

The Constitution of the GAMMA.CON Society

Part 1.1 Preliminary

1 Name

The official name of the Club/Society/Association to which this Constitution applies is “The GAMMA.CON Society”.

1 Definitions for model rules

In these rules:

association means the group named previously in Section 1

financial year means the year ending on 30th November.

member means a member, however described, of the association.

committee means the Executive Committee of the association

ordinary committee member means a member of the committee who is not an office-bearer of the association as mentioned in section 13 (1).

general meeting means an Ordinary General Meeting, Special General Meeting or Annual General Meeting of the Club

secretary means the person holding office under these rules as secretary of the association and is the public officer of the association.

convener means the person holding office under these rules as convener of the association and is the president of the association

vice-convener means the person holding office under these rules as vice-convener of the association and is the vice-president of the association

treasurer means the person holding office under these rules as treasurer of the association and is the financial officer of the association

convention means the annual GAMMA.CON Convention

the Act means the *Associations Incorporation Act 1991*.

the regulation means the *Associations Incorporation Regulation 1991*.

student means a student of the Australian National University

GAC means the Australian National University Grants and Affiliation Committee

ANUSA means the Australian National University Student Association

PARSA means the Australian National University Postgraduate and Research Students’ Association Inc

ANUAGS means the Australian National University Anime and Gaming Society

1A Application of Legislation Act 2001

The *Legislation Act 2001* applies to these rules in the same way as it would if they were an instrument made under the Act.

2 Aims and Objectives

(1) The purpose of the association is to

(a) to organise and run pop-culture related conventions and events

(b) to promote community interest in pop culture

(c) to encourage and promote the growth of pop culture related activities and groups

3 GAC Affiliation and Non-profit status

- (1) The association is affiliated to the Grants and Affiliation Committee of the Association and PARSA and anything in the Constitution which is inconsistent with the ANUSA Clubs and Societies Regulations is null and void to the extent of inconsistency.
- (2) The association must fulfil its obligations under the GAC Regulations.
- (3) The association is non-profit and is to be run as such
- (4) The assets and income of the association shall be used only for the promotion of the association's objectives and no portion may be paid or transfers directly or indirectly to members of the club society except as:
 - (a) bona-fide remuneration for services rendered by the members of the association
 - (b) repayment of expenses incurred on behalf of the association, or
 - (c) interest at a rate not exceeding interest at the rate for the time being which is or would be charged by the association's bankers for money lent to the association and
 - (d) bona-fide rent for premises let to the association
- (4) The association can be dissolved by decision of the current membership at a general meeting or when the association ceases to operate due to no members being elected to the committee and the association ceasing to function through natural attrition. In the case of the association being dissolved any excess assets, property, funds or money remaining after all debts and liabilities are paid shall not be given to members but shall be given or transferred to the ANUAGS. If the ANUAGS is no longer functioning any excess assets, property, funds or money remaining are to be transferred to ANUSA.
- (5) The association must maintain a separate list of student members for purposes of GAC Affiliation

Part 1.2 Membership

2 Membership qualifications

- (1) A person is qualified to be a member if—
 - (a) the person is a person mentioned in the Act, section 21 (2) (a) or (b) and has not ceased to be a member of the association at any time after incorporation of the association under the Act; or
 - (b) the person—
 - (i) has been nominated for membership in accordance with section 3 (1); and
 - (ii) has been approved for membership of the association by the committee of the association.

3 Nomination for membership

- (1) A nomination of a person for membership of the association—
 - (a) must be made by a member of the association in writing in the form set out in appendix 1; and
 - (b) must be lodged with the secretary of the association.
- (2) As soon as is practicable after receiving a nomination for membership, the secretary must refer the nomination to the committee which must decide whether to approve or to reject the nomination.
- (3) If the committee decides to approve a nomination for membership, the secretary must as soon as practicable after that decision notify the nominee of that approval and request the nominee to pay within 28 days after receipt of the notification the sum payable under these rules by a member as the entrance fee and the first year's annual subscription.
- (4) The secretary must, on payment by the nominee of the amounts mentioned in subsection (3) within the period mentioned in that subsection, enter the nominee's name in the register of members and, on the name being so entered, the nominee becomes a member of the association.

