

**COMMUNITY DISABILITY ALLIANCE  
HUNTER INC. (CDAH)  
CONSTITUTION**

*Under the Associations Incorporation Act 2009*

*Adopted at Special General Meeting on  
23 November 2023*

Table of Contents

<b>1</b>	Part 1 Preliminary .....	4
	Name.....	4
		1

	Affiliation.....	4
	Our Aims .....	4
	Our Objectives.....	4
<b>2</b>	Definitions .....	4
<b>Part 2</b>	<b>Members of association .....</b>	<b>5</b>
<b>3</b>	Membership generally.....	5
<b>4</b>	Membership applications .....	7
<b>5</b>	Register of members .....	7
<b>6</b>	Fees and subscriptions.....	8
<b>7</b>	Members' liabilities .....	9
<b>8</b>	Disciplinary action against members .....	9
<b>9</b>	Right of appeal against disciplinary action .....	10
<b>10</b>	Resolution of internal disputes .....	10
<b>11</b>	Membership entitlements not transferable .....	11
<b>12</b>	Member resignation .....	11
<b>13</b>	Cessation of membership .....	11
<b>Part 3</b>	<b>Board.....</b>	<b>11</b>
<b>Division 1</b>	<b>Constitution .....</b>	<b>11</b>
<b>14</b>	Functions of Board .....	11
<b>15</b>	Composition of Board .....	11
<b>16</b>	Remuneration of Board Members.....	13
<b>17</b>	Election of Board members .....	13
<b>18</b>	Terms of office .....	14
<b>19</b>	Vacancies in office .....	14
<b>20</b>	Secretary.....	15
<b>21</b>	Treasurer .....	15
<b>22</b>	Delegation to subcommittees.....	15
<b>Division 2</b>	<b>Procedure.....</b>	<b>16</b>
<b>23</b>	Board meetings .....	16
<b>24</b>	Notice of Board meeting.....	16
<b>25</b>	Quorum .....	16
<b>26</b>	Presiding Board member .....	17
<b>27</b>	Voting .....	17
<b>28</b>	Acts valid despite vacancies or defects.....	17
<b>29</b>	Transaction of business outside meetings or by telephone or other means .....	17
<b>Part 4</b>	<b>General meetings of association .....</b>	<b>18</b>

<b>30</b>	Annual general meetings .....	18
<b>31</b>	Special general meetings .....	18
<b>32</b>	Notice of general meeting .....	19
<b>33</b>	Quorum .....	19
<b>34</b>	Adjourned meetings .....	20
<b>35</b>	Presiding member .....	20
<b>36</b>	Voting .....	20
<b>37</b>	Postal or electronic ballots.....	21
<b>38</b>	Transaction of business outside meetings or by telephone or other means.....	21
<b>Part 5</b>	<b>Administration .....</b>	<b>22</b>
<b>39</b>	Change of name, objects, or constitution .....	22
<b>40</b>	Funds .....	22
<b>41</b>	Insurance .....	22
<b>42</b>	Non-profit status .....	23
<b>43</b>	Service of notices .....	23
<b>44</b>	Custody of records and books .....	23
<b>45</b>	Inspection of records and books .....	23
<b>46</b>	Financial year .....	24
<b>47</b>	Distribution of property on winding up.....	24

## 1 Part 1 Preliminary

### Name

The Name of the company shall be Community Disability Alliance Hunter Inc., referred to here as the Association.

### Affiliation

The Association may affiliate with anybody having similar objects of its own.

### Our Aims

(1) Community Disability Alliance Hunter Inc. strives:

- (a) for an inclusive and just society where people with disability have voice, choice, control, and active citizenship through social, economic, cultural and political participation.
- (b) to be an independent, peer-led and peer-run organisation committed to the rights and best interests of people with disability.
- (c) to assist people with disability to get the support they need to live the lives they choose.
- (d) to be a collective voice of and for people with disability which promotes full inclusion and active citizenship.

(2) We believe that each person with disability has the right to:

- (a) a good life as a valued and active citizen;
- (b) genuine voice, choice and control in their life;
- (c) recognition of their skills, gifts, abilities and potential;
- (d) genuine and meaningful 'inclusion in the social, economic, cultural and political life of the community.

### Our Objectives

The objects of the Association are to:

- (a) To promote the aims of CDAH through information, advice, mentoring, peer support, training and development;
- (b) Be a collective voice of and for people with disability
- (c) Share our collective lived experience to empower people with disability to have voice, choice and control; uphold and be guided by the United Nations Convention on the Rights of Persons with Disabilities.

