

Foster Care Association of Victoria Inc

ASSOCIATION RULES

October 2014



ASSOCIATION REGISTERED NUMBER A0025255A

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Association Rules

Note

The persons who from time to time are members of the Association are an incorporated association by the name given in rule 1 of these Rules.

Under section 46 of the **Associations Incorporation Reform Act 2012**, these Rules are taken to constitute the terms of a contract between the Association and its members.

PART 1—PRELIMINARY

1 Name

The name of the Association is "Foster Care Association of Victoria Incorporated" Association Registration number A0025255A ABN 30 747 010 099.

Note

Under section 23 of the Act, the name of the association and its registration number must appear on all its business documents.

2 Purposes

The purposes of the Association are to advance and promote the care of children and young people who are fostered or are in other forms of home based care. The Association seeks to achieve these purposes through various means, including the following:

- (1) providing and facilitating information and support networks, counselling, advice, referrals, and any other means of support and assistance for the foster carers;
- (2) research, collection and dissemination of information on or relating to foster care for carers, agencies, and other interested participants;
- (3) promoting and encouraging foster carers and the recognition of the important role they and their families play in the foster care system;
- (4) assisting all participants in the foster care system to develop policies and guidelines to enhance the nurturing and protection of the foster children and that supports the needs of the foster families;
- (5) encouraging contact and exchange of ideas and information between those persons involved in foster, kinship or permanent care; and
- (6) promoting and facilitating effective training and on-going development for foster carers.

3 Financial year

The financial year of the Association is each period of 12 months ending on 30 June.

4 Definitions

- (1) In these Rules—

absolute majority, of the Board, means a majority of the Board directors currently holding office and entitled to vote at the time (as distinct from a majority of board directors present at a board meeting);

associate member means a member referred to in rule 14(1);

Association means Foster Care Association of Victoria Incorporated, association registration number AA0025255A, ABN 30 747 010 099.

Board means the Board directors having management of the business of the Association;

Board director means a member of the Board elected, appointed, or co-opted under Division 3 of Part 5;

Board meeting means a meeting of the Board held in accordance with these Rules;

Chairperson, of a general meeting or board meeting, means the person chairing the meeting as required under rule 46;

Co-opted director means a director who may, or may not be a member and who is appointed by the Board to provide specialist expertise;

disciplinary appeal meeting means a meeting of the members of the Association convened under rule 23(3);

disciplinary meeting means a meeting of the Board convened for the purposes of rule 22;

disciplinary subcommittee means the subcommittee appointed under rule 20;

financial year means the 12 month period specified in rule 3;

general meeting means a general meeting of the members of the Association convened in accordance with Part 4 and includes an annual general meeting, a special general meeting and a disciplinary appeal meeting;

home based care means foster care or permanent care converted from a prior foster care arrangement;

home based carer means any person providing home based care;

member means a member of the Association, including an associate member;

full member means a member under rule 8(1) and who under rule 13(2) is entitled to vote at a general meeting;

metropolitan region has the meaning given to this term by the Department of Human Services of the State Government of Victoria;

returning officer means the person appointed in the role of returning officer by the Board and who is not a Board director or an employee of the Association;

rural region has the meaning given to this term by the Department of Human Services of the State Government of Victoria;

special resolution means a resolution that requires not less than three-quarters of the members voting at a general meeting, whether in person or by proxy, to vote in favour of the resolution;

the Act means the **Associations Incorporation Reform Act 2012** and includes any regulations made under that Act;

the Registrar means the Registrar of Incorporated Associations.

(2) Interpretation

- (a) a word or expression in the singular includes the plural, and the plural includes the singular, and 'person' includes an incorporated body;
- (b) headings are for convenience only and do not affect the interpretation of these rules;
- (c) a reference to one gender includes all genders;

- (d) a reference to legislation, a regulation or a standard includes:
 - (i) any subordinate legislation made under legislation; and
 - (ii) any modification or replacement of the legislation, regulation or standard or of any subordinate legislation made under legislation;
- (e) a reference to writing means any form of written or electronic communication that complies with the *Electronic Transactions (Victoria) Act 2000*, including but not limited to telephone, facsimile, email, internet website in the form of data, text or images or sound by means of guided or unguided electromagnetic energy; and
- (f) a reference to these rules, or to a provision of these rules, includes any modification or replacement of them.

PART 2—POWERS OF ASSOCIATION

5 Powers of Association

- (1) Subject to the Act, the Association has power to do all things incidental or conducive to achieve its purposes.
- (2) Without limiting subrule (1), the Association may—
 - (a) acquire, hold and dispose of real or personal property;
 - (b) open and operate accounts with financial institutions;
 - (c) invest its money in any security in which trust monies may lawfully be invested;
 - (d) raise and borrow money on any terms and in any manner as it thinks fit;
 - (e) secure the repayment of money raised or borrowed, or the payment of a debt or liability;
 - (f) appoint agents to transact business on its behalf;
 - (g) enter into any other contract it considers necessary or desirable.
- (3) The Association may only exercise its powers and use its income and assets (including any surplus) for its purposes.

6 Not for profit organisation

- (1) The Association must not distribute any surplus, income or assets directly or indirectly to its members.
- (2) Subrule (1) does not prevent the Association from paying a member—
 - (a) reimbursement for expenses properly incurred by the member; or
 - (b) for goods or services provided by the member—
 if this is done in good faith on terms no more favourable than if the member was not a member.

Note

Section 33 of the Act provides that an incorporated association must not secure pecuniary profit for its members. Section 4 of the Act sets out in more detail the circumstances under which an incorporated association is not taken to secure pecuniary profit for its members.

PART 3—MEMBERS, DISCIPLINARY PROCEDURES AND GRIEVANCES

Division 1—Membership

7 Minimum number of members

The Association must have at least 5 full members.

8 Who is eligible to be a member

(1) Full membership

Any person who supports the purposes of the Association and is:

- (a) An accredited provider of foster care; or
- (b) a former provider of foster care; or
- (c) over the age of 21 years who is or has been in home based care; or
- (d) a person with expertise required by the Board who, in the opinion of the Board, holds values consistent with the purposes of the Association,

is eligible for full membership of the Association.

(2) Associate Membership

Any person referred to in rule 14 is eligible for associate membership of the Association.