4 Membership entitlements not transferable

- (1) A right, privilege or obligation that a person has because of being a member of the association—
- (a) cannot be transferred or transmitted to another person; and
 - (b) terminates on cessation of the person's membership.

5 Cessation of membership

- (1) A person ceases to be a member of the association if the person—
- (a) dies; or
 - (b) resigns from membership of the association; or
 - (c) is expelled from the association; or
 - (d) fails to renew annual membership of the association.

6 Resignation of membership

- (1) A member is not entitled to resign from membership of the association except in accordance with this section.
- (2) A member who has paid all amounts payable by the member to the association may resign from membership of the association by first giving notice (of not less than 1 month or, if the committee has determined a shorter period, that shorter period) in writing to the secretary of the member's intention to resign and, at the end of the period of notice, the member ceases to be a member.
- (3) If a person ceases to be a member, the secretary must make an appropriate entry in the register of members recording the date the member ceased to be a member.

7 Fee, subscriptions etc

- (1) The entrance fee to the association is determined by resolution of the committee
- (2) The annual membership fee of the association is determined by resolution of the committee
- (3) The annual membership fee is payable—
- (a) except as provided by paragraph (b)—before 1 July in each calendar year; or
 - (b) if a person becomes a member on or after 1 July in any calendar year—before 1 July in each succeeding calendar year.

8 Members' liabilities

- (1) The liability of a member to contribute towards the payment of the debts and liabilities of the association or the costs, charges and expenses of the winding up of the association is limited to
- (a) the amount (if any) unpaid by the member in relation to membership of the association as required by section 7.
 - (b) any other debt incurred by the member from the association.

9 Disciplining of members

- (1) If the association is of the opinion that a member—
- (a) has persistently refused or neglected to comply with a provision of these rules; or
 - (b) has persistently and wilfully acted in a manner prejudicial to the interests of the association; the association may, by a majority resolution at a meeting—
 - (c) expel the member from the association; or
 - (d) suspend the member from the rights and privileges of membership of the association that the association may decide for a specified period.

- (2) If the committee is of the opinion that a member has conducted themselves as described in subsections (1) (a) and/or (1) (b) they may, by a two-thirds majority resolution—
- (a) expel the member from the association; or
 - (b) suspend the member from the rights and privileges of membership of the association that the association may decide for a specified period.
- (3) A resolution of the committee under subsection (2) is of effect until the next general meeting of the association at which point the association will vote as to whether continue or override the resolution of the committee unless
- (a) the specified time of a suspension expires before the next general meeting; or
 - (b) the committee revokes the resolution as specified in subsection (5) (c)
- (4) If the committee passes a resolution under subsection (2), the secretary must, as soon as practicable, serve a written notice on the member—
- (a) setting out the resolution of the committee and the grounds on which it is based; and
 - (b) stating that the member may address the committee at a committee meeting to be held not earlier than 14 days and not later than 28 days after service of the notice; and
 - (c) stating the date, place and time of that meeting; and
 - (d) informing the member that the member may do either or both of the following:
 - (i) attend and speak at that meeting;
 - (ii) submit to the committee at or before the date of that meeting written representations relating to the resolution.
- (5) Subject to the Act, section 50, at a meeting of the committee mentioned in subsection (4), the committee must—
- (a) give to the member mentioned in subsection (2) an opportunity to make oral representations; and
 - (b) give due consideration to any written representations submitted to the committee by that member at or before the meeting; and
 - (c) by resolution decide whether to confirm or to revoke the resolution of the committee made under subsection (2).
- (6) If the committee confirms a resolution under subsection (5), the secretary must, within 7 days after that confirmation, by written notice inform the member of that confirmation and of the member's right of appeal under section 10.
- (7) A resolution confirmed by the committee under subsection (4) does not take effect—
- (a) until the end of the period within which the member is entitled to appeal against the resolution if the member does not exercise the right of appeal within that period; or
 - (b) if within that period the member exercises the right of appeal—unless and until the association confirms the resolution in accordance with section 10 (4).

