



CONSTITUTION OF

Joondalup Family Centre Incorporated

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

Joondalup Family Centre wishes to acknowledge and thank the traditional custodians of the land, the Whadjuk people of the Noongar nation on which we meet, work, and live. We acknowledge the Elders of the past, present and future

Contents

1.	PRELIMINARY MATTERS	7
1.1.	Name (M)(C)(R).....	7
1.2.	Type of entity ^(GP)	7
1.3.	Definitions (R)(GP)	7
1.4.	Relationship between constitution and associations Act (GP)	8
1.5.	Interpretation (GP).....	8
2.	JOONDALUP FAMILY CENTRE OBJECT, PURPOSES AND POWERS	9
2.1.	Object and purposes (M)(C)(R)	9
2.2.	Powers (M)(C)(R)	9
2.3.	Not-for-profit (M)(C)(R)	9
2.3.1.	Property and income (M)(C)(R)	9
2.3.2.	Permitted payments (M)(C)(R)	9
3.	MEMBERS – MEMBERSHIP REQUIREMENT	10
3.1.	Number, qualifications and liability of members (M)(R)	10
3.1.1.	Number (M)(R).....	10
3.1.2.	Qualifications (M)(R).....	10
3.1.3.	Liability (GP)(R)	10
3.2.	Becoming a Member	10
3.2.1.	Application (GP)(R).....	10
3.2.2.	Consideration of membership application (GP)(R).....	10
3.3.	Member Register (M)(R).....	11
3.3.1.	Content of members register (M)(R).....	11
3.3.2.	Inspection and copying of members register (M)(R)	11
3.3.3.	Prohibited use of information on members register (M)(R)	11
3.4.	Classes of members (GP)(R)	11
3.5.	Membership fees (M)(R)(O)	11
3.5.1.	Annual membership fee (M)(R)	11
3.6.	Ending of membership (M)(R)	12
3.6.1.	Circumstances when membership ceases (GP)(R)	12
3.6.2.	Resignation of member (GP)(R).....	12
3.6.3.	Suspension or expulsion of member (R)	12
3.6.4.	After suspension of member (GP)(R)	12
3.6.5.	Member's right of appeal against suspension or expulsion (M)(R)	13
3.6.6.	Reinstatement of member (M)(R).....	13
4.	ANNUAL GENERAL MEETING AND SPECIAL GENERAL MEETING	14
4.1.	General meeting (M).....	14
4.1.1.	Definition (GP)	14
4.1.2.	Two types of general meeting (GP).....	14

4.2.	<i>Annual general meeting (M)</i>	14
4.2.1.	Purpose of annual general meeting (M)	14
4.2.2.	Date, time and place of annual general meeting (M)(R)	14
4.2.3.	Financial statements and reports and annual general meetings (M)(R)	14
4.2.4.	Holding annual general meeting (M)(R)	14
4.2.5.	Special general meeting (M)(GP)	14
4.2.6.	Calling annual general meeting or special general meeting (M)(GP)	15
4.2.7.	Members call for annual general meeting or special general meeting (M)(GP)	15
4.2.8.	Failure to hold annual general meeting or special general meeting requested by members (M)(R)	15
4.2.9.	Quorum at annual general meeting or special general meeting (M)(R)	16
4.2.10.	Notice of, and motions at, annual general meeting or a special general meeting (M)(R)	16
4.2.11.	Using technology to hold annual general meeting or special general meeting (o) (m) (r)	16
4.2.12.	Conducting annual general meeting or special general meeting (M)(R)	16
5.	ANNUAL GENERAL MEETING AND SPECIAL GENERAL MEETING – RESOLUTIONS	18
5.1.	<i>Ordinary (GP) and special resolutions (M)</i>	18
5.1.1.	Definitions (GP)	18
5.1.2.	Notice of special resolution (M)	18
5.2.	<i>Members circular resolutions (O)</i>	18
6.	ANNUAL GENERAL MEETING AND SPECIAL GENERAL MEETING – VOTING	20
6.1.	<i>Voting conditions at annual general meeting and special general meeting (M)</i>	20
6.1.1.	Number of votes per member at annual general meeting and special general meeting (M)	20
6.1.2.	Entitlement to vote at annual general meeting and special general meeting	20
6.1.3.	Challenge to member's right to vote at annual general meeting and special general meeting (O) ..	20
6.1.4.	Organisational members and organisational representatives – voting at annual general meeting and special general meeting (O)	20
6.1.5.	Voting procedure at annual general meeting and special general meeting (M)	20
6.1.6.	When and how a vote in writing shall be held at annual general meeting and special general meeting (M)(GP)(O)	21
6.2.	<i>Proxies at annual general meeting and special general meeting (M)(GP)(O)</i>	21
6.2.1.	Annual general meeting and special general meeting requirements (GP)(O)	21
6.2.2.	Determining whether ordinary resolution carried at annual general meeting and special general meeting (M)	21
6.2.3.	Poll at annual general meeting and special general meeting (M)	22
7.	BOARD AND COMMITTEE MEMBERS	23
7.1.	<i>Board role and powers</i>	23
7.1.1.	Role (M)	23
7.1.2.	Powers (M)	23
7.2.	<i>Number of Committee Members, composition and qualifications (M)</i>	23
7.2.1.	Number of Committee Members on board (M)	23
7.2.2.	Composition of board (M)	23
7.2.3.	Qualifications of Committee Members (M)	23

7.3.	<i>Committee Members duties (M)</i>	24
7.3.1.	General Committee Members' duties (M)	24
7.3.2.	Committee Members conflict of interest (M)	24
7.4.	<i>Appointment of Committee Members (M)</i>	25
7.4.1.	Nomination for appointment as Committee Members (M)	25
7.4.2.	Methods (M)	25
7.4.3.	Election of Committee Members at an annual general meeting (M)	25
7.4.4.	Appointment of Committee Members by board to fill a casual vacancy (M)	26
7.4.5.	Term of office (M)	26
7.5.	<i>Resignation and removal of Committee Members (M)</i>	27
7.5.1.	Resignation (M)	27
7.5.2.	Removal (M)	27
7.5.3.	Assets and records of Committee Members who ceases to be a Committee Members (M)	27
7.6.	<i>Officeholders</i>	27
7.6.1.	Election of officeholders by board (M)	27
7.6.2.	Chairperson (GP)(R)	27
7.6.3.	Secretary (GP)(R)	27
7.6.4.	Treasurer (GP)(R)	28
7.6.5.	Record of officeholders (M)	29
8.	BOARD MEETINGS	30
8.1.	<i>Calling and conducting board meetings (M)</i>	30
8.1.1.	Calling board meetings (M)	30
8.1.2.	Notice (M)	30
8.1.3.	Using technology to hold board meeting (O)(M)(R)	30
8.1.4.	Conducting board meeting (M)	30
8.1.5.	Quorum for board meeting (M)	31
8.2.	<i>Board resolutions (M)</i>	31
8.2.1.	Voting (M)	31
8.2.2.	Board circular resolutions (O)(GP)	31
8.3.	<i>Remuneration of Committee Members (M)(R)(C)</i>	31
8.3.1.	No other remuneration (M)(R)(GP)(C)	31
9.	SUBCOMMITTEES AND OTHER DELEGATION	32
9.1.	<i>Subcommittees and delegation (GP)(R)(O)</i>	32
9.1.1.	Establishment (GP)(R)(O)	32
9.1.2.	Delegation (GP)(R)(O)	32
9.1.3.	Delegation to others (GP)(R)(O)	32
10.	FINANCES	33
10.1.	<i>Payment of income or property to members (M)(R)(C)</i>	33
10.1.1.	Not permitted (M)(R)(C)	33
10.1.2.	Permitted payments (M)(R)(C)	33

10.2.	<i>Funds</i>	33
10.2.1.	Source of funds (GP)(R)	33
10.2.2.	Control of funds (M)	33
10.2.3.	Financial records (M)	33
11.	BINDING THE ASSOCIATION	34
11.1.	<i>Use of common seal (M)(O)(R)</i>	34
12.	MINUTES, BOOKS AND RECORDS	35
12.1.	<i>Minutes (M)</i>	35
12.1.1.	Taking of minutes (M)	35
12.1.2.	Review and signing of minutes (GP)(R)	35
12.1.3.	Inspection of minutes (M)	35
12.2.	<i>Records (M)</i>	35
12.2.1.	Inspecting record of officeholders (M)	35
12.2.2.	Custody of association's books (M).....	35
12.2.3.	Inspecting association's books (M).....	36
12.2.4.	Prohibition on use of information in association's books and record of officeholders (M)	36
12.2.5.	Returning the association's books (M)	36
13.	DISPUTES	37
13.1.	<i>Disputes arising under constitution (M)</i>	37
13.2.	<i>Mediation (GP)(R)</i>	37
13.3.	<i>Inability to resolve dispute (M)</i>	38
14.	SERVICE OF NOTICES	39
14.1.	<i>Legal requirements (M)</i>	39
14.2.	<i>Service on members (M)</i>	39
15.	INDEMNITY AND INSURANCE (O)	40
15.1.	<i>Indemnity (O)</i>	40
15.2.	<i>Committee Members's insurance (O)</i>	40
15.3.	<i>Insurance covering workers, contractors, volunteers and visitors (O)</i>	40
16.	OCCUPATIONAL SAFETY AND HEALTH	41
16.1.	<i>Safe and healthy working environment (O)</i>	41
16.2.	<i>Occupational Safety and Health obligations (O)</i>	41
17.	CONSTITUTION AND BY-LAWS	42
17.1.	<i>Constitution (M)</i>	42
17.1.1.	Binding (M)	42
17.1.2.	Amendment (M)	42
17.1.3.	Copies (M)	42
17.2.	<i>By-laws (O)</i>	42
17.2.1.	Power and purpose (O)	42
17.2.2.	Not of constitution and not required to be lodged (O)	42
18.	WINDING UP, CANCELLATION AND DISTRIBUTION OF SURPLUS PROPERTY	43

18.1.	<i>Cessation of activities, winding up and cancellation of incorporation (M)(C)</i>	43
18.2.	<i>Surplus assets not to be distributed to members (M)(C)</i>	43
18.3.	<i>Distribution of surplus assets (M)(C)</i>	43
19.	Schedule 1 - Membership Application Form	44
20.	Schedule 2 - Proxy Voting Form	45
21.	Schedule 2 - Proxy Voting Form	46
22.	Schedule 2 - Proxy Voting Form	47
23.	Schedule 3 – Appointment of Organisational Member Representative Form	48

1. PRELIMINARY MATTERS

1.1. Name (M)(C)(R)

The name of the association is Joondalup Family Centre Incorporated. ^{(M)(C)(R)}