9 Application for membership

(1) To apply to become a member of the Association, a person must submit an application to the Association in any manner that complies with rule 4(2)(e) stating that the person—

- (a) wishes to become a member of the Association; and
- (b) supports the purposes of the Association; and
- (c) agrees to comply with these Rules.

(2) The application—

- (a) must be in the form prescribed by the Association and made or authorised by or on behalf of the applicant in any manner that complies with rule 4(2)(e); and
- (b) may be accompanied by the joining fee.

Note

The joining fee is the fee (if any) determined by the Association under rule 12(3).

10 Consideration of application

- (1) As soon as practicable after an application for membership is received, the Board must decide by resolution whether to accept or reject the application.
- (2) The Board must notify the applicant in any manner that complies with rule 4(2)(e) of its decision as soon as practicable after the decision is made.
- (3) If the Board rejects the application, it must return any money accompanying the application to the applicant.
- (4) No reason need be given for the rejection of an application.

11 New membership

- (1) If an application for membership is approved by the Board—
 - (a) the resolution to accept the membership must be recorded in the minutes of the Board meeting; and
 - (b) the Secretary must, as soon as practicable, enter the name and address of the new member, and the date of becoming a member, in the register of members.
- (2) A person becomes a member of the Association and, subject to rule 13(2), is entitled to exercise their rights of membership from the date, whichever is the later, on which—
 - (a) the Board approves the person's membership; or
 - (b) the person pays the joining fee.

12 Annual subscription and fee on joining

- (1) At each annual general meeting, the Association must determine—
 - (a) the amount of the annual subscription (if any) for the following financial year; and
 - (b) the date for payment of the annual subscription.
- (2) The Association may determine that a lower annual subscription is payable by associate members.
- (3) The Association may determine that any new member who joins after the start of a financial year must, for that financial year, pay a fee equal to—
 - (a) the full annual subscription; or
 - (b) a pro rata annual subscription based on the remaining part of the financial year; or
 - (c) a fixed amount determined from time to time by the Association.
- (4) The rights of a member (including the right to vote) who has not paid the annual subscription by the due date are suspended until the subscription is paid.

13 General rights of full members

- (1) A full member of the Association who is entitled to vote has the right—
 - (a) to receive notice of general meetings and of proposed special resolutions in the manner and time prescribed by these Rules; and
 - (b) to submit items of business for consideration at a general meeting; and
 - (c) to attend and be heard at general meetings; and
 - (d) to vote at a general meeting; and
 - (e) to have access to the minutes of general meetings and other documents of the Association as provided under rule 75; and
 - (f) subject to rule 18, to inspect the register of members.
- (2) A full member is entitled to vote if—
 - (a) more than 5 business days have passed since he or she became a full member of the Association; and
 - (b) the member's membership rights are not suspended for any reason.

14 Associate members

- (1) Associate members of the Association can be:
 - (a) a person, including an organisation which has status as a legal entity separate from its members; or
 - (b) an employee of the Association who, in the opinion of the Board, hold values consistent with the purposes of the Association.
- (2) An associate member does not have any voting rights and is not entitled to hold any office in the Association but may have other rights as determined by the Board or by resolution at a general meeting.

15 Rights not transferable

The rights of a member are not transferable and end when membership ceases.

16 Ceasing membership

- (1) The membership of a person ceases on resignation, expulsion or death
- (2) If a person ceases to be a member of the Association, the Secretary must, as soon as practicable, enter the date the person ceased to be a member in the register of members.

17 Resigning as a member

- (1) A member may resign by notice to the Association in any manner that complies with rule 4(2)(e).

Note

Rule 74(3) sets out how notice may be given to the association. It includes by post or by handing the notice to a member of the committee.

- (2) A member is taken to have resigned if—
 - (a) the member's annual subscription is more than 12 months in arrears; or
 - (b) where no annual subscription is payable—
 - (i) the Secretary has made a written request to the member to confirm that the member wishes to remain a member; and
 - (ii) the member has not, within 3 months after receiving that request, confirmed in writing that the member wishes to remain a member.

18 Register of members

- (1) The Secretary must keep and maintain a register of members that includes—
 - (a) for each current member—
 - (i) the member's name;
 - (ii) the address for notice last given by the member;
 - (iii) the date of becoming a member;
 - (iv) if the member is a full or associate member;
 - (v) any other information determined by the Board; and
 - (b) for each former member, the date of ceasing to be a member.
- (2) Any member may, at a reasonable time and free of charge, inspect the register of members.

- (3) Any member of the Association may, on application in writing to the Secretary, request that their personal information, including but not limited to their name and address, that is recorded in the register of members be restricted from access and inspection by any other member.
- (4) If the Secretary is satisfied that there are special circumstances that justify doing so, the Secretary must agree to the request.
- (5) If the Secretary refuses the request, the Secretary must notify the person who made the request of the decision and the reasons for the decision. The person who made the request may apply to VCAT within 28 days of receiving notice, for a review of the decision.

Note

Under section 59 of the Act, access to the personal information of a person recorded in the register of members may be restricted in certain circumstances. Section 58 of the Act provides that it is an offence to make improper use of information about a person obtained from the Register of Members.

Division 2—Disciplinary action

19 Grounds for taking disciplinary action

The Association may take disciplinary action against a member in accordance with this Division if it is determined that the member—

- (1) has failed to comply with these Rules; or
- (2) refuses to support the purposes of the Association; or
- (3) has engaged in conduct prejudicial to the Association.

20 Disciplinary subcommittee

- (1) If the Board is satisfied that there are sufficient grounds for taking disciplinary action against a member, the Board must appoint a disciplinary subcommittee of not less than 2 and no more than 3 persons to hear the matter and determine what action, if any, to take against the member.
- (2) The members of the disciplinary subcommittee—
 - (a) may be Board directors, members of the Association or anyone else determined by the Board; but
 - (b) must not be biased against, or in favour of, the member concerned.

21 Notice to member

- (1) Before disciplinary action is taken against a member, the Secretary must give written notice to the member—
 - (a) stating that the Association proposes to take disciplinary action against the member; and
 - (b) stating the grounds for the proposed disciplinary action; and
 - (c) specifying the date, place and time of the meeting at which the disciplinary subcommittee intends to consider the disciplinary action (the **disciplinary meeting**); and
 - (d) advising the member that he or she may do one or both of the following—

- (i) attend the disciplinary meeting and address the disciplinary subcommittee at that meeting;
 - (ii) give a written statement to the disciplinary subcommittee at any time before the disciplinary meeting; and
- (e) setting out the member's appeal rights under rule 23.
- (2) The notice must be given no earlier than 28 days, and no later than 14 days, before the disciplinary meeting is held.