10 Right of appeal of disciplined member

- (1) A member may appeal to the association in general meeting against a resolution of the committee that is confirmed under section 9 (5), within 7 days after notice of the resolution is served on the member, by lodging with the secretary a notice to that effect.
- (2) On receipt of a notice under subsection (1), the secretary must notify the committee which must call a general meeting of the association to be held within 21 days after the date when the secretary received the notice or as soon as possible after that date.
- (3) Subject to the Act, section 50, at a general meeting of the association called under subsection (2)—
- (a) no other business may be transacted before the question of the appeal; and
 - (b) the committee and the member must be given the opportunity to make representations in relation to the appeal orally or in writing, or both; and

- (c) the members present must vote by secret ballot on the question of whether the resolution made under section 9 (2) and confirmed under section 9(5) should be confirmed or revoked.
- (4) If the meeting passes a special resolution in favour of the confirmation of the resolution made under section 9 (2) and confirmed under section 9(5), that resolution is confirmed.
- (5) If the meeting passes a special resolution against the confirmation of the resolution made under section 9 (2) and confirmed under section 9(5), that resolution is overturned.

11 Life Membership

- (1) This section may only be amended by a double majority vote of both the association membership as stipulated in 40(1) and by a two-thirds absolute majority of current life members.
- (2) The members of the association may bestow Life Membership of the association to a member in recognition of their outstanding dedication and service to the association.
- (3) Life Membership can only be given by a unanimous vote at a meeting of the association
- (4) Life Membership cannot be revoked by the association nor can Life Members be expelled from the association.
- (5) Life Members of the association have full rights of members but are not required to pay the annual membership fee
- (6) A Life Member may resign their membership if they so choose.

Part 1.3 Committee

12 Powers of committee

- (1) The committee, subject to the Act, the regulation, these rules, and to any resolution passed by the association in general meeting—
 - (a) controls and manages the affairs of the association; and
 - (b) may exercise all functions that may be exercised by the association other than those functions that are required by these rules to be exercised by the association in general meeting; and
 - (c) has power to perform all acts and do all things that appear to the committee to be necessary or desirable for the proper management of the affairs of the association.

13 Constitution and membership

- (1) The committee consists of—
 - (a) the office-bearers of the association; and
 - (b) ordinary committee members; each of whom must be elected under section 14 or appointed in accordance with subsection (4).
- (2) The office-bearers of the association are—
 - (a) the convener or president; and
 - (b) the vice-convener or vice-president; and
 - (c) the treasurer or financial officer; and
 - (d) the secretary or public officer.
- (3) Each member of the committee holds office, subject to these rules, until the conclusion of the annual general meeting following the date of the member's election, but is eligible for re-election.
- (4) If there is a vacancy in the membership of the committee, the committee may appoint a member of the association to fill the vacancy and the member so appointed holds office, subject to these rules, until the conclusion of the next annual general meeting after the date of the appointment.

14 Election of committee members

- (1) Nominations of candidates for election as office-bearers of the association or as ordinary committee members—
 - (a) must be made in writing, signed by at least one member of the association and accompanied by the written consent of the candidate (which may be endorsed on the nomination form); and
 - (b) must be given to the secretary of the association not less than 7 days before the date fixed for the annual general meeting at which the election is to take place.
- (2) Further nominations may be received orally at the annual general meeting only if insufficient nominations are made before the general meeting.
- (3) If insufficient nominations are received, any vacant positions remaining on the committee are taken to be vacancies.
- (4) If the number of nominations received is equal to the number of vacancies to be filled, the people nominated are taken to be elected.
- (5) If the number of nominations received exceeds the number of vacancies to be filled, a ballot must be held.
- (6) The ballot for the election of office-bearers and ordinary committee members must be conducted at the annual general meeting in the way the committee may direct.
- (7) A person is not eligible to simultaneously hold more than one office bearer position on the committee.