## 2 Definitions

(1) In this constitution:

**board member** means an office-bearer or ordinary Board member.

**exercise** a function includes perform a duty.

**function** includes a power, authority or duty.

**office-bearer** means a Board member who is elected to an office referred to in clause 14(1)(a)(i) - (iv).

**ordinary Board member** means a Board member who is not an office-bearer.

**register of members** means the register of members maintained under clause 4.

**secretary**, of the association, means:

- (a) the person holding office under this constitution as secretary, or
- (b) if no person holds that office -the public officer of the association.

**public officer** is both the official point of contact for an incorporated association and one of the authorised signatories.

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

**subcommittee** means a subcommittee established under clause 20.

**the Act** means the *Associations Incorporation Act 2009*.

**the Regulation** means the *Associations Incorporation Regulation 2022*.

**Note:** The Act and the *Interpretation Act 1987* contain definitions and other provisions that affect the interpretation and application of this constitution.

- (2) The *Interpretation Act 1987* applies to this constitution as if it were an instrument made under the Act.

**Note:** The Act, Part 4 deals with various matters relating to the management of associations.

## Part 2      Members of association

### 3      Membership generally

- (1) An individual is taken to be a member of the association if:
  - (a) the person applied to be a member under clause 3(1) and the application has been approved, or
  - (b) the person was 1 of the individuals on whose behalf an application for registration of the association was made under the Act, section 6(1)(a), or
  - (c) the person was:
    - (i) for an unincorporated body registered as the association - a member of the body immediately before the registration, or
    - (ii) for a registrable corporation registered as the association - a member of the corporation immediately before the registration, or
    - (iii) for an association that was amalgamated to form the relevant association - a member of the existing association immediately before the amalgamation.

- (2) A person who is not an individual is not eligible to be a member of the association.

2. The Association will have two (2) classes of membership:

(a) **Full Membership** for people with disability, residing in the Hunter region.

(1) Eligibility

- (a) An individual must be a person with disability and
- (b)
- (c) Must reside in the Hunter region.

(2) Voting rights

- (a) Full voting rights.

(3) Full Members of the Association have the following rights:

- (a) to receive notice of, attend and vote at general meetings of the Association;
- (b) to be eligible for election or appointment to the Board (subject to clause 21(2));
- (c) address general meetings of the Association if granted leave to do so by the person chairing the meeting;
- (d) to nominate (or second) applications for membership to the Association;
- (e) to nominate (or second or endorse) eligible individuals for election to the Board, and;
- (f) to receive information about the Association's activities.

(b) **Associate Membership**

- a. **for individuals** who are allies of people with disability and/ or people with disability and allies of people with disability who reside outside of the Hunter region.
- b. **for representative of organisations** that align with CDAH's aims, objectives and values.

(1) Eligible

- (a) An individual must be an ally to a person or people with disability or
- (b) An individual must be a person with a disability who resides outside of the Hunter region.
- (c) Representative of organisation that align with CDAH's aims, objectives and values.

(2) Voting Rights

- (a) Nil

(3) Individuals with Associate Membership of the Association have the following rights:

- (a) to receive notice of and attend general meetings of the Association;
- (b) address general meetings of the Association if granted leave to do so by the person chairing the meeting; and;
- (c) to receive information about the Association's activities.

(4) Individuals with Associate Membership are not entitled to vote at Association meetings or to hold a position on the Board.

#### 4 Membership applications

- (1) An application by a person to be a member of the association must be:
  - (a) made in writing, and
  - (b) in the form determined by the Board, and
  - (c) lodged with the secretary.
- (2) The Board may determine that an application may be made or lodged by email or other electronic means.
- (3) The secretary must refer an application to the Board as soon as practicable after receiving the application.
- (4) The Board must approve or reject the application.
- (5) As soon as practicable after the Board has decided the application, the secretary must:
  - (a) give the applicant written notice of the decision, including by email or other electronic means if determined by the Board, and
  - (b) if the application is approved - inform the applicant that the applicant is required to pay the entrance fee and annual subscription fee payable under clause 5 within 28 days of the day the applicant received the notice.
- (6) The secretary must enter the applicant's name in the register of members as soon as practicable after the applicant pays the entrance fee and annual subscription fee in accordance with subclause (5)(b).
- (7) The applicant becomes a member once the applicant's name is entered in the register.