22 Decision of subcommittee

- (1) At the disciplinary meeting, the disciplinary subcommittee must—
 - (a) give the member an opportunity to be heard; and
 - (b) consider any written statement submitted by the member.
- (2) After complying with subrule (1), the disciplinary subcommittee may—
 - (a) take no further action against the member; or
 - (b) subject to subrule (3)—
 - (i) reprimand the member; or
 - (ii) suspend the membership rights of the member for a specified period; or
 - (iii) expel the member from the Association.
- (3) The disciplinary subcommittee may not fine the member.
- (4) The suspension of membership rights or the expulsion of a member by the disciplinary subcommittee under this rule takes effect immediately after the vote is passed.

23 Appeal rights

- (1) A person whose membership rights have been suspended or who has been expelled from the Association under rule 22 may give notice to the effect that he or she wishes to appeal against the suspension or expulsion.
- (2) The notice must be in writing and given—
 - (a) to the disciplinary subcommittee immediately after the vote to suspend or expel the person is taken; or
 - (b) to the Secretary not later than 48 hours after the vote.
- (3) If a person has given notice under subrule (2), a disciplinary appeal meeting must be convened by the Board as soon as practicable, but in any event not later than 21 days, after the notice is received.
- (4) Notice of the disciplinary appeal meeting must be given to each member of the Association who is entitled to vote as soon as practicable and must—
 - (a) specify the date, time and place of the meeting; and
 - (b) state—
 - (i) the name of the person against whom the disciplinary action has been taken; and
 - (ii) the grounds for taking that action; and

- (iii) that at the disciplinary appeal meeting the members present must vote on whether the decision to suspend or expel the person should be upheld or revoked.

24 Conduct of disciplinary appeal meeting

- (1) At a disciplinary appeal meeting—
 - (a) no business other than the question of the appeal may be conducted; and
 - (b) the Board must state the grounds for suspending or expelling the member and the reasons for taking that action; and
 - (c) the person whose membership has been suspended or who has been expelled must be given an opportunity to be heard.
- (2) After complying with subrule (1), the members present and entitled to vote at the meeting must vote by secret ballot on the question of whether the decision to suspend or expel the person should be upheld or revoked.
- (3) A member may not vote by proxy at the meeting.
- (4) The decision is upheld if not less than three quarters of the members voting at the meeting vote in favour of the decision.

Division 3—Grievance procedure

25 Application

- (1) The grievance procedure set out in this Division applies to disputes under these Rules between—
 - (a) a member and another member;
 - (b) a member and the Board;
 - (c) a member and the Association.
- (2) A member must not initiate a grievance procedure in relation to a matter that is the subject of a disciplinary procedure until the disciplinary procedure has been completed.

26 Parties must attempt to resolve the dispute

The parties to a dispute must attempt to resolve the dispute between themselves within 14 days of the dispute coming to the attention of each party.

27 Appointment of mediator

- (1) If the parties to a dispute are unable to resolve the dispute between themselves within the time required by rule 26, the parties must within 10 days—
 - (a) notify the Board of the dispute; and
 - (b) agree to or request the appointment of a mediator; and
 - (c) attempt in good faith to settle the dispute by mediation.
- (2) The mediator must be—
 - (a) a person chosen by agreement between the parties; or
 - (b) in the absence of agreement—
 - (i) if the dispute is between a member and another member—a person appointed by the Board; or

- (ii) if the dispute is between a member and the Board or the Association—a person appointed or employed by the Dispute Settlement Centre of Victoria.
- (3) A mediator appointed by the Board may be a member or former member of the Association but in any case must not be a person who—
 - (a) has a personal interest in the dispute; or
 - (b) is biased in favour of or against any party.

28 Mediation process

- (1) The mediator to the dispute, in conducting the mediation, must—
 - (a) give each party every opportunity to be heard; and
 - (b) allow due consideration by all parties of any written statement submitted by any party; and
 - (c) ensure that natural justice is accorded to the parties throughout the mediation process.
- (2) The mediator must not determine the dispute.

29 Failure to resolve dispute by mediation

If the mediation process does not resolve the dispute, the parties may seek to resolve the dispute in accordance with the Act or otherwise at law.

PART 4—GENERAL MEETINGS OF THE ASSOCIATION

30 Annual general meetings

- (1) The Board must convene an annual general meeting of the Association to be held within 5 months after the end of each financial year.
- (2) The Board may determine the date, time and place of the annual general meeting.
- (3) The ordinary business of the annual general meeting is as follows—
 - (a) to confirm the minutes of the previous annual general meeting and of any special general meeting held since then;
 - (b) to receive and consider—
 - (i) the annual report of the Board on the activities of the Association during the preceding financial year; and
 - (ii) the financial statements of the Association for the preceding financial year submitted by the Board in accordance with Part 7 of the Act;
 - (c) to elect Board directors;
 - (d) to confirm or vary the amounts (if any) of the annual subscription and joining fee.
- (4) The annual general meeting may also conduct any other business of which notice has been given in accordance with these Rules.

31 Special general meetings

- (1) Any general meeting of the Association, other than an annual general meeting or a disciplinary appeal meeting, is a special general meeting.
- (2) The Board may convene a special general meeting whenever it thinks fit.

- (3) No business other than that set out in the notice under rule 33 may be conducted at the meeting.

Note

General business may be considered at the meeting if it is included as an item for consideration in the notice under rule 33 and the majority of members at the meeting agree.

32 Special general meeting held at request of full members

- (1) The Board must convene a special general meeting if a request to do so is made in accordance with subrule (2) by the lower of:
 - (a) 25 full members; or
 - (b) 10% of the total number of full members.
- (2) A request for a special general meeting must—
 - (a) be in writing; and
 - (b) state the business to be considered at the meeting and any resolutions to be proposed; and
 - (c) include the names and signatures of the members requesting the meeting; and
 - (d) be given to the Secretary.
- (3) If the Board does not convene a special general meeting within one month after the date on which the request is made, the members making the request (or any of them) may convene the special general meeting.
- (4) A special general meeting convened by members under subrule (3)—
 - (a) must be held within 3 months after the date on which the original request was made; and
 - (b) may only consider the business stated in that request.
- (5) The Association must reimburse all reasonable expenses incurred by the members convening a special general meeting under subrule (3) subject to the Board being provided with a copy of all receipts and tax invoices (excluding any receipts and tax invoices generated by such members) that evidence all the expenses sought to be reimbursed.