1.2. Type of entity ^(GP)

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

1.3. Definitions (R)(GP)

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

- (a) **ACNC** means the Australian Charities and Not-for-profits Commission. ^(C)
- (b) **ACNC Act** means the Australian Charities and Not-for-profits Commission Act 2012 (Cth).
- (c) **Administrative Tribunal** means the State Administrative Tribunal of Western Australia.
- (d) **Annual General Meeting** means a general meeting of members called under clause 4.2.4
- (e) **Association** means Joondalup Family Centre Inc ^(M) Incorporated an incorporated association which is incorporated under the Associations Incorporation Act 2015 (WA) have registration number A1003077G
- (f) **Associations Act 2015** means the *Associations Incorporation Act 2015* (WA).
- (g) **Association's books** means the association's registers, minutes, documents, securities, financial records, financial statements and financial reports as defined in Section 62 of the Associations Act, however compiled, stored or recorded.
- (h) **Association's regulations** means the regulations made under the Associations Act (if any).
- (i) **Board** means the group of people, called Committee, who are responsible for the management of the affairs of the association, appointed by the members.
- (j) **Board meeting** means a meeting of the Committee.
- (k) **By-laws** mean any additional arrangements or processes adopted by members by ordinary resolution to supplement this constitution. ^(O)
- (l) **Chairperson** means the person elected by the members to hold this office and perform duties in
- (m) **Charitable Collections Act** means the *Charitable Collections Act 1946* (WA).
- (n) **Circular resolution**, which may be a member's circular resolution or a board circular resolution, means a resolution that is passed without a face-to-face general meeting or board meeting being held. Separate copies of the circular resolution may be used for signing by members or Committee Members provided the wording of the circular resolution and statement is identical in each copy. The circular resolution is passed when the last member or Committee Members signs the circular resolution.
- (o) **Clause** means a clause of this constitution.
- (p) **Commissioner** means the person designated as the Commissioner from time to time under the Associations Act, currently the Executive Officer of the Western Australian Department of Commerce.
- (q) **Committee Members** means the members of the board who are responsible for the management of the affairs of the incorporated association, being a member appointed under clause 7.4.
- (r) **Constitution** means this document as amended from time to time.
- (s) **Corporations Act** means the *Corporations Act 2001* (Cth).
- (t) **Department** means the Western Australian government department principally assisting with the administration of the Associations Act, currently the Western Australian Department of Commerce.
- (u) **Financial records** means:
 - a. Invoices, receipts, orders for the payment of money, bills of exchange, cheques, promissory notes and vouchers,
 - b. Documents of prime entry such as sales day books, purchase day books, sales returns day books, purchases returns day books, bank books, cash receipts books, cash payments books, petty cash receipts books, petty cash payments books and journals, and
 - c. Working papers and other documents needed to explain:
 - i. The methods by which financial statements are prepared, and
 - ii. Adjustments to be made in preparing financial statements.
- (v) **Financial report** refers to the financial report for a financial year of a tier 2 ^(O) association and comprises:
 - a. The financial statements for the financial year of a tier 2 ^(O) association,
 - b. The notes to the financial statements for the financial year of a tier 2 ^(O) association, and
 - c. The declaration about the financial statements and notes made by the board of a tier 2 ^(O) association.
- (w) **Financial statements** means:
 - a. If the association uses the cash basis of accounting:
 - i. A statement of receipts and payments for the financial year,
 - ii. A reconciled statement of bank account balances as at the end of the financial year, and
 - iii. A statement of assets and liabilities as at the end of the financial year.

- b. If the association uses the accrual basis of accounting:
 - i. A statement of income and expenditure for the financial year, and
 - ii. A balance sheet.

(x) **Financial year** means:

- a. In relation to the association's first financial year, the period ending twelve (12) months from the date of incorporation of the association, and
- b. After the association's first financial year, a period of twelve (12) months commencing on 1 Jan ^(o) and ending on 31 Dec ^(o) each year.

(y) **General meeting** means a meeting of the members of the association to which all members (including associate members, if any) are invited to attend, and is either:

- a. an annual general meeting, or
- b. a special general meeting.

(z) **Meeting Chair** means the person who chairs a general meeting or a board meeting.

(aa) **Member** means a person or organisation that is a member of the association.

(bb) **Minutes** means a permanent and detailed record of the deliberations of, and resolutions adopted at, general meetings and board meetings and may include a hardcopy or an authorised softcopy documentation of those deliberations and resolutions.

(cc) **Model rules** means the template set of rules for incorporated associations established under the associations regulations.

(dd) **Officeholder** means a Committee member referred to in clause 7.2.2

(ee) **Ordinary resolution** means a resolution at a meeting that:

- a. Is not a special resolution, and
- b. Is passed by the votes of more than 50% of the persons who are entitled to cast a vote at that meeting.

(ff) **Organisational member** means a member of the association that is a corporation, incorporated association or other form of body corporate.

(gg) **Organisational representative** means a natural person (i.e. human being) nominated by the organisational member to represent the organisational member at one or more general meetings.

(hh) **Poll** means voting conducted by a show of hands which is recoded in writing in the minutes.

(ii) **Quorum** means the number of persons required to be present in order to conduct a meeting.

(jj) **Registered Charity** means an organisation that is registered as a charity under the ACNC Act".(C)

(kk) **Special general meeting** means any general meeting of members that is not an annual general meeting.

(ll) **Special resolution** means a resolution proposed at a meeting and passed by the votes of not less than seventy five (75)% (M) of the persons who are entitled to cast a vote at that meeting.

(mm) **Surplus property** means the property remaining when the association is wound up or cancelled after satisfying:

- a. The debts and liabilities of the association, and
- b. The costs, charges and expenses of winding up the association, but does not include books relating to the management of the association.

(nn) Tier 2 association means an association that, in a financial year:

- a. Has a revenue of more than \$250,000 but less than \$1,000,000, or
- b. Has been declared by the Commissioner to be a Tier 2 association.

Tier 2 associations must prepare financial reports that give a true and fair view of the association in accordance with Australian Accounting Standards that is reviewed by a professional accounting body holding a public practicing certificate.

1.4. Relationship between constitution and associations Act (GP)

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

1.5. Interpretation (GP)

In this constitution:

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

2. JOONDALUP FAMILY CENTE OBJECT, PURPOSES AND POWERS

2.1. Object and purposes (M)(C)(R)

Joondalup Family Centre Inc ^(C) is a public institution which has the charitable purpose of advancing social and public welfare by: ^{(M)(C)(R)}

- (a) Advancing mental health and preventing social isolation;
- (b) Providing a physical location where it supports individuals to undertake activities, or work on projects, in the company of others.

2.2. Powers (M)(C)(R)

Subject to the Associations Act, the association may do all things necessary to lawfully pursue its objects for Joondalup Family Centre ^(C) purposes. ^{(M)(C)(R)}

2.3. Not-for-profit (M)(C)(R)

2.3.1. Property and income (M)(C)(R)

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

2.3.2. Permitted payments (M)(C)(R)

Provided it is done in good faith, clause 2.3.1 does not prevent the association from:

- (a) Paying a member for goods or services they have provided, or expenses they have properly incurred at fair and reasonable rates, or ^{(M)(C)(R)}
- (b) Making payment to a member in carrying out the association's objects Joondalup Family Centre (C) purposes ^{(M)(C)(R)}

3. MEMBERS – MEMBERSHIP REQUIREMENT

3.1. Number, qualifications and liability of members (M)(R)

3.1.1.Number (M)(R)

The association shall have a minimum of six (6) members with full voting rights. ^{(M)(R)}

3.1.2.Qualifications (M)(R)

- (a) Subject to clause 3.1.2 (b), any person who supports the object Joondalup Family Centre ^(C) purposes of the association is eligible to apply for membership. ^{(GP)(R)(O)}
- (b) Subject to clause 3.1.1 the number of members shall be no less than six (6) (GP)(R)(O) Where staff are not permitted to become a member:
- (c) By-laws made under clause 17.2 require members to hold specified educational, trade or professional qualifications. ^{(O)(R)}
- (d) The association must comply with all legal and regulatory obligations that apply to the association when assessing eligibility of an applicant to become a member. ^{(GP)(R)}
- (e) A person under the age of eighteen (18) years cannot belong to a class of members that has voting rights ^{(GP)(R)}

3.1.3.Liability (GP)(R)

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

3.2. Becoming a Member

3.2.1.Application (GP)(R)

- (a) A person who wishes to become a member (**applicant**) shall:
 - a. Make a written membership application to the Association in the form set out in schedule 1 to this constitution (**membership application form**) ^{(GP)(R)}
- (b) The membership application form shall be signed by the applicant ^{(GP)(R)}
- (c) If the association has more than one class of members, the membership application form shall specify the applicable class of membership applied for by the applicant. ^{(GP)(R)}
- (d) An applicant becomes a member if:
 - a. They meet all membership qualifications under clause 3.1.2, ^{(GP)(R)}
 - b. They complete and forward a membership application form to the Secretary under clause 3.2.1 (a), ^(GP)
 - c. The board approves their membership application, and ^{(GP)(R)}
 - d. They pay any membership fees due under clause 3.5. ^(GP)
 - e. When the requirements of clause 3.2.1 have been fulfilled the person becomes a member, is entitled to exercise all the rights and privileges of a member and is bound by this constitution. ^{(GP)(R)}

3.2.2.Consideration of membership application (GP)(R)

- (a) The board shall consider and decide whether to approve or reject a membership application. ^{(GP)(R)}
- (b) Subject to clause 3.2.2(c), a membership application shall be considered and decided in the order in which it was received. ^{(GP)(R)}
- (c) When considering a membership application, the board may seek clarification of any matter or further information in support of the application, and may delay its decision to allow for that material to be provided. ^{(GP)(R)}
- (d) The board shall not approve a membership application unless the applicant: ^{(GP)(R)}
 - a. meets all the membership qualifications under clause 3.1.2, and ^{(GP)(R)}
 - b. makes a written membership application under clause 3.2.1(a), ^{(GP)(R)}
- (e) The board may refuse to accept a membership application even if the applicant has applied in writing and meets all membership qualifications under clause 3.1.2 ^{(GP)(R)}
- (f) As soon as is practicable after a decision is made under clause 3.2.2(a) the board shall give written notification to the applicant of the outcome of the membership application. ^{(GP)(R)}
- (g) The Committee is not required to provide reasons but must, upon request, be able to demonstrate that the rejection of any membership application was for reasons other than the personal characteristics of the applicant such as, without limitation, their age, race or background ^(GP)
- (h) If the applicant's membership application is rejected by the board, the applicant may request that their membership application, accompanied by with a brief document prepared by the applicant in support of their membership application, be put in the form of an ordinary resolution to the next occurring general meeting of the association. ^(O)

3.3. Member Register (M)(R)

3.3.1. Content of members register (M)(R)

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

3.3.2. Inspection and copying of members register (M)(R)

- (a) A member shall be entitled to inspect the members register free of charge, at such time and place as is mutually convenient to the association and the member. (M)(R)
- (b) A member shall contact the Secretary to request to inspect the members register. (GP)(R)
- (c) A member may make a copy of details from the members register but has no right to remove the members register. (M)(R)
- (d) A member may make a request in writing to the Secretary for a copy of the members register for which the association may charge a reasonable fee, which is to be determined by the board from time to time. (GP)(R)
- (e) The board may require a member who requests a copy of the members register under clause 3.3.2(d) to provide a statutory declaration to the Secretary setting out the purpose of the request and declaring that the purpose is connected with the association's affairs. (GP)(R)

3.3.3. Prohibited use of information on members register (M)(R)

A member shall not use or disclose the information on the members register: (M)(R)

- (a) To gain access to information that a member has deliberately denied to them (for example, in relation to a social, family or legal difference or dispute involving the latter member), (M)(R)
- (b) To contact, send material to the association or a member for the purpose of advertising for political, religious, charitable or commercial purposes, or (M)(R)
- (c) For any other purpose unless the use of the information: (M)(R)
 - a. Is approved by the board, and (M)(R)

For a purpose directly connected: (M)(R)

- (a) To the association's affairs, or (M)(R)
- (b) To the provision of information to the Commissioner under the Associations Act. (M)(R)

3.4. Classes of members (GP)(R)

- (a) The membership of the association consists of only one class of members being ordinary members. (O)(R)
- (b) A member has all rights provided to members under the constitution, including the right to vote, and other rights and benefits as determined by the board or by resolution of the members at a general meeting. (M)(R)
- (c) A person under the age of eighteen (18) years cannot be a member. (GP)(R)

3.5. Membership fees (M)(R)(O)

3.5.1. Annual membership fee (M)(R)

- (a) The board may from time to time determine the annual membership fee, if any, to be paid by each member (annual membership fee). (M)(R)
- (b) Each member shall pay the annual membership fee to the association as and when decided by the board. (GP)(R)
- (c) Subject to clause 3.5.1(d), if a person fails to pay the annual membership fee to the association within three months after the due date or forty eight (48) hours (O) prior to the AGM, whichever comes first, the person ceases to be a member. (GP)(R)
- (d) If a person ceases to be a member under clause 3.5.1(c) and subsequently pays all the member's outstanding fees to the association, the board may, if it considers fit and at its sole discretion, reinstate the members' rights and privileges from the date on which the outstanding fees are paid, including the right to vote. (GP)(R)
- (e) The board shall not be obliged to provide reasons for its decision to, or not to, reinstate the member's rights and privileges under clause 3.5.1(d). (O)

3.6. Ending of membership (M)(R)

3.6.1.Circumstances when membership ceases (GP)(R)

- (a) A member's membership ends if the member: ^{(GP)(R)}
 - a. Ceases to be a member under clause 3.6.2 (c), ^{(GP)(R)}
 - b. Resigns as a member under clause 3.6.2, ^{(GP)(R)}
 - c. Is expelled as a member under clause 3.6.3, or ^{(GP)(R)}
 - d. Dies. ^{(GP)(R)}
- (b) The Association shall keep a record of: ^{(M)(R)}
 - a. The date on which member's membership ends under clause 3.6.1 (a), and ^{(M)(R)}
 - b. The reason the member's membership ends ^{(M)(R)} within twenty eight (28) days after the change occurs ^(M) and retain this information for a period of one year after a person's membership ends. ^{(GP)(R)}

3.6.2.Resignation of member (GP)(R)

- (a) A member who has paid all membership fees may resign as a member by giving written notice of their resignation to the Secretary. ^{(GP)(R)}
- (b) The member's resignation is effective as at: ^{(GP)(R)}
 - a. The time of receipt by the Secretary of the person's written notice of resignation, or ^{(GP)(R)}
 - b. If a later time is stated in the notice, at that later time. ^{(GP)(R)}
- (c) Despite their resignation, any member who resigns from the association remains liable to pay any outstanding membership fees owing to the association at the time of resignation. ^{(GP)(R)}
- (d) The outstanding fees referred to in clause 3.6.2(c) may be recovered as a debt due by the member to the association. ^{(GP)(R)}
- (e) The rights of a member are not transferable and end when membership ceases.