15 Secretary

- (1) The secretary of the association must, as soon as practicable after being appointed as secretary, notify the association of his or her address.
- (2) The secretary must keep minutes of—
 - (a) all elections and appointments of office-bearers and ordinary committee members; and
 - (b) the names of members of the committee present at a committee meeting or a general meeting; and
 - (c) all proceedings at committee meetings and general meetings.
- (3) Minutes of proceedings at a meeting must be signed by the person presiding at the meeting or by the person presiding at the next succeeding meeting.
- (4) the secretary must fulfil all obligations and duties required as the public officer of the association

16 Treasurer

- (1) The treasurer of the association must—
 - (a) collect and receive all amounts owing to the association and authorise all payments made by the association; and
 - (b) keep correct accounts and books showing the financial affairs of the association with full details of all receipts and expenditure connected with the activities of the association.
- (2) the treasurer must fulfil all obligations and duties required as the financial officer of the association

17 Vacancies

- (1) For these rules, a vacancy in the office of a member of the committee happens if the member—
 - (a) dies; or
 - (b) ceases to be a member of the association; or
 - (c) resigns the office; or
 - (d) is removed from office under section 17 (Removal of committee members); or

- (e) becomes bankrupt or personally insolvent; or
- (f) suffers from mental or physical incapacity; or
- (g) is disqualified from office under the Act, section 63 (1); or
- (h) is subject to a disqualification order under the Act, section 63A; or
- (i) is absent without the consent of the committee from all meetings of the committee held during a period of 6 months.

18 Removal of committee members

- (1) The association in general meeting may by resolution, subject to the Act, section 50, remove any member of the committee from the office of member of the committee before the end of the member's term of office.
- (2) A two-third majority resolution of the committee may, subject to the Act, section 50, remove any member of the committee from the office of member of the committee before the end of the member's term of office.

19 Committee meetings and quorum

- (1) The committee must meet at least 3 times in each calendar year at the place and time that the committee may decide.
- (2) Additional meetings of the committee may be called by any member of the committee.
- (3) Oral or written notice of a meeting of the committee must be given by the secretary to each member of the committee at least 48 hours (or any other period that may be unanimously agreed on by the members of the committee) before the time appointed for the holding of the meeting.
- (4) Notice of a meeting given under subsection (3) must specify the general nature of the business to be transacted at the meeting and no business not specified in the notice may be transacted at the meeting before business specified in the notice
- (5) 51% of the committee, including at least two office bearers, either present in person, present via proxy or absent with apologies constitute a quorum for the transaction of the business of a meeting of the committee.
- (6) No business may be transacted by the committee unless a quorum is present and, if within half an hour after the time appointed for the meeting a quorum is not present, the meeting stands adjourned to the same place and at the same hour of the same day in the following week.
- (7) If at the adjourned meeting a quorum is not present within half an hour after the time appointed for the meeting, the meeting is dissolved.
- (8) At meetings of the committee—
 - (a) the secretary or, in the absence of the secretary, the convener presides; or
 - (b) if the secretary and the convener are absent—one of the remaining members of the committee may be chosen by the members present to preside.

20 Delegation by committee to subcommittee

- (1) The committee may, in writing, delegate to one or more subcommittees (consisting of the member or members of the association that the committee considers appropriate) the exercise of the functions of the committee that are specified in the instrument, other than—
 - (a) this power of delegation; and
 - (b) a function that is a function imposed on the committee by the Act, by any other Territory law, or by resolution of the association in general meeting.
- (2) A function, the exercise of which has been delegated to a subcommittee under this section may, while the delegation remains unrevoked, be exercised from time to time by the subcommittee in accordance with the terms of the delegation.