33 Notice of general meetings

- (1) The Secretary (or, in the case of a special general meeting convened under rule 32(3), the members convening the meeting) must give to each member of the Association—
 - (a) at least 21 days' notice of a general meeting if a special resolution is to be proposed at the meeting; or
 - (b) at least 14 days' notice of a general meeting in any other case.
- (2) The notice must—
 - (a) specify the date, time and place of the meeting; and
 - (b) indicate the general nature of each item of business to be considered at the meeting; and
 - (c) if a special resolution is to be proposed—

- (i) state in full the proposed resolution; and
 - (ii) state the intention to propose the resolution as a special resolution; and
 - (d) comply with rule 34(5).
- (3) This rule does not apply to a disciplinary appeal meeting.

Note

Rule 23(4) sets out the requirements for notice of a disciplinary appeal meeting.

34 Proxies

- (1) A full member may appoint another full member as his or her proxy to vote and speak on his or her behalf at a general meeting other than at a disciplinary appeal meeting.
- (2) The appointment of a proxy must be in writing and signed by the full member making the appointment.
- (3) The full member appointing the proxy may give specific directions as to how the proxy is to vote on his or her behalf, otherwise the proxy may vote on behalf of the full member in any matter as he or she sees fit.
- (4) If the Board has approved a form for the appointment of a proxy, the full member may use any other form that clearly identifies the person appointed as the full member's proxy and that has been signed by the full member.
- (5) Notice of a general meeting given to a full member under rule 33 must—
 - (a) state that the full member may appoint another full member as a proxy for the meeting; and
 - (b) include a copy of any form that the Board has approved for the appointment of a proxy.
- (6) A form appointing a proxy must be given to the Chairperson of the meeting before or at the commencement of the meeting.
- (7) A form appointing a proxy sent by post or electronically is of no effect unless it is received by the Association no later than 24 hours before the commencement of the meeting.
- (8) Except for the Chairperson, a full member cannot at any time hold a proxy for more than 3 other full members.

35 Use of technology

- (1) A member not physically present at a general meeting may be permitted to participate in the meeting by the use of technology that allows that member and the members present at the meeting to clearly and simultaneously communicate with each other.
- (2) For the purposes of this Part, a member participating in a general meeting as permitted under subrule (1) is taken to be present at the meeting and, if the member votes at the meeting, is taken to have voted in person.

36 Quorum at general meetings

- (1) No business may be conducted at a general meeting unless a quorum of full members is present.
- (2) The quorum for a general meeting is the presence (physically, by proxy or as allowed under rule 35) of the lower of:

- (a) 25 members; or
 - (b) 10% of the total number of full members entitled to vote.
- (3) If a quorum is not present within 30 minutes after the notified commencement time of a general meeting—
- (a) in the case of a meeting convened by, or at the request of, members under rule 32—the meeting must be dissolved;

Note

If a meeting convened by, or at the request of, members is dissolved under this subrule, the business that was to have been considered at the meeting is taken to have been dealt with. If members wish to have the business reconsidered at another special meeting, the members must make a new request under rule 32.

- (b) in any other case—
 - (i) the meeting must be adjourned to a date not more than 21 days after the adjournment; and
 - (ii) notice of the date, time and place to which the meeting is adjourned must be given at the meeting and confirmed by written notice given to all members as soon as practicable after the meeting.
- (4) If a quorum is not present within 30 minutes after the time to which a general meeting has been adjourned under subrule (3)(b), the members present at the meeting (if not fewer than 3 full members) may proceed with the business of the meeting as if a quorum were present.

37 Adjournment of general meeting

- (1) The Chairperson of a general meeting at which a quorum is present may, with the consent of a majority of members present at the meeting, adjourn the meeting to another time at the same place or at another place.
- (2) Without limiting subrule (1), a meeting may be adjourned—
 - (a) if there is insufficient time to deal with the business at hand; or
 - (b) to give the members more time to consider an item of business.

Example

The members may wish to have more time to examine the financial statements submitted by the Board at an annual general meeting.

- (3) No business may be conducted on the resumption of an adjourned meeting other than the business that remained unfinished when the meeting was adjourned.
- (4) Notice of the adjournment of a meeting under this rule is not required unless the meeting is adjourned for 14 days or more, in which case notice of the meeting must be given in accordance with rule 33.

38 Voting at general meeting

- (1) On any question arising at a general meeting—
 - (a) subject to subrule (3), each member who is entitled to vote has one vote; and
 - (b) full members may vote personally or by proxy; and
 - (c) except in the case of a special resolution, the question must be decided on a majority of votes.

- (2) If votes are divided equally on a question, the Chairperson of the meeting has a second or casting vote.
- (3) If the question is whether or not to confirm the minutes of a previous meeting, only full members who were present at that meeting may vote.
- (4) This rule does not apply to a vote at a disciplinary appeal meeting conducted under rule 24.

39 Special resolutions

A special resolution is passed if not less than three quarters of the members voting at a general meeting (whether in person or by proxy) vote in favour of the resolution.

Note

In addition to certain matters specified in the Act, a special resolution is required—

- (a) to remove a Board director from office ;
- (b) to alter these Rules, including changing the name or any of the purposes of the Association.

40 Determining whether resolution carried

- (1) Subject to subsection (2), the Chairperson of a general meeting may, on the basis of a show of hands, declare that a resolution has been—
 - (a) carried; or
 - (b) carried unanimously; or
 - (c) carried by a particular majority; or
 - (d) lost—

and an entry to that effect in the minutes of the meeting is conclusive proof of that fact.

- (2) If a poll (where votes are cast in writing) is demanded by three or more members on any question—
 - (a) the poll must be taken at the meeting in the manner determined by the Chairperson of the meeting; and
 - (b) the Chairperson must declare the result of the resolution on the basis of the poll.
- (3) A poll demanded on the election of the Chairperson or on a question of an adjournment must be taken immediately.
- (4) A poll demanded on any other question must be taken before the close of the meeting at a time determined by the Chairperson.