3.6.3.Suspension or expulsion of member (R)

- (a) The association may, by board resolution, suspend or expel a member from membership if: ^{(GP)(R)}
 - a. The member refuses or neglects to comply with this constitution, or ^{(GP)(R)}
 - b. The member's conduct or behaviour is detrimental to the interests of the association. ^{(GP)(R)}
- (b) The Secretary shall, not less than twenty eight (28) days ^{(R)(O)} before the board meeting at which the suspension or expulsion resolution is to be considered, give written notice to the member: ^{(GP)(R)}
 - a. Of the proposed suspension or expulsion and the grounds on which it is based, ^{(GP)(R)}
 - b. Of the date, place and time of the board meeting at which the suspension or expulsion resolution is to be considered, ^{(GP)(R)}
 - c. That the member, or the member's representative, may attend the board meeting at which the suspension or expulsion resolution is to be considered, and ^{(GP)(R)}
 - d. That the member, or the member's representative, may address the board at the board meeting at which the suspension or expulsion resolution is to be considered and shall be given a full and fair opportunity to state the member's case orally, in writing, or both. ^{(GP)(R)}
- (c) At the board meeting at which the suspension or expulsion resolution is to be considered the board shall: ^{(GP)(R)}
 - a. Give the member, or the member's representative, a full and fair opportunity to state the member's case orally, ^{(GP)(R)}
 - b. Give due consideration to any written statement submitted by the member, and ^{(GP)(R)}
 - c. Determine whether or not the member should be: ^{(GP)(R)}
 - i. Expelled as a member, or ^{(GP)(R)}
 - ii. Suspended as a member, and if so, the period of the member's suspension. ^{(GP)(R)}
 - d. Once the board has decided to suspend or expel a member, the member is immediately suspended or expelled. ^{(GP)(R)}
 - e. Within seven (7) days ^{(R)(O)} of the board meeting at which the suspension or expulsion resolution is considered, the Secretary shall ensure that the member is informed in writing of the board's decision and the reasons for the board's decision. ^{(GP)(R)}

3.6.4.After suspension of member (GP)(R)

- (a) If a member's membership is suspended under clause 3.6.3 the Secretary shall record in the members register within twenty eight (28) days ^(M) of the date of suspension: ^{(GP)(R)}
 - a. The suspended member's name, ^{(GP)(R)}
 - b. The date on which the member's suspension takes effect, and ^{(GP)(R)}
 - c. The length of the suspension determined by the board under clause 3.6.3(c) c i ^{(GP)(R)}

- (b) A suspended member cannot exercise any rights or privileges of a member, including voting rights, during the period of suspension. ^{(GP)(R)}
- (c) Upon the expiry of the suspension period, the Secretary shall record in the members register that the member is no longer suspended within twenty eight (28) days ^(M) of that expiration date. ^{(GP)(R)}

3.6.5.Member's right of appeal against suspension or expulsion (M)(R)

Within fourteen (14) days ^{(R)(O)} of receiving notice of the board's decision under clause 3.6.3(c), an expelled or suspended member may appeal the board's suspension or expulsion decision by giving written notice of the expelled or suspended member's intention to seek: ^{(GP)(R)}

- (a) An appeal of the board's suspension or expulsion decision, and ^{(GP)(R)}
- (b) The appointment of a mediator under clause 13.2. (GP)(R)

3.6.6.Reinstatement of member (M)(R)

If the board's decision to suspend or expel a member is revoked, any act performed by the board or members in general meeting during the period that the member was suspended or expelled from membership under clause 3.6.3, is deemed to be valid, notwithstanding the member's inability to exercise their rights or privileges of a member, including the right to vote, during that suspension period. (GP)

4. ANNUAL GENERAL MEETING AND SPECIAL GENERAL MEETING

4.1. General meeting (M)

4.1.1. Definition (GP)

A general meeting is a meeting of the members of the association. ^(GP)

4.1.2. Two types of general meeting (GP)

There are two types of general meetings, namely: ^(GP)

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

4.2. Annual general meeting (M)

4.2.1. Purpose of annual general meeting (M)

An annual general meeting is:

- (a) general meeting of all the members that is to be held once during each calendar year ^{(M)(R)}
- (b) Called to conduct the following business: ^{(GP)(R)}
 - a. Confirmation of the minutes of the previous annual general meeting, ^{(GP)(R)}
 - b. Confirmation of the minutes of any special general meeting held since the previous annual general meeting (if the minutes of that special general meeting have not yet been confirmed), ^{(GP)(R)}
 - c. Elect or appoint Committee Member, ^{(M)(R)}
 - d. Receive the financial statements for the previous financial year ^{(M)(R)}, and
 - e. Receive:
 - i. The review report on the financial statements for the previous financial year (if any), or ^{(M)(R)}
 - ii. The auditor's report on the financial statements for the previous financial year (if any), ^{(M)(R)}
 - f. Any other business of which notice has been given in accordance with this clause may be conducted at the annual general meeting.

4.2.2. Date, time and place of annual general meeting (M)(R)

An annual general meeting shall be held on a date, and at a time and place, decided by the board. ^{(M)(R)}

4.2.3. Financial statements and reports and annual general meetings (M)(R)

- (a) As a tier 2 association: ^{(M)(R)}
 - a. Within six (6) months from the end of a financial year the association shall prepare a financial report for the financial year. (M)(R) pass a resolution to this effect, or (M)(R)
- (b) The Commissioner directs the association to do so, it shall ensure: (M)(R)
 - a. That its financial statements for the relevant financial year are audited, and (M)(R)
 - b. That a copy of the Auditor's report is submitted to the annual general meeting. (M)(R)
- (c) As required by the Associations Regulations [and/or the ACNC] (C), lodge the annual return with the Commissioner [and/or the ACNC] (C). (GP)(R)

4.2.4. Holding annual general meeting (M)(R)

- (a) The association shall hold an annual general meeting each calendar year: ^{(M)(R)}
 - a. Within six (6) months after the end of the financial year, or ^{(M)(R)}
 - b. Within a longer period if the Commissioner so allows. ^{(M)(R)}
- (b) If the association requires the approval from the Commissioner to hold its annual general meeting within a longer period under Clause 4.2.4(a) a the Secretary shall ensure that application is made to the Commissioner for such approval no later than four (4) months after the end of the financial year ^{(GP)(R)}
- (c) The notice calling for an annual general meeting shall specify that it is an annual general meeting of the association and shall comply with Clause 4.2.1. ^{(M)(R)}

4.2.5. Special general meeting (M)(GP)

- (a) Any meeting of members that is not an annual general meeting is called a special general meeting. ^(GP)

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

4.2.6. Calling annual general meeting or special general meeting (M)(GP)

- (a) An annual general meeting or special general meeting may be called by:
 - a. The board, at any time, or ^{(GP)(R)}
 - b. At least twenty five (25)% ^(O) of the total number of members entitled to vote at an annual general meeting or special general meeting. ^{(GP)(R)}
- (b) Members may call an annual general meeting or special general meeting under Clause 4.2.6 (a) b by forwarding a notice in writing to the Secretary or, in the absence of the Secretary, to the Chairperson. ^{(GP)(R)}

4.2.7. Members call for annual general meeting or special general meeting (M)(GP)

- (a) In the event that members request an annual general meeting or special general meeting to be held under Clause 4.2.6(a) the board shall: ^{(GP)(R)}
 - a. Within twenty one (21) days ^(O) of the member's request, forward notice of a an annual general meeting or special general meeting to all members, and ^{(GP)(R)}
 - b. Hold the annual general meeting or special general meeting within two (2) months ^(O) of the member's request. ^{(GP)(R)}
- (b) The percentage of votes of members set out in Clause 4.2.6 (a) b is to be calculated as at midnight ^(O) before the day upon ^(O) which the members request the annual general meeting or special general meeting to be called. ^(GP)
- (c) A request by the members for an annual general meeting or special general meeting to be held under Clauses 4.2.6 (a) b and 4.2.6 (b) shall: ^{(GP)(R)}
 - a. State the purpose of the annual general meeting or special general meeting including to state any resolution intended to be proposed as a special resolution, ^{(GP)(R)}
 - b. Be signed by at least twenty five (25)% ^(O) of the members entitled to vote at an annual general meeting or special general meeting, and ^{(GP)(R)}
 - c. Be lodged with the Secretary or, in the absence of the Secretary, with the Chairperson. ^{(GP)(R)}
- (d) Separate copies of a document setting out the request by the members for an annual general meeting or special general meeting to be held under Clauses 4.2.6 (a) b and 4.2.6 (b) may be signed by members if the wording of the request is the same in each copy of the request. ^{(GP)(R)}

4.2.8. Failure to hold annual general meeting or special general meeting requested by members (M)(R)

- (a) If the board does not call the annual general meeting or special general meeting requested by members under Clauses 4.2.6 (a) b and 4.2.6 (b) within twenty one (21) days of being requested, a majority (being more than 50%) of the percentage of members who made the request under 4.2.6 (a) b and 4.2.7(c) b may call and arrange to hold an annual general meeting or special general meeting. ^{(GP)(R)}
- (b) To call and hold an annual general meeting or special general meeting under Clause 4.2.8(a), the members shall: ^{(GP)(R)}
 - a. As far as possible, follow the procedures for an annual general meeting or special general meeting set out in this Constitution, ^{(GP)(R)}
 - b. Call the annual general meeting or special general meeting using the list of members on the members register, which the association shall provide at no cost to the members making the request, and ^{(GP)(R)}
 - c. Hold the annual general meeting or special general meeting within three months after the request for an annual general meeting or special general meeting to be held under Clauses 4.2.6 (a) b and 4.2.6 (b) was lodged with the Secretary or, in the absence of the Secretary, with the Chairperson. ^{(GP)(R)}
- (c) The association shall pay the members calling and holding the annual general meeting or special

general meeting under Clauses 4.2.8(a) and 4.2.8(b) any reasonable expenses incurred by them because the board did not call and hold the annual general meeting or special general meeting under Clause 4.2.7. (GP)(R)

4.2.9. Quorum at annual general meeting or special general meeting (M)(R)

- (a) Twenty five 25% members ^(O) personally present and entitled to vote shall constitute a quorum for an annual general meeting or special general meeting.
- (b) Subject to Clauses 4.2.9(c) and 4.2.9(d), no business shall be conducted at an annual general meeting or special general meeting unless a quorum of members entitled to vote is present at the time the annual general meeting or special general meeting considering that item. (GP)(R)
- (c) If, within half an hour of the time appointed for the commencement of an annual general meeting or special general meeting, a quorum is not present: (GP)(R)
 - a. In the case of a special general meeting, the meeting lapses, or (GP)(R)
 - b. In the case of an annual general meeting, the meeting is to stand adjourned to: (GP)(R)
 - i. The same time and day in the following week, and (GP)(R)
 - ii. The same place unless another place is specified by the Chairperson at the time of the adjournment or by written notice given to the members before the day to which the meeting is adjourned. (GP)(R)
- (d) If at the adjourned annual general meeting or special general meeting a quorum is not present within half an hour of the time appointed for the commencement of the meeting, the members present are to constitute a quorum. (GP)(R)