#### 5 Register of members

- (1) The secretary must establish and maintain a register of members of the association.
- (2) The register:
  - (a) may be in written or electronic form, and
  - (b) must include, for each member:
    - (i) the member's full name, and
    - (ii) a residential, postal or email address, and
    - (iii) the date on which the person became a member, and
    - (iv) if the person ceases to be a member - the date on which the person ceased to be a member, and

- (v) the class of membership which the member was admitted; and
  - (vi) any subsequent changes to the membership class for any member.
- (c) must be kept in New South Wales:
  - (i) at the association's main premises, or
  - (ii) if the association has no premises - at the association's official address, and
- (d) must be available for inspection, free of charge, by members at a reasonable time, and
- (e) if kept in electronic form - must be able to be converted to hard copy.
- (3) If the register is kept in electronic form, the requirements in subclause (2)(c) and (d) apply as if a reference to the register is a reference to a current hard copy of the register.
- (4) A member may obtain a hard copy of the register, or a part of the register, on payment of a fee of not more than \$1, as determined by the Board, for each page copied.
- (5) Information about a member, other than the member's name, must not be made available for inspection if the member requests that the information not be made available.
- (6) A member must not use information about a member obtained from the register to contact or send material to the member, unless:
  - (a) the information is used to send the member:
    - (i) a newsletter, or
    - (ii) a notice for a meeting or other event relating to the association, or
    - (iii) other material relating to the association, or
  - (b) it is necessary to comply with a requirement of the Act or the Regulation.

## **6** Fees and subscriptions

- (1) The entrance fee to be paid to the association by a person whose application to be a member of the association is currently at no cost:
  - (a) another amount determined by the Board.
- (2) A member must pay to the association an annual subscription fee of \$2, or another amount determined by the Board:
  - (a) if the member becomes a member on or after the first day of the financial year of the association in a calendar year:
    - (i) in accordance with clause 3(5)(b), and
    - (ii) before the first day of the financial year of the association in each subsequent calendar year, or
  - (b) otherwise - before the first day of the financial year of the association



in each calendar year.

## 7 Members' liabilities

The liability of a member of the association to contribute to the payment of either of the following is limited to the amount of any outstanding fees for the member under clause 5:

- (a) the debts and liabilities of the association,
- (b) the costs, charges, and expenses of the winding up of the association.

## 8 Disciplinary action against members

- (1) A person may make a complaint to the Board that a member of the association has:
  - (a) failed to comply with a provision of this constitution, or
  - (b) willfully acted in a way prejudicial to the interests of the association.
- (2) The Board may refuse to deal with a complaint if the Board considers the complaint is trivial or vexatious.
- (3) If the Board decides to deal with the complaint, the Board must:
  - (a) serve notice of the complaint on the member, and
  - (b) give the member at least 14 days from the day the notice is served on the member within which to make submissions to the Board about the complaint, and
  - (c) consider any submissions made by the member.
- (4) The Board may, by resolution, expel the member from the association or suspend the member's membership if, after considering the complaint, the Board is satisfied that:
  - (a) the facts alleged in the complaint have been proved, and
  - (b) the expulsion or suspension is warranted.
- (5) If the Board expels or suspends the member, the secretary must, within 7 days of that action being taken, give the member written notice of:
  - (a) the action taken, and
  - (b) the reasons given by the Board for taking the action, and
  - (c) the member's right of appeal under clause 8.
- (6) The expulsion or suspension does not take effect until the later of the following:
  - (a) the day the period within which the member is entitled to exercise the member's right of appeal expires, or
  - (b) if the member exercises the member's right of appeal within the period - the day the association confirms the resolution under clause 8.

## 9 Right of appeal against disciplinary action

- (1) A member may appeal against a resolution of the Board under clause 7 by lodging a notice of appeal with the secretary within 7 days of being served notice of the resolution.
- (2) The member may include, with the notice of appeal, a statement of the grounds on which the member intends to rely for the purposes of the appeal.
- (3) The secretary must notify the Board that the secretary has received a notice of appeal.
- (4) If notified that a notice has been received, the Board must call a general meeting of the association to be held within 28 days of the day the notice was received.
- (5) At the general meeting:
  - (a) no business other than the question of the appeal is to be transacted, and
  - (b) the member must be given an opportunity to state the member's case orally or in writing, or both, and
  - (c) the Board must be given the opportunity to state the Board's case orally or in writing, or both, and
  - (d) the members present must vote by secret ballot on the question of whether the resolution should be confirmed or revoked.
- (6) The appeal is to be determined by a simple majority of votes cast by the members.