41 Minutes of general meeting

- (1) The Board must ensure that minutes are taken and kept of each general meeting.
- (2) The minutes must record the business considered at the meeting, any resolution on which a vote is taken and the result of the vote.
- (3) In addition, the minutes of each annual general meeting must include—
 - (a) the names of the members attending the meeting; and
 - (b) proxy forms given to the Chairperson of the meeting under rule 34(6); and

- (c) the financial statements submitted to the members in accordance with rule 30(3)(b)(ii); and
- (d) the certificate signed by two Board directors certifying that the financial statements give a true and fair view of the financial position and performance of the Association; and
- (e) any audited accounts and auditor's report or report of a review accompanying the financial statements that are required under the Act.

PART 5—BOARD

Division 1—Powers of the Board

42 Role and powers

- (1) The business of the Association must be managed by or under the direction of the Board.
- (2) The Board may exercise all the powers of the Association except those powers that these Rules or the Act require to be exercised by general meetings of the members of the Association.
- (3) The Board may—
 - (a) appoint and remove staff;
 - (b) establish subcommittees consisting of members with terms of reference it considers appropriate.

43 Delegation

- (1) The Board may delegate to a Board director, a subcommittee or staff, any of its powers and functions other than—
 - (a) this power of delegation; or
 - (b) a duty imposed on the Board by the Act or any other law.
- (2) The delegation must be in writing and may be subject to the conditions and limitations the Board considers appropriate.
- (3) The Board may, in writing, revoke a delegation wholly or in part.

Division 2—Composition of Board and duties of Board directors

44 Composition of Board

- (1) The Board consists of not less than 6 and no more than 9 elected directors who comprise—
 - (a) a President; and
 - (b) a Vice-President; and
 - (c) a Secretary; and
 - (d) a Treasurer; and
 - (e) up to 5 other elected or appointed members;

In addition, the Board may co-opt up to 5 directors who can provide specialist expertise to the Association for any term not exceeding 3 years, and

- (2) No less than 20% of the elected Board directors must be representatives of a metropolitan region; and
- (3) No less than 20% of the elected Board directors are representative of a rural region.
- (4) In the event of insufficient nominations to enable compliance with rules 44(2) and 44(3), these rules may be complied by the Board appointing an eligible member of the Association who represents a metropolitan region or a rural region pursuant to rule 57.

45 General Duties

- (1) As soon as practicable after being elected, appointed or co-opted to the Board, each Board director must become familiar with these Rules and the Act.
- (2) The Board is collectively responsible for ensuring that the Association complies with the Act and that Board directors comply with these Rules.
- (3) Board directors must exercise their powers and discharge their duties with reasonable care and diligence.
- (4) Board directors must exercise their powers and discharge their duties—
 - (a) in good faith in the best interests of the Association; and
 - (b) for a proper purpose.
- (5) Board directors and former Board directors must not make improper use of—
 - (a) their position; or
 - (b) information acquired by virtue of holding their position—so as to gain an advantage for themselves or any other person or to cause detriment to the Association.

Note

See also Division 3 of Part 6 of the Act which sets out the general duties of the office holders of an incorporated association.

- (6) In addition to any duties imposed by these Rules, a Board director must perform any other duties imposed from time to time by resolution at a general meeting.

46 President and Vice-President

- (1) Subject to subrule (2), the President or, in the President's absence, the Vice-President is the Chairperson for any general meetings and for any Board meetings.
- (2) If the President and the Vice-President are both absent, or are unable to preside, the Chairperson of the meeting must be—
 - (a) in the case of a general meeting—a full member elected by the other members present; or
 - (b) in the case of a Board meeting—a Board director elected by the other Board directors present.

47 Secretary

- (1) The Secretary must perform any duty or function required under the Act to be performed by the secretary of an incorporated association.

Example

Under the Act, the secretary of an incorporated association is responsible for lodging documents of the association with the Registrar.

- (2) The Secretary must—
 - (a) maintain the register of members in accordance with rule 18; and
 - (b) keep custody of the common seal (if any) of the Association and, except for the financial records referred to in rule 70(3), all books, documents and securities of the Association in accordance with rules 72 and 75; and
 - (c) subject to the Act and these Rules, provide members with access to the register of members, the minutes of general meetings and other books and documents; and
 - (d) perform any other duty or function imposed on the Secretary by these Rules.
- (3) The Secretary must give to the Registrar notice of his or her appointment within 14 days after the appointment.

48 Treasurer

- (1) The Treasurer must—
 - (a) receive all moneys paid to or received by the Association and issue receipts for those moneys in the name of the Association; and
 - (b) ensure that all moneys received are paid into the account of the Association within 5 working days after receipt; and
 - (c) make any payments authorised by the Board or by a general meeting of the Association from the Association's funds; and
 - (d) ensure cheques or any other form of payment (for example: electronic funds transfer) are signed or authorised (as the case may be) by at least any two of:
 - (i) the Board directors; or
 - (ii) the Chief Executive Officer, a Board director or employee bookkeeper; or
 - (iii) a Board director and the employee bookkeeper.
- (2) The Treasurer must—
 - (a) ensure that the financial records of the Association are kept in accordance with the Act; and
 - (b) coordinate the preparation of the financial statements of the Association and their certification by the Board prior to their submission to the annual general meeting of the Association.
- (3) The Treasurer must ensure that at least one other Board director has access to the accounts and financial records of the Association.

Division 3—Election of Board directors and tenure of office

49 Who is eligible to be a Board director

A full member is eligible to be elected, appointed or co-opted as a Board director if the member—

- (a) is 18 years or over; and
- (b) is entitled to vote at a general meeting.

50 Positions to be declared vacant

- (1) This rule applies to any annual general meeting of the Association, after the annual report and financial statements of the Association have been received.
- (2) The Chairperson of the meeting must declare any positions eligible for election in accordance with 53 to 56, vacant and hold elections for those positions in accordance with rules 51 to 54.