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

21 Voting and decisions

- (1) Questions arising at a meeting of the committee or of any subcommittee appointed by the committee are decided by a majority of the votes of members of the committee or subcommittee present at the meeting.
- (2) Each member present at a meeting of the committee or of any subcommittee appointed by the committee (including the person presiding at the meeting) is entitled to 1 vote but, if the votes on any question are equal, the convener may exercise a second or casting vote. If the convener is absent, the vice-convener may exercise a second or casting vote.

Part 1.4 General meetings

22 Annual general meetings—holding of

- (1) With the exception of the first annual general meeting of the association, the association must, at least once in each calendar year and within 3 months after the convention, call an annual general meeting of its members.
- (2) The association must hold its first annual general meeting—
 - (a) within 18 months after its incorporation under the Act; and
 - (b) within 5 months after the end of the first convention.
- (3) Subsections (1) and (2) have effect subject to the powers of the registrar-general under the [Act](#), section 120 in relation to extensions of time.

23 Annual general meetings—calling of and business at

- (1) The annual general meeting of the association must, subject to the Act, be called on the date and at the place and time that the committee considers appropriate.
- (2) In addition to any other business that may be transacted at an annual general meeting, the business of an annual general meeting is—
 - (a) to confirm the minutes of the last annual general meeting and of any general meeting held since that meeting; and
 - (b) to receive from the committee reports on the activities of the association during the last financial year; and
 - (c) to elect members of the committee, including office-bearers; and
 - (d) to receive and consider the statement of accounts and the reports that are required to be submitted to members under the Act, section 73 (1)
- (3) An annual general meeting must be specified as such in the notice calling it in accordance with section 25 (Notice).
- (4) An annual general meeting must be conducted in accordance with the provisions of this part.

24 General meetings—calling of

- (1) The committee may, whenever it considers appropriate, call a general meeting of the association.
- (2) The committee must, on the requisition in writing of not less than 5% of the total number of members, call a general meeting of the association.
- (3) A requisition of members for a general meeting—
 - (a) must state the purpose or purposes of the meeting; and
 - (b) must be signed by the members making the requisition; and
 - (c) must be lodged with the secretary; and
 - (d) may consist of several documents in a similar form, each signed by 1 or more of the members making the requisition.
- (4) If the committee fails to call a general meeting within 1 month after the date when a requisition of members for the meeting is lodged with the secretary, any 1 or more of the members who made the requisition may call a general meeting to be held not later than 3 months after that date.
- (5) A general meeting called by a member or members mentioned in subsection (4) must be called as nearly as is practicable in the same way as general meetings are called by the committee and any member who thereby incurs expense is entitled to be reimbursed by the association for any reasonable expense so incurred.

25 Notice

- (1) Except if the nature of the business proposed to be dealt with at a general meeting requires a special resolution of the association, the secretary must, at least 14 days before the date fixed for the holding of the general meeting send, by email and other appropriate avenues, to each member appearing in the register of members, a notice specifying the place, date and time of the meeting and the nature of the business proposed to be transacted at the meeting.
- (2) If the nature of the business proposed to be dealt with at a general meeting requires a special resolution of the association, the secretary must, at least 21 days before the date fixed for the holding of the general meeting, send notice to each member in the way provided in subsection (1) specifying, in addition to the matter required under that subsection, the intention to propose the resolution as a special resolution.
- (3) No business not included in notice of the meeting may be transacted before business included in the notice of the general meeting except, for an annual general meeting, business that may be transacted under section 23 (2).
- (4) A member desiring to bring any business before a general meeting may give written notice of that business to the secretary who must include that business in the next notice calling a general meeting given after receipt of the notice from the member.