## 10 Resolution of internal disputes

- (1) Disputes between members of the Association (in their capacity as members) are initially resolved in accordance with CDAH's policies and procedures
  - (2) Where the dispute is not resolved in accordance with CDAH's policies and procedures, the matter is to be referred to a Community Justice Centre for mediation under the Community Justice Centres Act 1983.
- 
- (1) The following disputes must be referred to a Community Justice Centre within the meaning of the *Community Justice Centres Act 1983* for mediation:
    - (a) a dispute between 2 or more members of the association, but only if the dispute is between the members in their capacity as members, or
    - (b) a dispute between 1 or more members and the association.
  - (2) If the dispute is not resolved by mediation within 3 months of being referred to the Community Justice Centre, the dispute must be referred to arbitration.
  - (3) The *Commercial Arbitration Act 2010* applies to a dispute referred to

arbitration.

## **11** Membership entitlements not transferable

A right, privilege or obligation that a person has because the person is a member of the association:

- (a) cannot be transferred to another person, and
- (b) terminates once the person ceases to be a member of the association.
- (c) Where a person ceases to be a Member, the Secretary shall enter the date on which the Member ceased to be a Member into the Register of Members.

## **12** Member resignation

- (1) A member of the association may resign from being a member by giving the secretary written notice of at least 1 month, or another period determined by the Board, of the member's intention to resign.
- (2) The member ceases to be a member on the expiration of the notice period.

## **13** Cessation of membership

A person ceases to be a member of the association if the person:

- (a) dies, or
- (b) resigns from being a member, or
- (c) is expelled from the association, or
- (d) fails to pay the annual subscription fee payable under clause 5(2) within 3 months of the due date.

# **Part 3      Board**

## **Division 1      Constitution**

### **14** Functions of Board

Subject to the Act, the Regulation, this constitution and any resolution passed by the association in general meeting, the Board:

- (a) is to control and manage the affairs of the association, and
- (b) may exercise all the functions that may be exercised by the association, other than a function that is required to be exercised by the association in general meeting, and
- (c) has power to do all things that are necessary or convenient to be done for the proper management of the affairs of the association.

### **15** Composition of Board

- (1) The Board must have 7 members and not more than nine (9) Directors,

as elected in accordance with clause 15, consisting of:

- (a) the following office-bearers:
  - (i) the president,
  - (ii) the vice-president,
  - (iii) the secretary,
  - (iv) the treasurer, and
- (b) at least 3 ordinary Board members.

**Note** - The Act, section 28 contains requirements relating to membership eligibility and composition of the Board.

- (2) An office-bearer may hold up to 2 offices, other than both the offices of president and vice-president.
- (3) Reasonable Accommodation
  - (a) Any member of the Association who is elected to the Board and who requires reasonable accommodation to enable them to properly discharge their duties as a member of the Board shall have the reasonable costs of such accommodation met by the Association.
  - (b) The Association member must provide enough information to allow the Board to make an informed decision of the adjustments requested. The Board will then decide on a Reasonable Adjustment Plan in consultation with the Committee member.
  - (c) The plan will then be formalised and a response to the Committee member requesting the reasonable adjustments will be communicated, documented and executed.

(4) **Co-option**

- (a) The Board can co-opt from time to time:
  - i. any individual person who is a Full Member of the Association;
  - ii. any individual person who is an Associate Member of the Association;
  - or;
  - iii. any individual person who is an ally-and who is an Associate Member of the Association

(b) Individuals who are co-opted are to do so as advisors to provide expertise as needed for a limited period of time, provided the number of persons co-opted does not exceed four (4) at any one time.

(c) Individuals who are co-opted to the Board are not full members of the Board and do not have the right to vote in Board decisions.

(d) Any person co-opted under clause 28(1) of this Constitution:

- I. will attend Board meetings when requested by the Board; and;

- II. shall be entitled to address such meetings by leave of the Chair;  
and;
- III. will report to the Board.

(4) The term of any person co-opted under clause 28 (1) of this Constitution shall be until the next Annual General Meeting or such shorter time as is determined by the Board.

- (5) A person who has previously been co-opted is eligible to be co-opted again by the incoming Board.

## **16** Remuneration of Board Members

- (1) Board Members are not to receive remuneration.
- (2) The Association must not:
  - (a) appoint a Board Member to any salaried office of the Association or any office of the Association paid by fees, or;
  - (b) pay or give a Board Member remuneration or other benefits in money or money's worth except, with the approval of the Committee, repayment of out of-pocket expenses.