51 Nominations and election material

- (1) Prior to the election of each vacant position, the Chairperson of the meeting must call for nominations to fill that position at least 6 weeks prior to the annual general meeting.
- (2) An eligible member of the Association may—
 - (a) nominate himself or herself; or
 - (b) with the member's consent, be nominated by another member,
- (3) All nominations must:
 - (a) be in writing;
 - (b) signed by the candidate and another member;
 - (c) accompanied by a short biographical statement signed by the candidate; and
 - (d) delivered to the Association not less than 30 calendar days before the date fixed for holding the annual general meeting
- (4) Information concerning a candidate provided by the candidate to the Association may be included in election material produced, published or issued by the Association.
- (5) All election material produced, published or issued by the association must have prior approval of the returning officer.
- (6) Only material approved by the returning officer is to be circulated to members.
- (7) Unless otherwise resolved at the annual general meeting at which the result of the ballot is declared, the returning officer shall destroy all election material after one (1) month from the date of the annual general meeting.
- (8) No campaign managers or agents acting on behalf of candidates will be recognised by the returning officer or the Association.

52 Election of executive Board directors.

- (1) The executive Board comprises:
 - (a) the President;
 - (b) the Vice-President;
 - (c) the Secretary; and
 - (d) the Treasurer.
- (2) The responsibilities and delegations of the executive Board directors will be as defined by the Board or as otherwise set out in these rules.
- (3) Subject to rule 52 (4) and (5), the executive of the Board directors are elected by the Board from amongst the Board directors on an annual basis at the first meeting of the Board after each annual general meeting of the Association.

- (4) The office of President, Vice President and Secretary of the Association shall only be filled by elected or appointed Board directors. The office of Treasurer shall be filled by an elected, appointed, or co-opted director.
- (5) The Board must hold separate elections for each of the following positions—
 - (a) President;
 - (b) Vice-President;
 - (c) Secretary;
 - (d) Treasurer.
- (6) If only one director is nominated for the position, the Chairperson of the meeting must declare the director elected to the position.
- (7) If more than one director is nominated, a ballot must be held in accordance with rule 54.
- (8) On his or her election, the new President may take over as Chairperson of the meeting.

53 Election of Board members

- (1) A single election may be held to fill all elected Board director positions.
- (2) If the number of members nominated for the elected Board director position is less than or equal to the number to be elected, the Chairperson of the meeting must declare each of those members to be elected to the position.
- (3) If the number of members nominated exceeds the number to be elected, a ballot must be held in accordance with rule 54.

54 Ballot

- (1) If a ballot is required for the election for a position, the Chairperson of the meeting must appoint a returning officer to conduct the ballot.
- (2) The returning officer must not be a member nominated for the position.
- (3) Before the ballot is taken, each candidate may make a short speech in support of his or her election.
- (4) The election must be by secret ballot.
- (5) The returning officer must give a blank piece of paper to—
 - (a) each full member present in person; and
 - (b) subject to subrule 5(c), each proxy appointed by a full member; and
 - (c) except for the Chairperson, a full member cannot at any time hold more than 3 proxies.

Example

If a full member has been appointed the proxy of 3 other full members, the member must be given 4 ballot papers—one for the full member and one each for the other full members.

- (6) If the ballot is for a single position, the voter must write on the ballot paper the name of the candidate for whom they wish to vote.
- (7) If the ballot is for more than one position—
 - (a) the voter must write on the ballot paper the name of each candidate for whom they wish to vote;
 - (b) the voter must not write the names of more candidates than the number to be elected.
- (8) Ballot papers that do not comply with subrule (7)(b) are not to be counted.
- (9) Each ballot paper on which the name of a candidate has been written counts as one vote for that candidate.
- (10) The returning officer must declare elected the candidate or, in the case of an election for more than one position, the candidates who received the most votes.
- (11) If the returning officer is unable to declare the result of an election under subrule (10) because 2 or more candidates received the same number of votes, the returning officer must—
 - (a) conduct a further election for the position in accordance with subrules (4) to (10) to decide which of those candidates is to be elected; or
 - (b) the Chairperson of the meeting may exercise a casting vote.
- (12) The returning officer must follow the directions of the Board and act consistently with the policies of the Association to give effect to, and compliance with, rules 44(2), (3) and (4).

Postal ballot

- (13) A full member who is entitled to vote and who wishes to cast their vote by post shall record their vote by:
 - (a) completing the ballot paper in accordance with the directions on or accompanying the ballot paper;
 - (b) placing the completed ballot paper into the return envelope provided or into any other envelope addressed to the returning officer;
 - (c) sealing the envelope;
 - (d) recording on the envelope the particulars of the member prescribed by the Board from time to time (for the purpose of identifying the member); and
 - (e) returning the envelope to the returning officer.
- (14) Where a member has not strictly complied with postal vote directions for recording votes, returning the ballot paper, recording his or her particulars on the return envelope or any provisions of these rules, the returning officer shall have a discretion to accept the ballot paper of such member and count the member's vote, provided that the returning officer is satisfied with regard to the identity of the member voting and the member's voting intention.
- (15) On receipt of a postal vote envelope purporting to contain a ballot paper:
 - (a) the returning officer shall examine the name or other particulars on the envelope to establish that:
 - (i) the sender is a full member; and
 - (ii) the sender, if a full member, has not already voted in that ballot before an envelope may be opened for scrutiny of the ballot paper.

- (b) If the returning officer is not satisfied with the particulars on the envelope purporting to contain a ballot paper or the ballot paper is received after the close of the ballot the returning officer shall reject the envelope and that vote will be invalid.
- (c) Ballot papers must be received by the returning officer no later than 5 pm on the date of closure of voting.
- (d) On receipt of the envelopes and before the counting of the votes the returning officer may place the envelopes containing the ballot papers in any order as he or she determines in preparation for the counting of the votes.
- (e) The scrutiny of the ballot papers shall commence only after the close of the ballot.
- (f) The returning officer must notify the candidates at least one week prior to the closure of the ballot of their right to appoint a scrutineer and the place and time of commencement of counting votes. It shall be the responsibility of the candidate to inform his or her scrutineer accordingly.
- (g) Each candidate must notify the returning officer in writing not later than three days prior to the closure of the ballot the name and address of his or her scrutineer (if a scrutineer is to be appointed).