26 General meetings—procedure and quorum

- (1) No item of business may be transacted at a general meeting unless a quorum of members entitled under these rules to vote is present during the time the meeting is considering that item.
- (2) 51% of the members present in person, present via proxy or absent with apologies (who are entitled under these rules to vote at a general meeting) constitute a quorum for the transaction of the business of a general meeting.
- (3) If within 30 minutes after the appointed time for the start of a general meeting a quorum is not present, the meeting if called on the requisition of members is dissolved and in any other case stands adjourned to the same day in the following week at the same time and the same place (unless another day, time or place is specified at the time of adjournment by the person

presiding at the meeting or communicated by written notice to members given before the day to which the meeting is adjourned).

(4) If at the adjourned meeting a quorum is not present within 30 minutes after the time appointed for the start of the meeting, the members present or absent with apologies (being not less than 30% of the membership) constitute a quorum.

27 Presiding member

(1) The convener, or in the absence of the convener, the vice-convener presides at each general meeting of the association.

(2) If the convener and vice-convener are absent from a general meeting, the members present must elect 1 of their number to preside at the meeting.

28 Adjournment

(1) The person presiding at a general meeting at which a quorum is present may, with the consent of the majority of members present at the meeting, adjourn the meeting from time to time and place to place, but no business may be transacted at an adjourned meeting before the business left unfinished at the meeting at which the adjournment took place.

(2) If a general meeting is adjourned for 14 days or more, the secretary must give written or oral notice of the adjourned meeting to each member of the association stating the place, date and time of the meeting and the nature of the business to be transacted at the meeting.

(3) Except as provided in subsections (1) and (2), notice of an adjournment of a general meeting or of the business to be transacted at an adjourned meeting is not required to be given.

29 Making of decisions

(1) A question arising at a general meeting of the association is to be decided on a show of hands and (unless before or on the declaration of the show of hands a poll is demanded) a declaration by the person presiding that a resolution has, on a show of hands, been carried or carried unanimously or carried by a particular majority or lost, or an entry to that effect in the minute book of the association, is evidence of the fact without proof of the number or proportion of the votes recorded in favour of or against that resolution.

(2) At a general meeting of the association, a poll may be demanded by the person presiding or by not less than 3 members present in person or by proxy at the meeting.

(3) If the poll is demanded at a general meeting, the poll must be taken—

(a) immediately if the poll relates to the election of the person to preside at the meeting or to the question of an adjournment; or

(b) in any other case—in the way and at the time before the close of the meeting that the person presiding directs, and the resolution of the poll on the matter is taken to be the resolution of the meeting on that matter.

30 Voting

(1) Subject to subsection (3), on any question arising at a general meeting of the association a member has 1 vote only.

(2) All votes must be given personally or by proxy but no member may hold more than 5 proxies.

(3) If the votes on a question at a general meeting are equal, the convener is entitled to exercise a second or casting vote.

(4) A member or proxy is not entitled to vote at any general meeting of the association unless all money due and payable by the member or proxy to the association has been paid, other than the amount of the annual subscription payable for the then current year.

31 Appointment of proxies

- (1) Each member is entitled to appoint another member as proxy by notice given to the secretary no later than 24 hours before the time of the meeting for which the proxy is appointed.
- (2) The notice appointing the proxy must be in the form set out in appendix 2.

Part 1.5 Miscellaneous

32 Minutes of meetings

(1) Proper minutes of all proceedings of general meetings of the association shall be made available to the membership through appropriate means as decided by the Committee within one (1) week of the relevant meeting.