4.2.10. Notice of, and motions at, annual general meeting or a special general meeting (M)(R)

- (a) The Secretary shall ensure that each member is given at least: (GP)(R)
 - a. Fourteen (14) days' notice of a general meeting, or (GP)(R)
 - b. Twenty one (21) days' notice of a general meeting if a special resolution is proposed to be moved at that general meeting. (GP)(R)
- (b) The notice of an annual general meeting or special general meeting shall specify: (GP)(R)
 - a. The place, date and time of the annual general meeting or special general meeting, (GP)(R)
 - b. That the member is entitled to attend and vote at the annual general meeting or special general meeting, and (GP)(R)
 - c. The particulars and order of the business to be conducted at the annual general meeting or special general meeting. (GP)(R)
- (c) The notice of an annual general meeting or special general meeting or any notice of motion must be issued in the manner set out in Clauses 14.1 and 14.2. (GP)(R)

4.2.11. Using technology to hold annual general meeting or special general meeting (o) (m) (r)

- (a) An annual general meeting or special general meeting may take place: (O)(M)(R)
 - a. Where the members are physically present together, or (O)(M)(R)
 - b. By the use of any technology (such as video or teleconferencing) that is agreed to by all members, if it reasonably allows each member to participate fully in discussions and decisions as they happen in the annual general meeting or special general meeting and provided that the participation of each member is made known to all other members in attendance. (O)(M)(R)
- (b) A member who participates in an annual general meeting or special general meeting as set out in Clause 4.2.11(a). (O)(M)(R)
 - a. Is deemed to be present at the annual general meeting or special general meeting, and if the member votes at the meeting, the member is taken to have voted in person, and (O)(M)(R)
 - b. Continues to be present at the annual general meeting or special general meeting for the purposes of establishing a quorum, until the member notifies the other members that they are no longer taking part in the annual general meeting or special general meeting. (O)(M)(R)

4.2.12. Conducting annual general meeting or special general meeting (M)(R)

- (a) The Chairperson shall normally act as Meeting Chair of each annual general meeting or special general meeting. (GP)(R)
- (b) The members at an annual general meeting or special general meeting may elect a Committee member other than the Chairperson to be the Meeting Chair for that annual general meeting or special general meeting if the Chairperson is: (GP)(R)
 - a. Not present within 30 minutes after the starting time set for the annual general meeting or special general meeting, or (GP)(R)
 - b. Present but does not want to act as Meeting Chair of the annual general meeting or special

general meeting. (GP)(R)

- (c) The annual general meeting or special general meeting cannot conduct business unless the quorum specified in Clause 4.2.9 is present. (GP)(R)
- (d) At an annual general meeting or special general meeting at which the quorum specified in Clause 4.2.9 is present, the Meeting Chair may adjourn the annual general meeting or special general meeting with the consent of a majority (more than 50%) of the members present. (GP)(R)
- (e) No business shall be conducted at a rescheduled annual general meeting or special general meeting other than the unfinished business from the adjourned annual general meeting or special general meeting (GP)(R)
- (f) When an annual general meeting or special general meeting is adjourned for fourteen (14) days or more, the Secretary shall ensure that notice of the adjourned annual general meeting or special general meeting is given to the members in accordance with Clause 4.2.10 as if that general meeting was a new annual general meeting or special general meeting. (GP)(R)
- (g) If, within half an hour of the time appointed for the annual general meeting or special general meeting the quorum specified in Clause 4.2.9 is not present, the annual general meeting or special general meeting is to stand adjourned to the same time, day and place in the following week.
- (h) The Secretary shall ensure that minutes of the resolutions and proceedings of all annual general meetings or special general meetings are recorded and maintained together with a record of the names of persons present at each annual general meeting or special general meeting. (GP)(R)
- (i) The Auditor is entitled to attend any annual general meeting or special general meeting and to be heard by the members on any part of the business of the annual general meeting or special general meeting that concerns the Auditor in the capacity of Auditor. (GP)(R)
- (j) The association shall give the Auditor any communications relating to the annual general meeting or special general meeting that a member is entitled to receive.

5. ANNUAL GENERAL MEETING AND SPECIAL GENERAL MEETING – RESOLUTIONS

5.1. Ordinary (GP) and special resolutions (M)

5.1.1. Definitions (GP)

- (a) There are two types of member's resolutions, namely: ^(GP)
 - a. An ordinary resolution, and ^(GP)
 - b. A special resolution. ^(GP)
- (b) An ordinary resolution: ^(GP)
 - a. Is a resolution that is not a special resolution as described in 5.1.1(c), and ^(GP) Shall: ^(GP)
 - i. Be passed at an annual general meeting or special general meeting at which a quorum is present, and ^(GP)
 - ii. Be supported by the votes of a majority (more than 50%) of the members present, in person or by proxy, and entitled to vote at the annual general meeting or special general meeting. ^(GP)
- (c) A special resolution: ^(M)
 - a. shall be necessary to: ^(M)
 - i. Amend the name of the association, ^(M)
 - ii. Amend the constitution, ^(M)
 - iii. Affiliate the association with another body, ^(M)
 - iv. Transfer the incorporation of the association, ^(M)
 - v. Amalgamate the association with one or more other incorporated associations, ^(M)
 - vi. Voluntarily wind up the association, ^(M)
 - vii. Cancel the incorporation of the association, or ^(M)
 - viii. Request that a statutory manager be appointed to the association, and ^(M) shall:
 - 1. Be passed at an annual general meeting or special general meeting at which the quorum specified in Clause 4.2.9 is present, and ^(M)
 - 2. Be supported by the votes of not less than seventy five (75)% of the members present, in person or by proxy, and entitled to vote at the annual general meeting or special general meeting. ^(M)

5.1.2. Notice of special resolution (M)

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

- (a) Members shall receive notice of the special resolution twenty one (21) days (in accordance with clause 4.2.10(a) b before the date of the annual general meeting or special general meeting. ^(M)
- (b) The notice of the special resolution shall: ^(M)
 - a. Be in writing, ^(M)
 - b. Include the place, date and time of the general meeting where it is proposed that the special resolution be put, ^(M)
 - c. Include the intention to propose a special resolution, and ^(M)
 - d. Set out the wording of the proposed special resolution. ^(M)
 - e. If notice is not given in accordance with Clause 5.1.2(b) the special resolution shall have no effect. ^(M)

5.2. Members circular resolutions (O)

- (a) The board may put a circular resolution to the members (members' circular resolution). ^(O)
- (b) A members circular resolution cannot be used: ^(M)
 - a. To pass a special resolution, ^(M)
 - b. To remove an Auditor, ^(M)
 - c. To appoint or remove a Committee Member, or ^(M)
 - d. Where the associations Act or this constitution requires an annual general meeting or special general meeting to be held. ^(M)

- (c) The Secretary may arrange for a members circular resolution to be sent by email to members and members may agree to the members' circular resolution by sending a reply email to the Secretary including the text of the members' circular resolution in their reply. ^(O)
- (d) A members circular resolution is passed if all the members entitled to vote on the resolution sign or agree to the members circular resolution by: ^(O)
 - a. Signing a single document setting out the members circular resolution and containing a statement that the members agree to the members circular resolution, or ^(O)
 - b. Signing separate copies of the document setting out the members' circular resolution and containing a statement that the members agree to the members circular resolution, provided that the wording in each copy of the document is identical, or forwarding an email referred to in Clause 5.2(c) ^(O) .
- (e) The Secretary shall ensure that the associations Auditor is: ^(O)
 - a. Notified as soon as possible that a members circular resolution has or is to be put to members, and ^(O)
 - b. Provided with a copy of the members circular resolution. ^(O)

6. ANNUAL GENERAL MEETING AND SPECIAL GENERAL MEETING – VOTING

6.1. Voting conditions at annual general meeting and special general meeting (M)

6.1.1. Number of votes per member at annual general meeting and special general meeting (M)

- (a) Each member has one vote at an annual general meetings and special general meeting. *Each member as per membership classes under clause 3.4 has voting rights assigned as per clause 3.4(o)*

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

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

6.1.3. Challenge to member's right to vote at annual general meeting and special general meeting (O)

- (a) A member or the Meeting Chair may only challenge a person's right to vote at an annual general meeting or special general meeting at that same annual general meeting or special general meeting. ^(O)
- (b) If a challenge is made under Clause 6.1.3(a) the Meeting shall review the person's right to vote under Clause 6.1.2 and then decide whether or not the person may vote. ^(O)
- (c) The Meeting Chair's decision on this point is final. ^(O)

6.1.4. Organisational members and organisational representatives – voting at annual general meeting and special general meeting (O)

- (a) An organisational member shall appoint a natural person (i.e. a human being) to represent the organisational member at annual general meetings and special general meetings (organisational representative). ^(O)
- (b) An organisational representative shall be appointed in writing using the form set out at schedule 3 (Appointment of Organisational Member Representative Form). ^(O)
- (c) A copy of the Appointment of Organisational Member Representative Form shall be forwarded by the organisational member to the Secretary. ^(O)
- (d) An organisational representative has authority to represent the organisational member: ^(O)
- a. If appointed for a particular annual general meeting or special general meeting, until the conclusion of that annual general meeting or special general meeting, or ^(O)
 - b. Otherwise, until the appointment of the organisational representative is revoked by the organisational member and notice of this revocation is given by the organisational member to the Secretary. ^(O)

6.1.5. Voting procedure at annual general meeting and special general meeting (M)

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

- (e) In the case of an equality of votes at an annual general meeting or special general meeting, the Meeting Chair is entitled to exercise a second or casting vote. ^{(GP)(O)}

6.1.6. When and how a vote in writing shall be held at annual general meeting and special general meeting (M)(GP)(O)

- (a) A vote in writing may be demanded on any resolution instead of, or after, a vote by a show of hands by: ^{(GP)(O)}
 - a. At least five (5) ^(O) members present, or ^{(GP)(O)}
 - b. The Meeting Chair. ^{(GP)(O)}
- (b) A vote in writing shall be taken when and how the Meeting Chair directs. ^{(GP)(O)}
- (c) A vote in writing shall be held immediately if it is demanded under Clause 6.1.6(a)
 - a. For the election of a Meeting Chair under Clause 4.2.12(b) or ^{(GP)(O)}
 - b. To decide whether to adjourn the annual general meeting or special general meeting. ^{(GP)(O)}

6.2. Proxies at annual general meeting and special general meeting (M)(GP)(O)

6.2.1. Annual general meeting and special general meeting requirements (GP)(O)

- (a) A member may appoint a proxy to attend and vote at an annual general meeting or special general meeting on their behalf. ^{(GP)(O)}
- (b) The appointed proxy must be a member. ^{(GP)(O)}
- (c) No member may hold more than two (2) proxy votes at an annual general meeting or special general meeting. ^{(GP)(O)}
- (d) A proxy appointed to attend and vote for a member has the same rights as the member to: ^{(GP)(O)}
 - a. Speak at the annual general meeting or special general meeting, ^{(GP)(O)}
 - b. Cast a vote in writing (but only to the extent allowed by the proxy's appointment), and ^{(GP)(O)}
 - c. Join in to demand a vote in writing under Clause 6.1.6. ^{(GP)(O)}
- (e) An appointment of proxy, in the form as set out in Schedule 2 to this Constitution (**Proxy Form**), shall be signed by the appointing member and shall contain: ^{(GP)(O)}
 - a. The appointing member's name and address, ^{(GP)(O)}
 - b. The association's name, ^{(GP)(O)}
 - c. The proxy's name or the name of the office held by the proxy, and ^{(GP)(O)}
 - d. The annual general meeting(s) and special general meeting(s) at which the appointment may be used by the proxy. ^{(GP)(O)}
- (f) A proxy appointment may be a standing (i.e. ongoing) proxy appointment. ^(O)
- (g) At least forty eight (48) hours ^(O) before the annual general meeting or special general meeting for which the proxy relates is scheduled to commence, proxy forms shall be received by the association at the address stated in the notice of the annual general meeting or special general meeting, or at the association's registered address. ^{(GP)(O)}
- (h) A proxy does not have the right to speak or vote for a member at an annual general meeting or special general meeting while the member is present at the annual general meeting or special general meeting. ^{(GP)(O)}
- (i) Unless the association receives written notice before the start or resumption of an annual general meeting or special general meeting at which a proxy votes, a vote cast by the proxy is valid even if, before the proxy votes, the appointing member: ^{(GP)(O)}
 - a. Dies, ^{(GP)(O)}
 - b. Is mentally incapacitated, ^{(GP)(O)}
 - c. Revokes the proxy's appointment, or ^{(GP)(O)}
 - d. Revokes the authority of a representative or agent who appointed the proxy. ^{(GP)(O)}
- (j) A member may specify the way the proxy shall vote on a particular resolution. ^{(GP)(O)}
- (k) When a vote in writing is held, a proxy, does not need to vote, or may vote in any matter as it sees fit, unless the proxy form appointment specifies the way the proxy shall vote. ^{(GP)(O)}