55 Term of office

- (1) Subject to these rules, each elected Board director shall hold office only until the conclusion of the third annual general meeting following his or her appointment.
- (2) A general meeting of the Association may by special resolution, remove a Board director from office. In this circumstance, the Board may fill the vacancy in accordance with rule 57.
- (3) The Board may appoint a member (other than an associate member) to be a Board director to fill a vacancy on the Board in accordance with rule 57.
- (4) A member appointed as a Board director under rule 55(2), holds office only until the conclusion of the next annual general meeting.
- (5) The Association may by resolution at an annual general meeting or by postal ballot (whichever procedure is determined by the Board directors) fill an office vacated by a Board director by electing or re-electing an eligible member.
- (6) An elected Board director or a member appointed as a Board director by the Board under rule 55(3) who retires from office is eligible for re-election subject to a maximum term of 6 consecutive years unless the Board otherwise determines for that person.
- (7) The retirement and re-election of an elected Board director from office or the election of another person to that office (as the case may be) takes effect at the conclusion of the meeting at which the retirement and re-election or election takes place.
- (8) A co-opted director holds office as determined by the Board up to a maximum of three years

56 Vacation of office

- (1) A Board director may resign from the Board by written notice addressed to the Board.
- (2) A person ceases to be a Board director if he or she—
 - (a) ceases to be a member of the Association; or

- (b) fails to attend 3 consecutive Board meetings (other than special or urgent Board meetings) without leave of absence under rule 67; or
- (c) otherwise ceases to be a Board director by operation of section 78 of the Act.
- (d) has reached their term of office subject to Rule 55

Note

A Board director may not hold the office of secretary if they do not reside in Australia.

57 Filling casual vacancies

- (1) The Board may appoint an eligible member, other than an associate member, of the Association to fill a position on the Board that—
 - (a) has become vacant under rule 55 or rule 56; or
 - (b) was not filled by election at the last annual general meeting.
- (2) If the position of Secretary becomes vacant, the Board, subject to rule 52, must appoint a full member to the position within 14 days after the vacancy arises.
- (3) Rule 55 applies to any Board director appointed by the Board under subrule (1) or (2).
- (4) The Board may continue to act despite any vacancy in its membership.

Division 4—Meetings of Board

58 Meetings of the Board

- (1) The Board must meet at least 6 times in each year at the dates, times and places determined by the Board.
- (2) Subject to rule 58 (1), the Board of Directors may meet together and adjourn and otherwise regulate their meetings as they think fit.
- (3) The date, time and place of the first Board meeting must be determined by the Board directors Board within 21 days after the annual general meeting of the Association at which the Board directors Board were elected.
- (4) Special Board meetings may be convened by the President or by any 4 Board directors.
- (5) The Board may invite members of the Association and other persons to attend meetings or such part of the meeting as determined appropriate by the Board. Any member of the Association or person so invited by the Board does not have any voting rights and may not speak at the meeting unless permitted by the chairperson.

59 Notice of meetings

- (1) Notice of each Board meeting must be given to each Board director no later than 7 days before the date of the meeting.
- (2) Notice may be given of more than one Board meeting at the same time.
- (3) The notice must state the date, time and place of the meeting.
- (4) If a special Board meeting is convened, the notice must include the general nature of the business to be conducted.
- (5) The only business that may be conducted at the meeting is the business for which the meeting is convened.

60 Urgent meetings

- (1) In cases of urgency, a meeting can be held without notice being given in accordance with rule 59 provided that as much notice as practicable is given to each Board director by the quickest means practicable.
- (2) Any resolution made at the meeting must be passed by an absolute majority of the Board.
- (3) The only business that may be conducted at an urgent meeting is the business for which the meeting is convened.

61 Procedure and order of business

- (1) The procedure to be followed at a meeting of a Board must be determined from time to time by the Board.
- (2) The order of business may be determined by the Board directors present at the meeting.

62 Use of technology

- (1) A Board director who is not physically present at a Board meeting may participate in the meeting by the use of technology that allows that Board director and the Board directors present at the meeting to clearly and simultaneously communicate with each other.
- (2) For the purposes of this Part, a Board director participating in a Board meeting as permitted under subrule (1) is taken to be present at the meeting and, if the Board director votes at the meeting, is taken to have voted in person.

63 Quorum

- (1) No business may be conducted at a Board meeting unless a quorum is present.
- (2) The quorum for a Board meeting is the presence (in person or as allowed under rule 62) of a majority of the Board directors holding office.
- (3) If a quorum is not present within 30 minutes after the notified commencement time of a committee meeting—
 - (a) in the case of a special meeting—the meeting lapses;
 - (b) in any other case—the meeting must be adjourned to a date no later than 14 days after the adjournment and notice of the time, date and place to which the meeting is adjourned must be given in accordance with rule 59.

64 Voting

- (1) On any question arising at a Board meeting, each Board director present at the meeting has one vote.
- (2) A motion is carried if a majority of Board directors present at the meeting vote in favour of the motion.
- (3) Subrule (2) does not apply to any motion or question which is required by these Rules to be passed by an absolute majority of the Board.
- (4) If votes are divided equally on a question, the Chairperson of the meeting has a second or casting vote.
- (5) Voting by proxy is not permitted.

65 Conflict of interest

- (1) A Board director who has a material personal interest in a matter being considered at a Board meeting must disclose the nature and extent of that interest to the Board.

- (2) The Board director —
 - (a) must not be present while the matter is being considered at the meeting; and
 - (b) must not vote on the matter.

Note

Under section 81(3) of the Act, if there are insufficient Board directors to form a quorum because a Board director who has a material personal interest is disqualified from voting on a matter, a general meeting may be called to deal with the matter.

- (3) This rule does not apply to a material personal interest—
 - (a) that exists only because the Board director belongs to a class of persons for whose benefit the Association is established; or
 - (b) that the Board director has in common with all, or a substantial proportion of, the members of the Association.

66 Minutes of meeting

- (1) The Board must ensure that minutes are taken and kept of each Board meeting.
- (2) The minutes must record the following—
 - (a) the names of the Board directors in attendance at the meeting;
 - (b) the business considered at the meeting;
 - (c) any resolution on which a vote is taken and the result of the vote;
 - (d) any material personal interest disclosed under rule 65.

67 Leave of absence

- (1) The Board may grant a Board director leave of absence from Board meetings for a period not exceeding 3 months.
- (2) The Board must not grant leave of absence retrospectively unless it is satisfied that it was not feasible for the Board director to seek the leave in advance.

PART 6—FINANCIAL MATTERS

68 Source of funds

The funds of the Association may be derived from joining fees, annual subscriptions, donations, fund-raising activities, grants, interest and any other sources approved by the Board.