(a) Minutes shall include:

- (i) full members attending the meeting, and
- (ii) full members holding proxies at the meeting, and
- (iii) full members who sent apologies for the meeting, and
- (iv) members admitted since the last general meeting, and
- (v) the number of full members required to attain quorum, and
- (vi) whether quorum was attained, and
- (vii) any business transacted at the meeting

(b) Where minutes are available and confirmed they shall, until the contrary is proved, be evidence that the meeting was convened and duly held, that all proceedings held at the meeting shall be deemed to have been duly held, and that all business transacted and appointments made at a meeting shall be deemed to be valid.

(2) Proper minutes of all proceedings for all Committee and subcommittee meetings shall be made available within a period of seven days after the meeting to the members who are on the Committee or sub-committee for which the meeting was called.

(a) the Committee shall also have access to all minutes of all sub-committees.

(3) The secretary shall collate, summarise and de-sensitise the committee and sub-committee meetings that have occurred.

(a) Items of minutes are deemed sensitive if they contain personal information, information that is critical to strategic goals or will harm the association's reputation.

(b) Recorded monetary figures will be replaced with nonspecific values. Sensitive items may be included by majority vote by the elect except where compelled by law.

(c) This summary may be made available to members of the association if requested or when required

33 Dispute Resolution

(a) The dispute resolution procedure set out in this rule applies to disputes under these Rules between –

- (i) a member and another member
- (ii) a member and the association

(b) The parties to the dispute must meet and discuss the matter in dispute, and, if possible resolve the dispute within fourteen days after the dispute comes to the attention of all of the parties.

(c) If the parties are unable to resolve the dispute at the meeting the parties may choose to meet and discuss the dispute before an independent third person agreed to by the parties.

(d) In this rule "member" includes any person who was a member not more than six months before the dispute occurred.

- (e) If a resolution cannot be reached after discussing the dispute with the independent third person then the matter will be added to the agenda of the next elect meeting and a decision will be made by the elect.
- (f) A resolution of the elect under subsection 31(e) does not take effect unless:
- (i) at a meeting held in accordance with subsection 31(g), the elect confirms the resolution, and
 - (ii) if the member exercises a right of appeal to the association under this rule, the association confirms the resolution in accordance with this rule.
- (g) A meeting of the elect to confirm or revoke a resolution passed under rule 33(e) must be held not earlier than fourteen (14) days, and not later than twenty-eight (28) days, after notice has been given to the member in accordance with subsection 33(h).
- (h) For the purposes of giving notice in accordance with subsection 33(g), the secretary must, as soon as practicable, cause to be given to the member a written notice:
- (i) setting out the resolution of the elect and the grounds on which it is based, and
 - (ii) stating that the member, or his or her representative, may address the elect at a meeting to be held not earlier than seven (7) days and not later than twenty-eight (28) days after the notice has been given to that member, and
 - (iii) stating the date, place and time of that meeting, and
 - (iv) informing the member that he or she may do one or both of the following:
 - (1) attend that meeting,
 - (2) give to the elect before the date of that meeting a written statement seeking the revocation of the resolution.
 - (v) informing the member that, if at that meeting, the elect confirms the resolution, he or she may, not later than forty-eight (48) hours after that meeting, give the secretary a notice to the effect that he or she wishes to appeal to the association in general meeting against the resolution.
- (i) At a meeting of the elect to confirm or revoke a resolution passed under subsection 33(e), the elect must:
- (i) give all parties, or his or her representatives, an opportunity to be heard, and
 - (ii) give due consideration to any written statement submitted by the member, and
 - (iii) determine by resolution whether to confirm or to revoke the resolution.
- (j) If at the meeting of the elect, the elect confirms the resolution, the member may, not later than forty-eight (48) hours after that meeting, give the secretary a notice to the effect that he or she wishes to appeal to the association in general meeting against the resolution.
- (k) If the secretary receives a notice under subsection 33(j) the elect must convene a special general meeting of the association to be held within twenty-eight (28) days the date on which the secretary received the notice.