6.2.2. Determining whether ordinary resolution carried at annual general meeting and special general meeting (M)

- (a) Unless a poll is demanded under Clause 6.2.3, if a question arising at an annual general meeting or special general meeting is determined by general agreement or a show of hands, a declaration shall be made by the Meeting Chair of the annual general meeting or special general meeting that the ordinary resolution has been: ^{(GP)(R)}
 - a. Carried unanimously, ^{(GP)(R)}
 - b. Carried by a majority (more than 50%) of members present, or ^{(GP)(R)}

- c. Lost. ^{(GP)(R)}
- (b) If the declaration relates to a special resolution then all items under clause 5.1.1(c) and 5.1.2 must be fulfilled. The minutes must also state that a special resolution has been determined. ^(GP)
- (c) A declaration made under Clause 6.2.2(a) shall be entered into the minutes. ^{(M)(R)}
- (d) The entry in the minutes under Clause 6.2.2(c) is evidence of the fact that the resolution has been determined, without proof of the number or proportion of the votes recorded in favour of or against that resolution. ^(O)

6.2.3. Poll at annual general meeting and special general meeting (M)

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

7. BOARD AND COMMITTEE MEMBERS

7.1. Board role and powers

7.1.1.Role (M)

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

7.1.2.Powers (M)

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

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

7.2. Number of Committee Members, composition and qualifications (M)

7.2.1.Number of Committee Members on board (M)

The board shall have no less than four (4) Committee members. ^(GP)

7.2.2.Composition of board (M)

- (a) The Committee Members shall include:

- a. The Chairperson, ^{(O) (GP)}
- b. The Vice Chairperson, ^{(O) (GP)}
- c. The Secretary, ^{(O) (GP)}
- d. The Treasurer, ^{(O) (GP)}

(collectively called the **officeholders**), and ^{(O) (GP)}

- e. The Committee members shall include at least two (2) and no more than nine (9) additional Committee Members. ^(O)
- f. A Committee Member is not entitled to hold more than one officeholder position at any time. ^{(O) (GP)}

7.2.3.Qualifications of Committee Members (M)

- (a) A Committee Member shall be: ^(M)

- a. A natural person i.e. a human being, ^(M)
- b. Aged over 18, and ^(M)
- c. A member. ^(M)

- (b) A person cannot be a Committee Member if: ^(M)

- a. They are a current employee of the association, ^(O)
- b. In the previous five years, they have been convicted of, or imprisoned for: ^(M)
 - i. An indictable offence under the laws of any state or territory of the Commonwealth of Australia in relation to the promotion, formation or management of a body corporate, ^(M)
 - ii. An offence involving fraud or dishonesty punishable by imprisonment for a period of three (3) months or more under the laws of any state or territory of the Commonwealth of Australia, or ^(M)
 - iii. They are: ^(M)
 - 1. Bankrupt, or ^(M)
 - 2. Unless the person has obtained the consent of the Commissioner, a person whose affairs are under insolvency laws. ^(M)

- (c) Unless they have obtained the consent of the Commissioner, a person who has committed a breach of the following committee Members duties: (M)

- a. Duty of care and diligence, ^(M)
- b. Duty of good faith and proper purpose, ^(M)

- c. Duty to not improperly use their position, ^(M)
- d. Duty to ensure that the association does not incur a debt while insolvent, or ^(M)
- e. Duty to not improperly use information gained while a Committee Member. ^(M)
- f. A Committee Member who has been suspended as a member under Clause 3.6.2 cannot act in the position of a Committee Member until their period of suspension as a member has expired. ^(M)

7.3. Committee Members duties (M)

7.3.1. General Committee Members' duties (M)

Committee Members shall comply with their duties as Committee Members under legislation and common (judge-made) law and shall [and, where applicable, with the duties described in Governance Standard 5 of the ACNC Regulations] ^(C):

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

7.3.2. Committee Members conflict of interest (M)

- (a) A Committee Members shall disclose to all the Committee Members present at the board meeting the nature and extent of any actual or perceived material conflict of interest in a matter that is being considered at the board meeting. ^(M)
- (b) A Committee Members shall disclose the nature and extent of the interest at the next General Meeting of the Association. ^(M)
- (c) The disclosure of a conflict of interest by a Committee Members shall be recorded in the minutes of the board meeting. ^(M)
- (d) Each Committee Members who has a material personal interest in a matter that is being considered at a board meeting (or that is proposed in a board circular resolution) shall not, except as provided under Clause 7.3.2(e): ^(M)
 - a. Be present at the board meeting while the matter is being discussed, or ^(M)
 - b. Vote on the matter. ^(M)
- (e) A Committee Members may still be present and vote if: ^(M)
 - a. Their interest relates to an insurance contract that insures, or would insure, the Committee Members against liabilities incurred by the Committee Members as a Committee Members, ^(M)
 - b. The Committee Members who do not have a material personal interest in the matter pass a resolution that: ^(M)
 - i. Identifies the Committee Members, the nature and extent of the Committee Members's interest in the matter and how it relates to the association's affairs, and ^(M)
 - ii. States that those Committee Members who do not have a material personal interest in the matter are satisfied that the Committee Members's material personal interest in the matter should not prevent the Committee Members from being present at the board

meeting while the matter is being discussed or from voting on the matter. ^(M)

7.4. Appointment of Committee Members (M)

7.4.1.Nomination for appointment as Committee Members (M)

- (a) A member who wishes to be a Committee Members shall be nominated by one (1)^(O) other member as a candidate for election as a Committee Members. ^{(GP)(R)}
- (b) Nominations for election as a Committee Members shall close at least twenty eight (28) days before the annual general meeting. ^{(GP)(R)}
- (c) The Secretary must ensure a notice is sent, calling for nominations for election as a Committee Members and specifying the date for the close of nominations, to all members at least fourteen (14) days before the date for the close of nominations. ^{(GP)(R)}
- (d) Nominations for election as Committee Members shall be: ^{(GP)(R)}
 - a. In writing, and ^{(GP)(R)}
 - b. Delivered to the Secretary on or before the date for the close of nominations. ^{(GP)(R)}
- (e) A member may only be nominated for one (1)^(O) Committee Members position prior to the annual general meeting. ^{(GP)(R)}
- (f) If a nomination for election as a Committee Members is not made in accordance with Clauses 7.4.1(a) to 7.4.1(e) the nomination shall be invalid and the member shall not be eligible for election as a Committee Members. ^{(GP)(R)}

7.4.2.Methods (M)

Committee Members shall be appointed to the board by: ^{(GP)(R)}

- (a) Election at an annual general meeting, or ^{(GP)(R)}
- (b) Appointment by the board to fill a casual vacancy under Clause 7.4.4 ^{(GP)(R)}

7.4.3.Election of Committee Members at an annual general meeting (M)

- (a) Subject to this constitution, the procedure for the election of Committee Members at the annual general meeting shall be decided by the board. ^{(GP)(R)}
- (b) If the number of valid nominations received under Clause 7.4.1 is equal to the number of Committee Members vacancies to be filled, the member nominated will be regarded as being elected as a Committee Members at the annual general meeting. ^{(GP)(R)}
- (c) If the number of valid nominations exceeds the number of Committee Members vacancies to be filled, elections for the Committee Members vacancies shall be conducted at the annual general meeting. ^{(GP)(R)}
- (d) If there are not enough valid nominations to fill the number of Committee Members vacancies, the candidates nominated (if any) shall be deemed to be elected as Committee Members and further nominations may be received from the floor of the annual general meeting. ^{(GP)(R)}
- (e) Where the number of nominations as Committee Members from the floor exceeds the remaining number of Committee Members vacancies, elections for those Committee Members positions shall be conducted. ^{(GP)(R)}
- (f) If an insufficient number of nominations as Committee Members are received from the floor for the number of Committee Members vacancies that remain, each relevant Committee Members position is declared vacant by the Meeting Chair of the annual general meeting and: ^(O)
 - a. A new annual general meeting shall be scheduled by the board to take place within fourteen (14) days; and ^(O)
 - b. The board shall continue to operate, as long as there is a quorum, until the declaration of the new election of Committee Members at the rescheduled annual general meeting. ^(O)
- (g) A list of candidates for election as Committee Members, with their names in alphabetical order, together with the names of the members who nominated each candidate, shall accompany the notice of the annual general meeting. ^{(GP)(R)}
- (h) Each member present and eligible to vote at the annual general meeting may vote for one candidate for each Committee Members vacancy. ^{(GP)(R)}

- (i) A member who nominates for election or re-election as a Committee Members may vote for themselves. (GP)(R)
- (j) If, at the new annual general meeting scheduled under Clause 7.4.3(f)(i) the association fails to fill the Committee Members vacancies the board shall consider the vacant Committee Members positions to be casual vacancies and proceed to appoint Committee Members to fill such casual vacancy (ies) under Clause 7.4.4. (O)

7.4.4.Appointment of Committee Members by board to fill a casual vacancy (M)

- (a) A casual vacancy occurs in board membership and that position of Committee Members becomes vacant if: (GP)(R)
 - a. A Committee Members ceases to be a member, (GP)(R)
 - b. A Committee Members dies, (GP)(R)
 - c. A Committee Members becomes disqualified from holding a position under Clause 20.3(b), (GP)(R)
 - d. A Committee Members becomes permanently incapacitated by mental or physical ill-health, (GP)(R)
 - e. A Committee Members resigns as a Committee Members, (GP)(R)
 - f. A Committee Members is removed as a Committee Members, (GP)(R)
 - g. A Committee Members is absent from more than: (GP)(R)
 - i. Three (3) consecutive board meetings without a good reason, or (GP)(R)
 - ii. Three (3) board meetings in the same financial year without tendering an apology to the Meeting Chair of each of those board meetings, and the board has resolved to declare the position of Committee Members vacant, or (GP)(R)
 - h. The association fails to fill a Committee Members vacancy under Clause 7.4.3(j) (GP)(R)
- (b) If there is a casual vacancy within the meaning of Clause 7.4.3(j) the continuing Committee Members may: (GP)(R)
 - a. Appoint a member to fill that Committee Members vacancy until the conclusion of the next annual general meeting, and (GP)(R)
 - b. Subject to Clause 7.4.3(j), continue to act despite the vacant position on the board. (GP)(R)
- (c) If the number of Committee Members is less than the number fixed under Clause 8.1.5 as the quorum for board meetings, the continuing Committee Members may act only to: (GP)(R)
 - a. Increase the number of Committee Members on the board to the number required for a quorum, or (GP)(R)
 - b. Call a special general meeting. (GP)(R)

7.4.5.Term of office (M)

