in respect of the proposed suspension or expulsion has been completed.
- (e) The party or parties requesting the mediation shall pay the costs of the mediation.
- (f) The mediator can be a member provided the member is not a party to the dispute.
- (g) The parties to the dispute shall attempt to settle the dispute by mediation in good faith.
- (h) The parties are to exchange written statements of the issues that are in dispute between them

and supply copies to the mediator at least five (5) days before the date of the mediation.

- (i) The mediator, in conducting the mediation, shall:
 - (i) Give the parties to the mediation every opportunity to be heard,
 - (ii) Allow all parties to consider any written statement submitted by any party, and
 - (iii) Ensure that natural justice is accorded to the parties to the dispute throughout the mediation.
- (j) The mediation shall be confidential.
- (k) Information provided by the parties in the course of the mediation cannot be used in any other legal proceedings that may take place in relation to the dispute.

34. Inability to resolve dispute

If a dispute cannot be resolved under the procedures set out in Clauses 33 and 34, any party to the dispute may apply to the Administrative Tribunal to determine the dispute in accordance with the associations Act or otherwise at law.

SERVICE OF NOTICES

35. Legal requirements

A notice or other communication in relation to this constitution has no legal effect unless it is in writing and given as follows:

- (a) Delivered by hand to the nominated address of the addressee,
- (b) Sent by post to the nominated postal address of the addressee, or
- (c) Sent by e-mail or any other method of electronic communication (including facsimile transmission) to the nominated electronic address of the addressee.

36. Service on members

Any notice given to a member under this constitution shall be sent to the member's address as recorded in the members register.

CONSTITUTION

37. Constitution

37.1. Binding

This constitution imposes a legally binding obligation upon the association and upon each member to observe all of its Clauses.

37.2. Amendment

- (a) The association may amend the constitution or replace it with a new constitution by passing a special resolution.
- (b) An amendment to the constitution changing:
 - (i) The association's name, or
 - (ii) The association's object or purposes, does not become effective until:
 - (iii) The required documents are lodged with the Commissioner, and
 - (iv) The Commissioner's written approval to the changes is received by the association.

37.3. Copies

- (a) The association shall maintain a current copy of the constitution at all times.
- (b) The association shall provide, free of charge, a copy of the constitution then in force, to each member at the time their membership commences.

WINDING UP, CANCELLATION AND DISTRIBUTION OF SURPLUS PROPERTY

38. Cessation of activities, winding up and cancellation of incorporation

- (a) The association may cease its activities and have its incorporation cancelled in accordance with the associations Act if the members resolve by special resolution that the association is to:
 - (i) Apply to the Commissioner seeking the cancellation of the association's incorporation, or
 - (ii) Appoint a liquidator to wind up the association's affairs.
- (b) If the association has outstanding debts or any other outstanding legal obligations, or is a party to any current legal proceedings, the association must be wound up under Clause 39(a)(ii) before cancellation of incorporation can take place.

39. Surplus assets not to be distributed to members

If the association is wound up, any surplus assets must not be distributed to a member or a former member, unless that member or former member is an entity described in Clause 41.

40. Distribution of surplus assets

- Subject to the associations Act, any other applicable law and any court order, any surplus assets that remain after the association is wound up shall be distributed to one or more not-for-profit organisation that:
 - (i) Possess an object and purposes similar to, or inclusive of, the object purposes of the association as set out in Clause 4, and
 - (ii) Which also prohibit the distribution of any surplus assets to its members to at least the same extent as the association.
- The decision as to the not-for-profit organisation or organisation to receive the surplus assets of the association shall be made by a special resolution of members at or before the time of winding up.
- If the members do not make the decision set out in Clause 41(b) the association may make application to the Courts of Western Australia and request that the courts make this decision.

Schedule 1 - Membership Application Form to Dumbleyung CRC

Class of membership (please tick)

General Concession/Senior Community Group Business

I,
(applicant's full name)

Of
(applicant's residential/community group/business address)

Email Phone

If applying on behalf of a Community Group/Business please name the organisation below,

.....

Hereby apply to become a member of the Dumbleyung Community Resource Centre incorporated association. This application is for self/community group/business and in my admission as a member, I agree to be bound by the constitution of the association as amended from time to time. I also understand the acceptance of my membership application does not necessarily provide guarantee any nomination for a director's position in accordance with this constitution. Further, general, senior/concession and business membership apply to one household only and people/s of that household should be listed so CRC staff are aware of their eligibility to discounts on CRC goods and services.

.....
Signature of applicant

.....
Date

Acceptance of Membership

I,
[CRC Staff full name]

being a paid employee of the Dumbleyung CRC am entitled to approve person/club/businesses application for membership of the association.

.....
Signature of CRC Staff

.....
Date

Schedule 2 - Proxy Voting Form

(For use by member who is unable to attend annual or special general meeting)

A. Appointing a Proxy

I, of
[Member's full name]

.....
[Member's residential address]

.....
[Member's telephone number]

.....
[Member's email address]

being a member of the above named incorporated association (**association**) and authorised to vote at a general meeting, hereby appoint:

Please Tick ONLY ONE (1) of the following:

1. Chairperson of general meeting OR
2. Secretary of association OR
3. Proxy identified below

I, of
[Proxy's full name]

.....
[Proxy's residential address]

to vote on my behalf at the annual/special (strike out '**annual**' OR '**special**') general meeting (**general meeting**) of the association to be held on:

.....
Date of general meeting Address of general meeting

and at any adjournment of the general meeting.

B. Proxy's Voting Directions

My proxy is authorised to vote:

Please Tick ONLY ONE (1) of the following:

1. As the proxy deems fit OR
2. According to the specific directions to my proxy identified below

Specific directions to proxy (please add further page if needed)

.....
Signature of Member

.....
Date