34 Funds—source

- (1) The funds of the association must be derived from entrance fees and annual subscriptions of members, donations, events run by the association and, subject to any resolution passed by the association in general meeting and subject to the [Act](#), section 114, any other sources that the committee decides.
- (2) All money received by the association must be deposited as soon as practicable and without deduction to the credit of the association's bank account.
- (3) The association must, as soon as practicable after receiving any money, issue an appropriate receipt.

35 Funds—management

(1) Subject to any resolution passed by the association in general meeting, the funds of the association must be used for the objects of the association in the way that the committee decides.

(2) All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments must be signed by any 2 office bearers of the association.

(3) As an exception to 32 (2), the office bearers may approve the issuing of a debit/credit card to one or more of the convener, vice-convener or treasurer (the “cardholders”) to enable payment of the associations expenses and liabilities where payment by cheque or money order is impractical. To make purchases for the association, the purchases must be less than AUD\$100, unless formal written approval is received from the treasurer and one other office bearer or the convener and one other office bearer beforehand. Cardholders must collect receipts and send them to the treasurer within one (1) week of purchases being made.

(4) If the office bearers approve the issuing of a debit card rather than credit card as per 32(3), the account linked to the debit card must never have a balance of over \$1,000 for a period of time more than five (5) business days without written approval from the treasurer and one other office bearer or the convener and one other office bearer beforehand..

36 Common seal

(1) The common seal of the association must be kept in the custody of the secretary.

(2) The common seal must not be attached to any instrument except by the authority of the committee and the attaching of the common seal must be attested by the signatures either of 2 office bearers of the association or of 1 member of the committee and of the secretary.

37 Alteration of objects and rules

Neither the objects of the association mentioned in the [Act](#), section 29 nor these rules may be altered except in accordance with the Act

38 Custody of books

Subject to the Act, the regulation and these rules, the secretary must keep in his or her custody or under his or her control all records, books, and other documents relating to the association.

39 Inspection of books

The records, books and other documents of the association must be open to inspection at a place in the ACT, free of charge, by a member of the association at any reasonable hour.

40 Service of notice

For these rules, the association may serve a notice on a member by emailing it to member’s email address or other appropriate means.

Part 1.6- Amendment and Interpretation

41 Amendment

(1) This Constitution may only be altered by a two thirds majority resolution of the association at a meeting of the association, except for section 11 (Life Members) as specified in subsection 11 (1)

(2) Any alterations to this Constitution are to be reported and registered when required by the Act or the GAC.

42 Interpretation

(1) This Constitution binds the association and every member to the same extent as if they have respectively signed and sealed them, and they agree to be bound by all the provisions contained within

(2) The committee have the authority to interpret the meaning of these rules and to make decisions on any matters relating to the association where these rules are ambiguous, contradictory or silent.

Appendix 1

(see s 3 (1)(a))

Application for membership of association

.....
Incorporated (incorporated under the *Associations Incorporation Act 1991*) I,

.....
(full name of applicant)

of

(address)

.....apply to become

(occupation)

a member of the incorporated association. If I am admitted as a member, I agree to be bound by the rules of the association for the time being in force.

.....
(Signature of applicant)

Date

I,

(full name)

a member of the association, nominate the applicant, who is personally known to me, for the membership of the association.

.....
(Signature of proposer)

Date

I,

(full name)

a member of the association, second the nomination of the applicant, who is personally known to me, for membership of the association.

.....
(Signature of seconder)

Date

Appendix 2

(see s 31 (2))

Form of appointment of proxy

I,

(full name)

of

(address)

a member of

(name of incorporated association)

appoint

.....
(full name of proxy)

of

(address)

a member of that incorporated association, as my proxy to vote for me on my behalf at the general meeting of the association (annual general meeting or other general meeting, as the case may be) to be held on

..... and

at any adjournment of that meeting.

*My proxy is authorised to vote in favour of/against (delete as appropriate) the resolution (insert details).

.....
(Signature of member

appointing proxy)

(*To be inserted if desired.)

Date