- (a) The Committee Members appointed on incorporation of the association shall remain as Committee Members until the conclusion of the first annual general meeting and shall be eligible for re-election. (M)
- (b) At each annual general meeting the following Committee Members shall retire: (GP)
 - a. Any Committee Members appointed by the Committee Members to fill a casual vacancy, and (GP)
 - b. At least 33% (one third) (O) of the remaining Committee Members. (GP)
- (c) The Committee Members who retire at each annual general meeting under Clause 7.4.5(b) b will be those Committee Members who have been longest in office since last being elected. (O)
- (d) Where Committee Members were elected on the same day, the Committee Members(s) to retire will be decided by ballot, unless the Committee Members agree otherwise. (GP)
- (e) A Committee Members's term of office starts on the date at which they were elected, and ends on the date on which they retire, is expelled or suspended or where membership is terminated under Clause 3.6.1 (M)
- (f) Each Committee Members must retire at least once every Three (3)(O) years. (O)
- (g) A Committee Members who retires under Clause 7.4.5(b) may nominate for election or re-election, subject to Clause 7.4.5(h) (O)
- (h) Unless the Members pass a special resolution authorizing such an action, a Committee Member who has held office for a continuous period of Three (3)(O) years or more may only be re-appointed or re-

elected if a period of one calendar year has passed since the end of the Committee Members's continuous period of Three (3) ^(o) years as a Committee Members. ^(o)

7.5. Resignation and removal of Committee Members (M)

7.5.1. Resignation (M)

- (a) A Committee Member may resign from the board by giving written notice of resignation to the Secretary, or if the Committee Member is the Secretary, to the Chairperson. ^{(GP)(R)}
- (b) The Committee Members's resignation is effective: ^{(GP)(R)}
 - a. At the time the notice is received by the Secretary or Chairperson under Clause 7.5.1(a) or ^{(GP)(R)}
 - b. If a later time is stated in the notice, at the later time. ^{(GP)(R)}

7.5.2. Removal (M)

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

7.5.3. Assets and records of Committee Members who ceases to be a Committee Members (M)

Upon ceasing to be a Committee Member, outgoing Committee Members are responsible for transferring all relevant assets and association's books to the new board within fourteen (14) days ^{(O)(GP)(R)} of ceasing to be a Committee Member. ^(M)

7.6. Officeholders

7.6.1. Election of officeholders by board (M)

An officeholder shall: ^(M)

- (a) Be elected by the board, and ^(M)
- (b) Remain as an officeholder for as long as the board deems fit. ^(M)

7.6.2. Chairperson (GP)(R)

- (a) The board must elect a Committee Members as the Chairperson. ^{(GP)(R)}
- (b) The Chairperson: ^{(GP)(R)}
 - a. Must ensure that they consult with the Secretary regarding the business to be conducted at each board meeting and each general meeting, ^{(GP)(R)}
 - b. May call board meetings under Clause 8.1, ^{(GP)(R)}
 - c. May chair board meetings under Clause 8.1 (c) a ^{(GP)(R)}
 - d. May chair annual general meetings and special general meetings under Clause 4.2.12(a) ^{(GP)(R)}
 - e. Must ensure that the minutes of general meetings or board meetings are reviewed and signed as correct, and ^{(GP)(R)}
 - f. Must carry out any other duties required of the Chairperson by this constitution. ^{(GP)(R)}

7.6.3. Secretary (GP)(R)

The Secretary shall ensure the: ^{(GP)(R)}

- (a) Maintenance of a current delegation of authority, ^{(GP)(R)}
- (b) The co-ordination of correspondence of the association, ^{(GP)(R)}
- (c) Calling and holding of general meetings and board meetings, ^{(GP)(R)}

- (d) In consultation with the Chairperson, preparation of notices of general meetings and board meetings and the details of business to be conducted at each such meetings, ^{(GP)(R)}
- (e) Maintenance of the members register, ^{(GP)(R)}
- (f) Maintenance of the record of officeholders, ^{(GP)(R)}
- (g) Maintenance of the minutes, ^{(GP)(R)}
- (h) Safe custody of the association's books (with the exception of the accounting records), ^{(GP)(R)}
- (i) Safe custody and management of the association's record-keeping systems in hardcopy form, electronic form or a combination of forms, taking into account: ^{(GP)(R)}
 - a. The nature of information to be stored and retrieved, ^{(GP)(R)}
 - b. The security and access of files and information (particularly computer records), ^{(GP)(R)}
 - c. The validity and reliability of the information collected and the system on which it is recorded, ^{(GP)(R)}
 - d. The resources and training required, and ^{(GP)(R)}
 - e. The length of time that the records should be kept (minimum of 7 years or otherwise as required by other Acts or Regulations), ^{(GP)(R)}
- (j) Recording of full and correct minutes of board meetings and general meetings and their maintenance in the minutes, ^{(GP)(R)}
- (k) Compliance with all ACNC reporting requirements, including the following: ^(C)
 - a. Forwarding an annual information statement to the ACNC, and ^(C)
 - b. Forwarding a financial report to the ACNC as per the following: ^(C)
- (l) If the association has an annual revenue of more than \$250,000 but less than \$1 million (**medium ACNC charity**), the association shall submit to the ACNC an ACNC financial report that is either: ^(O)
 - a. Reviewed, or
 - b. Audited.

7.6.4.Treasurer (GP)(R)

The Treasurer shall ensure the:

- (a) Collection of all moneys payable to the association are collected and the issuing of receipts in the name of the association for those monies, ^{(GP)(R)}
- (b) Payment of all monies received by the association into the account or accounts of the association as the board may direct from time to time, ^{(GP)(R)}
- (c) Timely payment of the expenses of the association from the funds of the association with the authority of the board or a general meeting, ^{(GP)(R)}
- (d) Taking out by the association of all necessary insurances. ^{(GP)(R)}
- (e) Maintenance by the association of financial records that comply with the requirements of Clause 10.2.3^{(GP)(R)}
- (f) Safe custody of financial records and any other relevant association records in hardcopy form, electronic form or a combination of forms, taking into account: ^{(GP)(R)}
 - a. The nature of information to be stored and retrieved, ^{(GP)(R)}
 - b. The security and access of files and information (particularly computer records), ^{(GP)(R)}
 - c. The validity and reliability of the information collected and the system on which it is recorded, ^{(GP)(R)}
 - d. The resources and training required, and ^{(GP)(R)}
 - e. The length of time that the records should be kept (minimum of 7 years or otherwise as required by other Acts or Regulations), ^{(GP)(R)}
- (g) Co-ordination of the preparation of the financial statements prior to their submission to the annual general meeting, ^(O)
- (h) Co-ordination of the preparation of the reviewed financial report prior to its submission to the annual general meeting, ^(O)
- (i) Co-ordination of the preparation of the Auditor's report prior to its submission to the annual general meeting, ^(O)
- (j) Assistance of the reviewer or Auditor in performing their functions, and ^(O)
- (k) Performance of any other duties required of the Treasurer by this constitution. ^{(GP)(R)}

7.6.5.Record of officeholders (M)

- (a) The Secretary shall ensure that a record of officeholders is maintained. ^(M)
- (b) The record of officeholders shall include: ^(M)
 - a. Each officeholder's full name, ^(M)
 - b. Current postal, residential or email addresses for each officeholder, ^(M)
 - c. Details of the office held by each officeholder, ^(M)
 - d. Dates of appointment of each officeholder to their respective office, and ^(M)
 - e. If applicable, dates of cessation of the appointment of each officeholder to their respective office.
^(M)
- (c) The record of officeholders shall be kept and maintained at such place as the board decides. ^(M)

8. BOARD MEETINGS

8.1. Calling and conducting board meetings (M)

8.1.1. Calling board meetings (M)

- (a) The board shall hold no less than three (3) ^{(O)(GP)} and no more than twelve(12)^(O) board meetings in any one calendar year. ^{(O)(GP)}
- (b) The board shall determine the place and time of all board meetings. ^{(O)(GP)}
- (c) A board meeting may be called by: ^{(O)(GP)}
 - a. The Chairperson, or ^{(O)(GP)}
 - b. Any two Committee Members, ^{(O)(GP)}

by giving notice as per clause 8.1.2(a) to all other Committee Members. ^(M)

8.1.2. Notice (M)

- (a) The Secretary shall ensure that each Committee Members is given at least forty eight (48) hours' ^(O) notice of each board meeting. ^(M)
- (b) Notice of a board meeting shall specify the general nature of the business to be transacted at the board meeting. ^(M)
- (c) Subject to Clause 8.1.2(d) only the business specified on the notice of the board meeting is to be conducted at that board meeting. ^(O)
- (d) Urgent business may be conducted at a board meeting if the Committee Members present at the board meeting unanimously agree to treat the business as urgent. ^(O)

8.1.3. Using technology to hold board meeting (O)(M)(R)

- (a) Board meeting may take place: ^{(O)(M)(R)}
 - a. Where the Committee Members are physically present together, or ^{(O)(M)(R)}
 - b. By the use of any technology (such as video or teleconferencing) that is agreed to by all Committee Members, if it reasonably allows each Committee Members to participate fully in discussions and decisions as they happen in the board meeting and provided that the participation of each Committee Members is made known to all other Committee Members in attendance. ^{(O)(M)(R)}
- (b) A Committee Members who participates in a board meeting as set out in Clause 8.1.3(a): ^{(O)(M)(R)}
 - a. Is deemed to be present at the board meeting, and ^{(O)(M)(R)}
 - b. Continues to be present at the board meeting for the purposes of establishing a quorum, until the Committee Members notifies the other Committee Members that they are no longer taking part in the board meeting, provided there will still be a quorum obtained at that meeting, if it is not the end of the meeting. ^{(O)(M)(R)}

8.1.4. Conducting board meeting (M)

- (a) The Chairperson shall normally act as Meeting Chair of each board meeting. ^(GP)
- (b) The Committee Members at a board meeting may elect a Committee Member other than the Chairperson to be the Meeting Chair for that board meeting if the Chairperson is: ^(GP)
 - a. Not present within 30 minutes after the starting time set for the board meeting, or ^(GP)
 - b. Present but does not want to act as Meeting Chair of the board meeting. ^(GP)
- (c) The board cannot conduct business unless the quorum specified in Clause 8.1.5 is present. ^(GP)
- (d) If, within half an hour of the time appointed for the board meeting, the quorum specified in Clause 8.1.5 is not present the board meeting is to stand adjourned to the same time, day and place in the following week. ^(GP)
- (e) If at a board meeting adjourned under Clause 8.1.4(d), the quorum specified in Clause 8.1.5 is not present within half an hour of the time appointed for the board meeting, the Committee Members personally present shall constitute a quorum. ^(GP)
- (f) Subject to this constitution, the Committee Members present at the board meeting are to determine the procedure and order of business to be followed at the board meeting. ^(GP)
- (g) All Committee Members have the right to attend and vote at board meeting. ^(GP)
- (h) All members, or other guests, may attend board meeting if invited by the board, but the member or

guest shall not have any right to: ^(GP)

- a. Comment without invitation, ^(GP)
 - b. Vote, ^(GP)
 - c. Be provided with copies of any agenda, minutes of meetings, or documents presented at such board meeting. ^(GP)
- (i) The Secretary, or such person authorised by the board from time to time, shall ensure that minutes of the resolutions and proceedings of all board meeting are recorded and maintained together with a record of the names of persons present at each board meeting. ^(M)

8.1.5.Quorum for board meeting (M)

- (a) Unless the board determines otherwise, the quorum for a board meeting shall be a majority (more than 50%)^(O) of total Committee Members. ^(M)
- (b) A quorum must be present for the entire board meeting. ^(M)

8.2. Board resolutions (M)

8.2.1.Voting (M)

- (a) Each Committee Members present at a board meeting has one vote. ^(GP)
- (b) A question arising at a board meeting is to be decided by a majority (more than 50%) of votes, but, if there is an equality of votes, the Meeting Chair of the board meeting is not entitled to exercise a second or casting vote ^(O). ^(GP)
- (c) Decisions at a board meeting may be made by general agreement or by way of a show of hands.^(O)
- (d) A poll by secret ballot may be used at a board meeting if the board prefers to determine a matter in this way, and if the Meeting Chair of the board meeting supervises the ballot. ^(O)

8.2.2.Board circular resolutions (O)(GP)

- (a) The board may pass a circular resolution without a board meeting being held (**Board Circular Resolution**). ^(M)
- (b) A board circular resolution is passed if all the Committee Members entitled to vote on the resolution sign or otherwise agree to the resolution in the manner set out in Clause 8.2.2(c). ^(M)
- (c) Each Committee Members may sign: ^(M)
 - a. A single document setting out the resolution and containing a statement that they agree to the board circular resolution, or ^(M)
 - b. Separate copies of that document, as long as the wording of the board circular resolution is the same in each copy. ^(M)
- (d) The association may send a board circular resolution by email to the Committee Members and the Committee Members may agree to the board circular resolution by sending a reply email to that effect, including the text of the board circular resolution in their reply. ^(M)
- (e) A board circular resolution is passed when the last Committee Members signs or otherwise agrees to the board circular resolution. ^(M)

8.3. Remuneration of Committee Members (M)(R)(C)

8.3.1.No other remuneration (M)(R)(GP)(C)

Committee Members shall not receive any remuneration for their services as Committee Members.