## **17** Election of Board members

- (1) Any full member of the association may be nominated as a candidate for election as an office-bearer or ordinary Board member.
- (2) The nomination must be:
  - (a) made in writing, and
  - (b) signed by at least 2 members of the association, not including the candidate, and
  - (c) accompanied by the written consent of the candidate to the nomination, and
  - (d) given to the secretary at least 7 days before the date fixed for the annual general meeting at which the election is to take place.
- (3) If insufficient nominations are received to fill all vacancies:
  - (a) the candidates nominated are taken to be elected, and
  - (b) a call for further nominations must be made at the meeting.
- (4) A nomination made at the meeting in response to a call for further nominations must be made in the way directed by the member presiding at the meeting.
- (5) Vacancies that remain after a call for further nominations are taken to be casual vacancies.
- (6) If the number of nominations received is equal to the number of vacancies to be filled, the members nominated are taken to be elected.
- (7) If the number of nominations received is more than the number of

vacancies to be filled, a ballot must be held at the meeting in the way directed by the Board.

## **18** Terms of office

- (1) Subject to this constitution, a Board member holds office from the day the member is elected until immediately before the next annual general meeting.
- (2) A member is eligible, if otherwise qualified, for re-election.
- (3) There is no limit on the number of consecutive terms for which a Board member may hold office.

## **19** Vacancies in office

- (1) A casual vacancy in the office of a Board member arises if the member:
  - (a) dies, or
  - (b) ceases to be a member of the association, or
  - (c) resigns from office by written notice given to the secretary, or
  - (d) is removed from office by the association under this clause, or
  - (e) is absent from 3 consecutive meetings of the Board without the consent of the Board, or
  - (f) becomes an insolvent under administration within the meaning of the *Corporations Act 2001* of the Commonwealth, or
  - (g) is prohibited from being a director of a company under the *Corporations Act 2001* of the Commonwealth, Part 2D.6, or
  - (h) is convicted of an offence involving fraud or dishonesty for which the maximum penalty is imprisonment for at least 3 months, or
  - (i) becomes a mentally incapacitated person.
- (2) The association in general meeting may, by resolution:
  - (a) remove a Board member from office at any time, and
  - (b) appoint another full member with a disability of the association to hold office for the balance of the Board member's term of office.
- (3) A Board member to whom a proposed resolution referred to in subclause (2) relates may:
  - (a) give a written statement, of a reasonable length, to the president or secretary, and
  - (b) request that the Board send a copy of the statement to each member of the association at least 7 days before the general meeting at which the proposed resolution will be considered.
- (4) If the Board fails to send a copy of a statement received under subclause (3)(a) to each member in accordance with a request made under subclause (3)(b), the statement must be read aloud by the member presiding at the general meeting at which the proposed resolution will be considered.

- (5) The Board may appoint a member of the association to fill a casual vacancy other than a vacancy arising from the removal from office of a Board member.
- (6) Subject to this constitution, a member appointed to fill a casual vacancy holds office until the next annual general meeting.

## 20 Secretary

- (1) As soon as practicable after being elected as secretary, the secretary must lodge a notice with the association specifying the secretary's address.
- (2) The secretary must keep minutes of:
  - (a) all elections of Board members, and
  - (b) the names of Board members present at a meeting of the Board or a general meeting, and
  - (c) all proceedings at Board meetings and general meetings.
- (3) The minutes must be:
  - (a) kept in written or electronic form, and
  - (b) for minutes of proceedings at a meeting -signed, in writing or by electronic means, by:
    - (i) the member who presided at the meeting, or
    - (ii) the member presiding at the subsequent meeting.

## 21 Treasurer

The treasurer of the association must ensure—

- (a) all money owed to the association is collected, and
- (b) all payments authorised by the association are made, and
- (c) correct books and accounts are kept showing the financial affairs of the association, including full details of receipts and expenditure relating to the association's activities.

## 22 Delegation to subcommittees

- (1) The Board may:
  - (a) establish 1 or more subcommittees to assist the Board to exercise the Board's functions, and
  - (b) appoint 1 or more members of the association to be the members of the subcommittees.
- (2) The Board may delegate to the subcommittee the exercise of the Board's functions specified in the instrument, other than:
  - (a) this power of delegation, or
  - (b) a duty imposed on the Board by the Act or another law.

**Note:** The *Interpretation Act 1987*, section 49 deals with various matters relating to delegations.

## 23 Board meetings

- (1) The Board must meet at least 3 times in each 12-month period at the place and time determined by the Board. CDAH Board will meet at least 6 times per 12 months.
- (2) Additional meetings of the Board may be called by any Board member.
- (3) The procedure for calling and conducting business at a meeting of a subcommittee is to be as determined by the subcommittee.

**Note:** The Act, section 30(1) provides that Board meetings may be held as and when the association's constitution requires.

## 24 Notice of Board meeting

- (1) The secretary must give each Board member oral or written notice of a meeting of the Board at least 48 hours, or another period on which the Board members unanimously agree, before the time the meeting is due to commence.
- (2) The notice must describe the general nature of the business to be transacted at the meeting.
- (3) The only business that may be transacted at the meeting is:
  - (a) the business described in the notice, and
  - (b) business that the Board members present at the meeting unanimously agree is urgent business.