69 Management of funds

- (1) The Association must open an account with a financial institution from which all expenditure of the Association is made and into which all of the Association's revenue is deposited.
- (2) Subject to any restrictions imposed by a general meeting of the Association, the Board may approve expenditure on behalf of the Association.
- (3) The Board may authorise the Treasurer to expend funds on behalf of the Association (including by electronic funds transfer) up to a specified limit without requiring approval from the Board for each item on which the funds are expended.
- (4) All forms of payment whether by electronic means, cheque, draft, bill of exchange, promissory note and other negotiable instrument must be signed or authorised (as the case may be) in accordance with rule 48(1).

- (5) All funds of the Association must be deposited into the financial account of the Association no later than 5 working days after receipt.
- (6) With the approval of the Board, the Treasurer may maintain a cash float provided that all money paid from or paid into the float is accurately recorded at the time of the transaction.

70 Financial records

- (1) The Association must keep financial records that—
 - (a) correctly record and explain its transactions, financial position and performance; and
 - (b) enable financial statements to be prepared as required by the Act.
- (2) The Association must retain the financial records for 7 years after the transactions covered by the records are completed.
- (3) The Treasurer must keep in his or her custody, or under his or her control—
 - (a) the financial records for the current financial year; and
 - (b) any other financial records as authorised by the Board.

71 Financial statements

- (1) For each financial year, the Board must ensure that the requirements under the Act relating to the financial statements of the Association are met.
- (2) Without limiting subrule (1), those requirements include—
 - (a) the preparation of the financial statements;
 - (b) if required, the review or auditing of the financial statements;
 - (c) the certification of the financial statements by the Board;
 - (d) the submission of the financial statements to the annual general meeting of the Association;
 - (e) the lodgement with the Registrar of the financial statements and accompanying reports, certificates, statements and fee.

PART 7—GENERAL MATTERS

72 Common seal

- (1) The Association may have a common seal.
- (2) If the Association has a common seal—
 - (a) the name of the Association must appear in legible characters on the common seal;
 - (b) a document may only be sealed with the common seal by the authority of the Board and the sealing must be witnessed by the signatures of two Board directors;
 - (c) the common seal must be kept in the custody of the Secretary.

73 Registered address

The registered address of the Association is—

- (a) the address determined from time to time by resolution of the Board; or

- (b) if the Board has not determined an address to be the registered address— the postal address of the Secretary.

74 Notice requirements

- (1) Any notice required to be given to a member or a Board director under these Rules may be given in any manner that complies with rule 4(2)(e), including but not limited to:—
 - (a) by handing the notice to the member or a Board director personally; or
 - (b) by sending it by post to the member or Board director at the address recorded for the member on the register of members; or
 - (c) by email or facsimile transmission.
- (2) Subrule (1) does not apply to notice given under rule 60.
- (3) Any notice required to be given to the Association or the Board may be given—
 - (a) by handing the notice to a Board director; or
 - (b) by sending the notice by post to the registered address of the Association; or
 - (c) by leaving the notice at the registered address of the Association; or
 - (d) if the Board determines that it is appropriate in the circumstances, in any manner that complies with rule 4(2)(e), including but not limited to—
 - (i) by email to the email address of the Association or the Secretary; or
 - (ii) by facsimile transmission to the facsimile number of the Association.

75 Custody and inspection of books and records

- (1) Members may on request inspect free of charge—
 - (a) the register of members;
 - (b) the minutes of general meetings;
 - (c) subject to subrule (2), the financial records, books, securities and any other relevant document of the Association, including minutes of Board meetings.

Note

See note following rule 18 for details of access to the register of members.

- (2) The Board may refuse to permit a member to inspect records of the Association that relate to confidential, personal, employment, commercial or legal matters or where to do so may be prejudicial to the interests of the Association.
- (3) The Board must on request make copies of these rules available to members and applicants for membership free of charge.
- (4) Subject to subrule (2), a member may make a copy of any of the other records of the Association referred to in this rule and the Association may charge a reasonable fee for provision of a copy of such a record.
- (5) For purposes of this rule—

relevant documents means the records and other documents, however compiled, recorded or stored, that relate to the incorporation and management of the Association and includes the following—

- (a) its membership records;

- (b) its financial statements;
- (c) its financial records;
- (d) records and documents relating to transactions, dealings, business or property of the Association.

76 Winding up and cancellation

- (1) The Association may be wound up voluntarily by special resolution.
- (2) In the event of the winding up or the cancellation of the incorporation of the Association, the surplus assets of the Association must not be distributed to any members or former members of the Association.
- (3) Subject to the Act and any court order made under section 133 of the Act and rule 79, the surplus assets must be given to a body that has similar purposes to the Association and which is not carried on for the profit or gain of its individual members.
- (4) The body to which the surplus assets are to be given must be decided by special resolution.

77 Alteration of Rules

These Rules may only be altered by special resolution of a general meeting of the Association.

Note

An alteration of these Rules does not take effect unless or until it is approved by the Registrar. If these Rules (other than rule 1, 2 or 3) are altered, the Association is taken to have adopted its own rules, not the model rules.

78 Indemnity of Board directors and Co-opted directors

- (1) The Association indemnifies and will keep indemnified each Board director and Co-Opted director against any liability incurred in good faith by the Board director and the Co-opted director in the course of performing their duties as a Board director or Co-opted director.
- (2) The Board will ensure that at all times the Association, the Board directors and Co-opted directors are covered by appropriate insurance cover against liability as required under the Act and for such liability or risks determined by the Board.
- (3) A Board director or Co-opted director may at any time during their term of office request a copy of the confirmation of the insurance cover referred to in subrule 78(2).

79 Revocation of DGR

- (1) If the Association is wound up or if the endorsement of the Association as a deductible gift recipient is revoked, whichever occurs first, the following assets must be transferred to a fund, authority or institution to which income tax deductible gifts can be made:
 - (a) gifts of money or property for the principal purposes of the Association;
 - (b) contributions made in relation to an eligible fundraising event held for the principal purpose of the Association, and
 - (c) money received by the Association because of such gifts and contributions, which are unspent ("**surplus donations**").
- (2) The fund, authority or institution to which the surplus donations are to be given must be decided by the Board, but must be:

- (a) a public benevolent institution under Division 30 of the **Income Tax Assessment Act 1997 (Cth)**;
 - (b) a registered charity under the **Australian Charities and Not-for-profits Commission Act 2012 (Cth)**; and
 - (c) income tax exempt.
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