^{(M)(R)(GP)(C)}

9. SUBCOMMITTEES AND OTHER DELEGATION

9.1. Subcommittees and delegation (GP)(R)(O)

9.1.1.Establishment (GP)(R)(O)

- (a) The board may establish subcommittees from time to time to assist with the conduct of the association's object Joondalup Family Centre ^(C) purposes. (GP)(R)(O)
- (b) Subcommittees may comprise (in such numbers as the board determines) members and non-members. (GP)(R)(O)
- (c) Subject to this constitution, subcommittee members shall determine the procedure to be followed at subcommittee meetings. (GP)(R)(O)

9.1.2.Delegation (GP)(R)(O)

- (a) The board may delegate, in writing, to any or all of the subcommittees, any authority, power or functions, and may cancel any authority, powers or functions, as the board sees fit from time to time. (GP)(R)(O)
- (b) Despite any delegation under Clause 9.1.2(a), the board may continue to exercise all its functions, including any function that has been delegated to a subcommittee and remains responsible for the exercise of those functions at all times. (GP)(R)(O)

9.1.3.Delegation to others (GP)(R)(O)

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

10. FINANCES

10.1. Payment of income or property to members (M)(R)(C)

10.1.1. Not permitted (M)(R)(C)

Subject to Clause 10.1.2, none of the income or property of the association may be paid directly or indirectly, by way of dividend, bonus or otherwise, to a member. ^{(M)(R)(C)}

10.1.2. Permitted payments (M)(R)(C)

- (a) Clause 10.1.1 does not prevent: ^{(M)(R)}
- a. Subject to Clause 10.1.2(b) the payment in good faith of remuneration to any member, Committee Members, officer or employee in return for any services actually rendered to the association or for goods supplied to the association in the ordinary and usual course of business, ^{(M)(R)}
 - b. The payment of interest at a rate not exceeding the prevailing market rate published by the Reserve Bank of Australia as the '**Cash Rate Target**' from time to time on money borrowed from any member, ^{(GP)(R)}
 - c. The payment of reasonable and proper rent by the association to a member for premises leased to the association by the member, or ^{(GP)(R)}

10.2. Funds

10.2.1. Source of funds (GP)(R)

- (a) The funds of the association may be derived from: ^{(GP)(R)}
- a. Entrance fees, ^{(GP)(R)}
 - b. Annual membership fees, ^{(GP)(R)}
 - c. Donations, ^{(GP)(R)}
 - d. Fundraising activities, ^{(GP)(R)}
 - e. Grants, ^{(GP)(R)}
 - f. Interest, and ^{(GP)(R)}
 - g. Any other sources approved by the board. ^{(GP)(R)}
- (b) The association shall, as soon as practicable: ^{(M)(R)}
- a. Deposit all money received to the credit of the association's bank account, without deduction, and ^{(M)(R)}
 - b. After receiving any money, issue an appropriate receipt. ^{(M)(R)}

10.2.2. Control of funds (M)

- (a) The funds of the association shall be kept in an account in the name of the association in a financial institution determined by the board. ^{(M)(GP)(R)}
- (b) The association shall use its funds in carrying out the association's object Joondalup Family Centre ^(C) purposes. ^{(M)(GP)(R)}
- (c) All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments of the association shall be signed by: ^{(M)(GP)(R)}
- a. Any two Committee Members, or ^{(M)(GP)(R)}
 - b. One Committee Members and another person authorised by the board. ^{(M)(GP)(R)}
- (d) All expenditure above the maximum amount set by the board from time to time shall be approved or ratified at a board meeting. ^{(M)(GP)(R)}

10.2.3. Financial records (M)

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

11. BINDING THE ASSOCIATION

11.1. Use of common seal (M)(O)(R)

- (a) The association may decide to have a common seal on which its corporate name appears in legible characters. ^{(M)(O)(R)}
- (b) If the association does decide to have a common seal under Clause 11.1(a): ^{(M)(O)(R)}
 - a. The Secretary shall ensure its safe custody, and ^{(M)(O)(R)}
 - b. It shall only be used under resolution of the board. ^{(M)(O)(R)}
- (c) The association shall sign off on a document without using a common seal (if any) if the document is signed by two Committee Members, or one Committee Members and another person authorized by the board. ^{(M)(O)(R)}
- (d) The association shall sign off on a document using its common seal (if any), if the fixing of the common seal is witnessed by: ^{(M)(O)(R)}
 - a. Any two Committee Members, or ^{(M)(O)(R)}
 - b. One Committee Members and another person authorised by the board. ^{(M)(O)(R)}
- (e) The Secretary shall ensure that every use of the common seal is recorded in the minutes. ^{(M)(O)(R)}

12. MINUTES, BOOKS AND RECORDS

12.1. Minutes (M)

12.1.1. Taking of minutes (M)

- (a) The association shall keep minutes of the resolutions and proceedings of all annual general meeting, special general meeting and board meeting together with a record of the names of persons present at each General meeting and board meeting. ^(M)
- (b) The minutes of the annual general meeting, special general meeting and board meeting are to be entered into the Minute Book within 30 days ^(O) of the date of the annual general meeting, special general meeting and board meeting. ^(O)

12.1.2. Review and signing of minutes (GP)(R)

- (a) The Chairperson shall ensure that the minutes of an annual general meeting, special general meeting or board meeting are reviewed and signed as correct by: ^{(GP)(R)}
 - a. The Meeting Chair of the annual general meeting, special general meeting or board meeting to which those minutes relate, or ^{(GP)(R)}
 - b. The Meeting Chair of the next succeeding annual general meeting, special general meeting or board meeting. ^{(GP)(R)}
- (b) When minutes have been entered and signed as correct under Clause 12.1.2(a) they are: ^{(GP)(R)}
 - a. To be entered in the minute book, and ^(O)
 - b. Until the contrary is proved, evidence that: ^{(GP)(R)}
 - i. The annual general meeting, special general meeting or board meeting to which they relate was duly called and held, ^{(GP)(R)}
 - ii. All proceedings recorded as having taken place at the annual general meeting, special general meeting or board meeting did in fact take place at the meeting, and ^{(GP)(R)}
 - iii. All appointments or elections purporting to have been made at the annual general meeting, special general meeting or board meeting were validly made. ^{(GP)(R)}

12.1.3. Inspection of minutes (M)

- (a) The minutes of annual general meeting or special general meeting may be inspected by a member under Clause 12.2.3. ^(M)
- (b) The minutes of board meetings may be inspected by a member under Clause 12.2.3 unless the board determines that the minutes of board meeting generally, or the minutes of a specific board meeting, are not to be made available for inspection by a member. ^{(GP)(R)}

12.2. Records (M)

12.2.1. Inspecting record of officeholders (M)

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

12.2.2. Custody of association's books (M)

- (a) Except as otherwise decided by the board from time to time: ^{(GP)(R)}
 - a. The Secretary shall be responsible for ensuring the maintenance and control of the association's books (except for the association's financial records). ^{(GP)(R)}
 - b. The Treasurer is responsible for ensuring the custody and maintenance of the association's financial records and securities. ^{(GP)(R)}
 - c. The board shall be responsible for ensuring the maintenance and control of the association's books including the association's financial records and securities. ^(O)
- (b) The association's books shall be retained for at least 7 years. ^(M)

12.2.3. Inspecting association's books (M)

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

12.2.4. Prohibition on use of information in association's books and record of officeholders (M)

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

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

12.2.5. Returning the association's books (M)

Outgoing Committee Members are responsible for transferring all relevant assets and association's books to the new board within fourteen (14) days ^{(O)(GP)(R)} of ceasing to be a Committee Members. ^(M)

13. DISPUTES

13.1. Disputes arising under constitution (M)

- (a) This clause applies to: ^(M)
 - a. Disputes between members, and ^(M)
 - b. Disputes between the association and one or more members that arise under the constitution or relate to the constitution. ^(M)
- (b) In this Clause 13.1, the term **member** includes any former member whose membership ceased not more than six (6) months before the dispute occurred ^{(GP)(R)(O)}
- (c) The parties to a dispute shall attempt to resolve the dispute between themselves within fourteen (14) days ^(O) of the dispute coming to the attention of each party. ^{(GP)(R)}
- (d) If the parties are unable to resolve the dispute, any party to the dispute may initiate a procedure under this Clause 13.1 by giving written notice to the Secretary of the parties to, and details of, the dispute. ^{(GP)(R)}
- (e) The association shall hold a board meeting within twenty eight (28) days ^(O) after the Secretary receives notice of the dispute under Clause 13.1(d) for the board to determine the dispute. ^{(GP)(R)}
- (f) At the board meeting to determine the dispute, all parties to the dispute shall be given a full and fair opportunity to state their respective cases orally, in writing, or both. ^{(GP)(R)}
- (g) The Secretary shall inform the parties to the dispute of the board's decision and the reasons for the decision within 7 days ^(O) after the board meeting referred to in Clause 13.1(e). ^{(GP)(R)}
- (h) If any party to the dispute is dissatisfied with the decision of the board, they may elect to initiate further dispute resolution procedures as set out in the constitution. ^{(GP)(R)}

13.2. Mediation (GP)(R)

- (a) This Clause 13.2 applies: ^{(GP)(R)}
 - a. Where a person is dissatisfied with a decision made by the board under Clause 13.1(g),
 - b. Where a member seeks a right of appeal in accordance with Clause 3.6.5 (subject to below clause 13.2(d), or ^{(GP)(R)}
 - c. Where a dispute arises between a member or more than one member and the association and any party to the dispute elects not to have the matter determined by the board ^{(GP)(R)}
- (b) If the parties to a dispute are unable to resolve the dispute between themselves within the time required by Clause 13.1(c) or a party to a dispute is dissatisfied with a decision made under Clause 13.1(g) a party to a dispute may: ^{(GP)(R)}
 - a. Provide written notice to the Secretary identifying the parties to, and the details of, the dispute, and ^{(GP)(R)}
 - b. Agree to, or request the appointment of, a mediator to resolve the dispute. ^{(GP)(R)}
- (c) The Secretary shall then ensure that a mediator is appointed to resolve the dispute who shall be: ^{(GP)(R)}
 - a. A person chosen by agreement between the parties to the dispute, or ^{(GP)(R)}
 - b. In the absence of agreement between the parties to the dispute, a mediator appointed by the board. ^{(GP)(R)}
- (d) Where the dispute relates to a proposal for the suspension or expulsion of a member this Clause 13.2 does not apply until the procedure under Clause 3.6 in respect of the proposed suspension or expulsion has been completed. ^{(GP)(R)}
- (e) The party or parties requesting the mediation shall pay the costs of the mediation. ^{(GP)(R)}
- (f) The mediator can be a member provided the member is not a party to the dispute. ^{(GP)(R)}
- (g) The parties to the dispute shall attempt to settle the dispute by mediation in good faith. ^{(GP)(R)}
- (h) The parties are to exchange written statements of the issues that are in dispute between them and supply copies to the mediator at least five (5) days ^(O) before the date of the mediation. ^{(GP)(R)}
- (i) The mediator, in conducting the mediation, shall:
 - a. Give the parties to the mediation every opportunity to be heard,
 - b. Allow all parties to consider any written statement submitted by any party, and
 - c. Ensure that natural justice is accorded to the parties to the dispute throughout the mediation.