## 25 Quorum

- (1) The quorum for a meeting of the Board is 3 Board members.
- (2) No business may be transacted by the Board unless a quorum is present.
- (3) If a quorum is not present within half an hour of the time the meeting commences, the meeting is adjourned:
  - (a) to the same place, and
  - (b) to the same time of the same day in the following week.
- (4) If a quorum is not present within half an hour of the time the adjourned meeting commences, the meeting is dissolved.
- (5) If the number of Board members is less than the number required to constitute a quorum for a Board meeting, the Board members may appoint 1 or more members of the association as Board members to enable the quorum to be constituted.
- (6) A Board member appointed under subclause (5) holds office, subject to this constitution, until the next annual general meeting.
- (7) This clause does not apply to the filling of a casual vacancy to which clause 17 applies.

**Note:** The Act, section 28A provides for the filling of vacancies on the Board to constitute a quorum.



## **26** Presiding Board member

- (1) The following Board member presides at a meeting of the Board:
  - (a) the president,
  - (b) if the president is absent - the vice-president,
  - (c) if both the president and vice-president are absent - 1 of the members present at the meeting, as elected by the other members.
- (2) The member presiding at the meeting has:
  - (a) a deliberative vote, and
  - (b) in the event of an equality of votes - a second or casting vote.

## **27** Voting

A decision supported by a majority of the votes cast at a meeting of the Board or a subcommittee at which a quorum is present is the decision of the Board or subcommittee.

- (1) Questions arising at a meeting of the Board or of any sub-committee appointed by the Board are to be determined by a majority of the votes of members of the Board present at the meeting.
- (2) Each director present at a meeting of the Board or of any sub-committee appointed by the Board is entitled to one vote but, in the event of an equality of votes on any question, the person presiding may exercise a second or casting vote.

## **28** Acts valid despite vacancies or defects

- (1) Subject to clause 23(1), the Board may act despite there being a casual vacancy in the office of a Board member.
- (2) An act done by a Board or subcommittee is not invalidated because of a defect relating to the qualifications or appointment of a member of the Board or subcommittee.

## **29** Transaction of business outside meetings or by telephone or other means

- (1) The Board may transact its business by the circulation of papers,
- (2) including by electronic means, among all Board members.
- (3) If the Board transacts business by the circulation of papers, a written resolution, approved in writing by a majority of Board members, is taken to be a decision of the Board made at a meeting of the Board.
- (4) The Board may transact its business at a meeting at which 1 or more Board members participate by telephone or other electronic means, provided a member who speaks on a matter can be heard by the other

members.

- (5) The member presiding at the meeting and each other member have the same voting rights as they would have at an ordinary meeting of the Board for the purposes of:
  - (a) the approval of a resolution under subclause (2), or
  - (b) a meeting held in accordance with subclause (3).
- (6) A resolution approved under subclause (2) must be recorded in the minutes of the meetings of the Board.

**Note:** The Act, section 30(2) and (3) contains requirements relating to meetings held at 2 or more venues using technology.

## Part 4 General meetings of association

### 30 Annual general meetings

- (1) The association must hold the association's first annual general meeting within 18 months of the day the association was registered under the Act.
- (2) The association must hold subsequent annual general meetings within:
  - (a) 6 months of the last day of the association's financial year, or
  - (b) the later period allowed or prescribed in accordance with the Act, section 37(2)(b).
- (3) Subject to the Act and subclauses (1) and (2), the annual general meeting is to be held at the place and time determined by the Board.
- (4) The business that may be transacted at an annual general meeting includes the following:
  - (a) confirming the minutes of the previous annual general meeting and any special general meetings held since the previous annual general meeting,
  - (b) receiving reports from the Board on the association's activities during the previous financial year,
  - (c) electing office-bearers and ordinary Board members,
  - (d) receiving and considering financial statements or reports required to be submitted to members of the association under the Act.

**Note:** The Act, section 37(1) and (2) provides for when annual general meetings must be held.

### 31 Special general meetings

- (1) The Board may call a special general meeting whenever the Board thinks fit.
- (2) The Board must call a special general meeting if the Board receives a request made by at least 5% of the total number of members.
- (3) The request:

- (a) must be in writing, and
  - (b) must state the purpose of the meeting, and
  - (c) must be signed by the members making the request, and
  - (d) may consist of more than 1 document in a similar form signed by 1 or more members, and
  - (e) must be lodged with the secretary, and
  - (f) may be in electronic form and signed and lodged by electronic means.
- (4) If the Board fails to call a special general meeting within 1 month of the request being lodged, 1 or more of the members who made the request may call a special general meeting to be held within 3 months of the date the request was lodged.
- (5) A special general meeting held under subclause (4) must be conducted, as far as practicable, in the same way as a general meeting called by the Board.