- (j) The mediation shall be confidential.
- (k) Information provided by the parties in the course of the mediation cannot be used in any other legal proceedings that may take place in relation to the dispute.

13.3. Inability to resolve dispute (M)

If a dispute cannot be resolved under the procedures set out in Clauses 13.1 and 13.2, any party to the dispute may apply to the Administrative Tribunal to determine the dispute in accordance with the associations Act or otherwise at law. ^(M)

14. SERVICE OF NOTICES

14.1. Legal requirements (M)

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

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

14.2. Service on members (M)

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

15. INDEMNITY AND INSURANCE (O)

15.1. Indemnity (O)

- (a) The association shall indemnify each Committee Members out of the assets of the association against all losses and liabilities (including costs, expenses and charges) incurred by that person as a Committee Members:
 - a. When the association is not prevented by law from doing so, and
 - b. For an amount for which the Committee Members is not entitled to indemnity from another party (including an insurer under an insurance policy).
- (b) The indemnity in Clause 15.1(a) is a continuing obligation and is enforceable by a Committee Members even though that person is no longer a Committee Members of the association. ^(O)

15.2. Committee Members's insurance (O)

To the extent permitted by law, and if the board consider it appropriate, the association may pay or agree to pay a premium for a contract insuring a person who is or has been a Committee Members against any liability incurred by the Committee Members. ^(O)

15.3. Insurance covering workers, contractors, volunteers and visitors (O)

The association shall ensure that appropriate insurance is obtained for:

- (a) The association's workers,
- (b) The association's contractors,
- (c) The association's volunteers, and
- (d) The association's visitors.

16. OCCUPATIONAL SAFETY AND HEALTH

16.1. Safe and healthy working environment (O)

The association is aware of its obligation to provide a safe and healthy working environment for its employees, contractors, volunteers and visitors and to remain familiar with the requirements of the *Occupational Safety and Health Act 1984* (WA) and the *Occupational Safety and Health Regulations 1996* (WA) and any amendments to these legal instruments made from time to time (**OSH Laws**).

16.2. Occupational Safety and Health obligations (O)

The association shall ensure that:

- (a) Where required, it obtains workers compensation insurance for its workers.
- (b) Where required, it obtains insurance to cover its:
 - a. Contractors,
 - b. Volunteers, and
 - c. Visitors.
- (c) It complies with its obligations under the OSH laws, including any obligation:
 - a. To complete a workers compensation claim form and submit it to the association's workers compensation insurer if a worker is injured while at work, and
 - b. to notify the WorkSafe WA Commissioner if an injury to a worker involves:
 - i. A work-related death, or
 - ii. One of the following injuries or diseases:
 - 1. A fracture of the skull, spine or pelvis,
 - 2. A fracture of any bone in the arm (other than in the wrists or hand) or in the leg (other than a bone in the ankle or foot),
 - 3. An amputation of an arm, a hand, finger, finger joint, leg, foot, toe or toe joint,
 - 4. The loss of sight of an eye,
 - 5. Any injury other than those set out in Clauses 16.2(c) b ii to 16.2 (c) b ii (7), in the opinion of a medical practitioner, is likely to prevent the worker from being able to work within ten (10) days of the day on which the injury occurred,
 - 6. Infectious diseases such as tuberculosis, viral hepatitis, legionnaires' disease and HIV, where the disease is contracted during work involving exposure to human blood products, body secretions, excretions or other material which may be a source of infection, and
 - 7. Occupational zoonoses such as Q fever, anthrax, leptospiroses and brucellosis, where the disease is contracted during work involving the handling of, or contact with, animals, animal hides, skins, wool, hair, carcasses or animal waste products.

17. CONSTITUTION AND BY-LAWS

17.1. Constitution (M)

17.1.1. Binding (M)

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

17.1.2. Amendment (M)

- (a) The association may amend the constitution or replace it with a new constitution by passing a special resolution. ^(M)
 - a. the association shall not pass a special resolution amending the constitution if passing it causes the association to no longer be a charity ^{(O)(C)}]
- (b) An amendment to the constitution changing: ^(M)
 - a. The association's name, or ^(M)
 - b. The association's object or purposes, ^(M)

does not become effective until:

- a. The required documents are lodged with the Commissioner, and (M)
- b. The Commissioner's written approval to the changes is received by the association. ^(M)

17.1.3. Copies (M)

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

17.2. By-laws (O)

17.2.1. Power and purpose (O)

Provided that they are not inconsistent with the constitution or the associations Act, the members may make, amend and repeal by-laws for the management of the association by way of an ordinary resolution at an annual general meeting or a special general meeting. ^(O)

17.2.2. Not of constitution and not required to be lodged (O)

Any by-laws made under Clause 17.2.1 do not form part of the constitution and are not required to be lodged with the Commissioner. ^(O)

18. WINDING UP, CANCELLATION AND DISTRIBUTION OF SURPLUS PROPERTY

18.1. Cessation of activities, winding up and cancellation of incorporation (M)(C)

- (a) The association may cease its activities and have its incorporation cancelled in accordance with the associations Act if the members resolve by special resolution that the association is to: ^{(M)(R)}
 - a. Apply to the Commissioner seeking the cancellation of the association's incorporation, or ^{(M)(R)}
 - b. Appoint a liquidator to wind up the association's affairs.
- (b) If the association has outstanding debts or any other outstanding legal obligations, or is a party to any current legal proceedings, the association must be wound up under Clause 18.1(a) b before cancellation of incorporation can take place. ^{(M)(R)}

18.2. Surplus assets not to be distributed to members (M)(C)

If the association is wound up, any surplus assets must not be distributed to a member or a former member, unless that member or former member is an entity described in Clause 18.3. ^{(M)(C)}

18.3. Distribution of surplus assets (M)(C)

- (a) Subject to the associations Act, any other applicable law and any court order, any surplus assets that remain after the association is wound up shall be distributed to one or more not-for-profit organisations / Charities that: ^{(M)(C)(R)}
 - a. Possess an object Joondalup Family Centre ^(C) purposes similar to, or inclusive of, the object Joondalup Family Centre ^(C) purposes of the association as set out in Clause 2.1, and ^{(M)(C)(R)}
 - b. Which also prohibit the distribution of any surplus assets to its members to at least the same extent as the association. ^{(M)(C)(R)}
- (b) The decision as to the not-for-profit organisation or organisations to receive the surplus assets of the association shall be made by a special resolution of members at or before the time of winding up. ^(M)
- (c) If the members do not make the decision set out in Clause 18.3(b) the association may make application to the Courts of Western Australia and request that the courts make this decision. ^(M)

19. Schedule 1 - Membership Application Form

Joondalup Family Centre Membership Form

Please complete the details below and email to admin@joondalupfamilycentre.com.au

Date:			
Type of Member*	☐ New Member		☐ Renewing Member
First Name:*		Surname:*	
Child's Name 1 (if applicable)			
Child's Name 2 (if applicable)			
Organisation Name (if applicable)*			
Email:*			
Address:			
Suburb:	Post code:		
What is your cultural background?			☐ Not disclosed
Do you have a disability:	☐ Yes	☐ No	☐ Not disclosed
Date of birth:	☐ Not disclosed		

**Items marked with an asterisk are mandatory. Failure to complete this information will result in automatic rejection of the membership application.*

I confirm that the information I have provided in this form is true and correct.

I agree to be bound by the Joondalup Family Centre Constitution and support the Philosophy and Objects of Joondalup Family Centre.

I understand that the committee acceptance of a person's membership does not automatically qualify them for nomination to the committee as there are additional requirement to be met as per the Constitution and Association Incorporation Act 2015 (WA).

I agree that the Centre may contact me by email with newsletters, surveys, AGM/Voting information.

I understand that any membership fee payable must be paid within 30 days of receipt of an invoice and is not refundable.

Name:	
Signature:	

Membership is not formalised until the Committee approves the membership and payment is received by the Centre.

Approved by Committee	Date	Added to database
☐ Yes ☐ No		☐

20. Schedule 2 - Proxy Voting Form

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

Proxy Voting Form

Annual General Meeting
Joondalup Family Centre

A. Appointing a Proxy

Note: All fields MUST be completed to be valid

I (Member's Full Name)	Click or tap here to enter text.
Of (Member Organisation name or if applicable "individual associate"]	Click or tap here to enter text.
At (Address)	Click or tap here to enter text.
Telephone Number	Click or tap here to enter text.
Email Address	Click or tap here to enter text.

Being a member of Joondalup Family Centre and authorised to vote at a general meeting, hereby appoint the Chair of the meeting to vote on my behalf at the Annual General Meeting of the Association to be held:

21. Schedule 2 - Proxy Voting Form

Proxy's Voting Directions

My Proxy is authorised to vote in according to the directions I have laid out below:

Insert an "X" in the applicable box

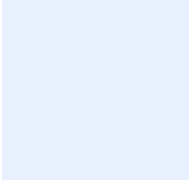
Annual General Meeting Business	In Favour of	Against	Abstain
Acceptance of minutes of previous Annual General Meeting	☐	☐	☐
Acceptance of Chairperson Report	☐	☐	☐
Acceptance of Treasurer's Report	☐	☐	☐
Appointment of Auditor for current financial year	☐	☐	☐

Proxy's Voting Directions

Committee Members	In Favour of	Against	Abstain
Chairperson	☐	☐	☐
Secretary	☐	☐	☐
Treasurer	☐	☐	☐
General Members	☐	☐	☐

Form continues to next page

22. Schedule 2 - Proxy Voting Form

Signature of Member (Click on the image box below to insert your signature as an image)	Date
	Click or tap to enter a date.

Notes:

- A. Every member of Joondalup Family Centre Inc, who is not arrears in payment of their annual Membership shall be entitled to be present in person or by proxy at the Annual General Meeting
- B. The delivery of a duly completed proxy form shall not preclude any member or their duly authorised representative from attending the General Meeting
- C. Joondalup Family Centre may reject a form of proxy, which is completed and/r received other than in accordance with these notes.
- D. Any alteration to this proxy form, other than a deletion of alternatives, must be initiated by the signatory.
Completed proxy forms indication how you wish to vote must be emailed to manager@joondalupfamilycentre.com.au by no later than **Date**
- E. All Proxy forms, once received by Joondalup Family Centre, will be recorded and copies of the proxy forms will be available (as scanned copies) for inspection at the meeting
- F. The proxy voted received by the proxy holders will be confirmed at the meeting for record purposes.

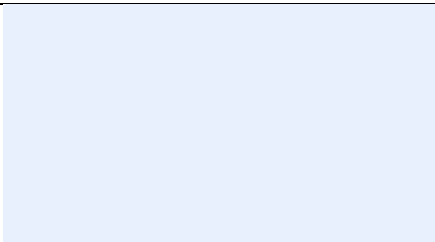
23. Schedule 3 – Appointment of Organisational Member Representative Form

Appointment of Organisational Member Representative Form

(Only completed by Commercial/Government venue Hirers)

Name of Organisational Member i.e company name	Click or tap here to enter text.
Advised that, on (Date)	Click or tap here to enter text.
It was resolved that (name of representative of organisational member)	Click or tap here to enter text.

Will represent the organisational member at all General Meetings of Joondalup Family Centre

Witnessed/ Authorised by:	
Name	Click or tap here to enter text.
Position	Click or tap here to enter text.
Date	Click or tap to enter a date.
Signature (Click on the image box below to insert your signature as an image)	

The organisational member acknowledges that according to Joondalup Family Centre Constitution:

- An organisational member shall appoint a natural person (i.e Human being) to represent the organisational member at Annual General meeting and Special general meetings.
- An Organisational representative shall be appointed in writing using the appointment of organisational member representative form.
- A copy of the appointment of organisational member representative form shall be forwarded by the by the organisational member as directed on the form
- An organisation representative had authority to represent the organisational member:
 - If appointed for a particular annual General meeting or special general meeting, until the conclusion of that annual general meeting or special general meeting.
 - Otherwise, until the appointment of the organisational representative id revoked by the organisational member and notice of this revocation is give by the organisational member to the secretary.