### **32** Notice of general meeting

- (1) The secretary must give each member notice of a general meeting:
- (a) if a matter to be determined at the meeting requires a special resolution - at least 21 days before the meeting, or
  - (b) otherwise - at least 14 days before the meeting.
- (2) The notice must specify:
- (a) the place and time at which the meeting will be held, and
  - (b) the nature of the business to be transacted at the meeting, and
  - (c) if a matter to be determined at the meeting requires a special resolution - that a special resolution will be proposed, and
  - (d) for an annual general meeting - that the meeting to be held is an annual general meeting.
- (3) The only business that may be transacted at the meeting is:
- (a) the business specified in the notice, and
  - (b) for an annual general meeting - business referred to in clause 28(4).
- (4) A member may give written notice to the secretary of business the member wishes to raise at a general meeting.
- (5) If the secretary receives a notice under subclause (4), the secretary must specify the nature of the business in the next notice calling a general meeting.

### **33** Quorum

- (1) The quorum for a general meeting is 5 members of the association entitled to vote under this constitution.
- (2) No business may be transacted at a general meeting unless a quorum is

present.

- (3) If a quorum is not present within half an hour of the time the meeting commences, the meeting:
  - (a) if called on the request of members - is dissolved, or
  - (b) otherwise - is adjourned:
    - (i) to the same time of the same day in the following week, and
    - (ii) to the same place, unless another place is specified by the member presiding at the meeting at the time of the adjournment or in a written notice given to members at least 1 day before the adjourned meeting.
- (4) If a quorum is not present within half an hour of the time an adjourned meeting commences, but there are at least 3 members present, the members present constitute a quorum.

### **34** Adjourned meetings

- (1) The member presiding at a general meeting may, with the consent of the majority of the members present, adjourn the meeting to another time and place.
- (2) The only business that may be transacted at the adjourned meeting is the business remaining from the meeting at which the adjournment took place.
- (3) If a meeting is adjourned for at least 14 days, the secretary must give each member oral or written notice, at least 1 day before the adjourned meeting, of:
  - (a) the time and place at which the adjourned meeting will be held, and
  - (b) the nature of the business to be transacted at the adjourned meeting.

### **35** Presiding member

- (1) The following member presides at a general meeting:
  - (a) the president,
  - (b) if the president is absent - the vice-president,
  - (c) if both the president and vice-president are absent - 1 of the members present at the meeting, as elected by the other members.
- (2) The member presiding at the meeting has:
  - (a) a deliberative vote, and
  - (b) in the event of an equality of votes - a second or casting vote.

### **36** Voting

- (1) A member is not entitled to vote at a general meeting unless the member:
  - (a) is at least 18 years of age, and
  - (b) has paid all money owed by the member to the association.

- (2) Each member has 1 vote, except as provided by clause 33(2)(b).
- (3) A question raised at the meeting must be decided by:
  - (a) a show of hands, or
  - (b) if clause 36 applies - an appropriate method as determined by the Board, or
  - (c) a written ballot, but only if:
    - (i) the member presiding at the meeting moves that the question be decided by ballot, or
    - (ii) at least 5 members agree the question should be determined by ballot.
- (4) If a question is decided using a method referred to in subclause (3)(a) or (b), either of the following is sufficient evidence that a resolution has been carried, whether unanimously or by a majority, or lost, using the method:
  - (a) a declaration by the member presiding at the meeting,
  - (b) an entry in the association's minute book.
- (5) A written ballot must be conducted in accordance with the directions of the member presiding.
- (6) A member cannot cast a vote by proxy.

### **37** Postal or electronic ballots

- (1) The association may hold a postal or electronic ballot, as determined by the Board, to decide any matter other than an appeal under clause 8.
- (2) The ballot must be conducted in accordance with Schedule 2 of the Regulation.

### **38** Transaction of business outside meetings or by telephone or other means

- (1) The association may transact its business by the circulation of papers, including by electronic means, among all members of the association.
- (2) If the association transacts business by the circulation of papers, a written resolution, approved in writing by a majority of members, is taken to be a decision of the association made at a general meeting.
- (3) The association may transact its business at a general meeting at which 1 or more members participate by telephone or other electronic means, provided a member who speaks on a matter can be heard by the other members.
- (4) The member presiding at the meeting and each other member have the same voting rights as they would have at an ordinary meeting of the association for the purposes of:
  - (a) the approval of a resolution under subclause (2), or
  - (b) a meeting held in accordance with subclause (3).
- (5) A resolution approved under subclause (2) must be recorded in the

minutes of the meetings of the association.

**Note:** The Act, section 37(3) and (4) contains requirements relating to meetings held at 2 or more venues using technology.

## Part 5 Administration

### 39 Change of name, objects, or constitution

An application for registration of a change in the association's name, objects or constitution made under the Act, section 10 must be made by:

- (a) the public officer, or
- (b) a Board member.

### 40 Funds

- (1) Subject to a resolution passed by the association, the association's funds may be derived from the following sources only:
  - (a) the entrance fees and annual subscription fees payable by members,
  - (b) donations,
  - (c) other sources as determined by the Board.
- (2) Subject to a resolution passed by the association, the association's funds and assets must be used to pursue the association's objects in the way that the Board determines.
- (3) As soon as practicable after receiving money, the association must:
  - (a) deposit the money, without deduction, to the credit of the association's authorised deposit-taking institution account, and
  - (b) issue a receipt for the amount of money received to the person from whom the money was received.
- (4) A cheque or other negotiable instrument must be signed by 2 authorised signatories.

**Note:** The Act, section 36 provides for the appointment of authorised signatories.

- (5) Gift Fund, The Association maintains a Gift Fund and if the Gift Fund is wound up or if the endorsement (if any) of the Association as a Deductible Gift Recipient is revoked, any surplus assets of the Gift Fund remaining after the payment of liabilities attributable to it shall be transferred to a Public Benevolent Institution, preferably an institution with objectives similar to those of the Association, to which income tax deductible gifts can be made

### 41 Insurance

The association may take out and maintain insurance as appropriate for the association's assets and liabilities.

## 42 Non-profit status

Subject to the Act and the Regulation, the association must not conduct the association's affairs in a way that provides a pecuniary gain for a member of the association.

**Note:** See the Act, section 40.

## 43 Service of notices

- (1) For the purposes of this constitution, a notice may be given to or served on a person:
  - (a) by delivering the notice to the person personally, or
  - (b) by sending the notice by pre-paid post to the address of the person, or
  - (c) by sending the notice by electronic transmission to an address specified by the person for giving or serving the notice.
- (2) A notice is taken to have been given to or served on a person, unless the contrary is proved:
  - (a) for a notice given or served personally - on the date on which the notice is received by the person, or
  - (b) for a notice sent by pre-paid post - on the date on which the notice would have been delivered in the ordinary course of post, or
  - (c) for a notice sent by electronic transmission:
    - (i) on the date the notice was sent, or
    - (ii) if the machine from which the transmission was sent produces a report indicating the notice was sent on a later date—on the later date.

## 44 Custody of records and books

Except as otherwise provided by this constitution, all records, books and other documents relating to the association must be kept in New South Wales:

- (a) at the association's main premises, in the custody of either of the following persons, as determined by the Board:
  - (i) the public officer,
  - (ii) a member of the association, or
- (b) if the association has no premises - at the association's official address, in the custody of the public officer.

## 45 Inspection of records and books

- (1) The following documents must be available for inspection, free of charge, by members of the association at a reasonable time:
  - (a) this constitution,
  - (b) minutes of Board meetings and general meetings of the association,
  - (c) records, books and other documents relating to the association.

- (2) A member may inspect a document referred to in subclause (1):
  - (a) in hard copy, or
  - (b) in electronic form, if available.
- (3) A member may obtain a hard copy of a document referred to in subclause (1) on payment of a fee of not more than \$1, as determined by the Board, for each page copied.
- (4) The Board may refuse to allow a member to inspect or obtain a copy of a document under this clause:
  - (a) that relates to confidential, personal, commercial, employment or legal matters, or
  - (b) if the Board considers it would be prejudicial to the interests of the association for the member to do so.

#### 46 Financial year

The association's financial year is:

- (a) the period commencing on the date of incorporation of the association and ending on the following 30 June, and
- (b) each period of 12 months after the expiration of the previous financial year, commencing on 1 July and ending on the following 30 June.

**Note:** The Regulation, section 21 contains a substitute clause 44 for certain associations incorporated under the *Associations Incorporation Act 1984*.

#### 47 Distribution of property on winding up

- (1) Subject to the Act and the Regulation, in a winding up of the association, the surplus property of the association must be transferred to another organisation:
  - (a) with similar objects, and
  - (b) which is not carried on for the profit or gain of the organisation's members.
- (2) In this clause:

**surplus property** has the same meaning as in the Act, section 65.