

# **Constitution of NSW Federation of Housing Associations Inc**

*Under the Associations Incorporation Act 2009*

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# Part 1 Preliminary

## 1 Definitions

(1) In this constitution:

**ACNC Act** means the *Australian Charities and Not-for-profits Commission Act 2012* (Cwlth)

**board** means the committee of the association constituted under clause 16.

**Community Housing** means the provision of housing assistance to those who cannot afford, from their own resources, such accommodation as would give them a modest standard of living in the Australian community.

**Community Housing Provider** means a non profit organisation that owns and/or manages assets used for Community Housing.

**DGR** means a deductible gift recipient within the meaning of Division 30 of the *Income Tax Assessment Act 1997* (Cwlth).

**NRSCH** means the National Regulatory System for Community Housing established by the *Community Housing Providers (Adoption of National Law) Act 2012*.

**ordinary board member** means a member of the board who is not an office-bearer of the association.

**organisation member's delegate** means a person so appointed under subclause 4(2).

**secretary** means the public officer of the association.

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

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

**the Regulation** means the *Associations Incorporation Regulation 2016*.

(2) In this constitution:

(a) a reference to a function includes a reference to a power, authority and duty, and

(b) a reference to the exercise of a function includes, if the function is a duty, a reference to the performance of the duty.

(3) The provisions of the *Interpretation Act 1987* apply to and in respect of this constitution in the same manner as those provisions would so apply if this constitution were an instrument made under the Act.

## 2 Objects

(1) The principal object of the association is to work towards the benevolent relief of poverty, distress or disadvantage suffered by individuals or families in New South Wales by:

- (a) promoting, encouraging and assisting the provision of Community Housing;
  - (b) acting as a coordinating and educating agency for members in order to promote, encourage and assist in the provision of Community Housing;
  - (c) liaising and working with all levels of government on behalf of members concerning the need for Community Housing and to develop policy for Community Housing;
  - (d) contributing to the development of Community Housing in New South Wales through research and development and the promotion of best practice;
  - (e) providing services for members to assist in the development and provision of Community Housing and to support quality service delivery by Community Housing Providers;
  - (f) assisting members on issues that impact on people's ability to obtain and secure affordable housing;
  - (g) assisting Community Housing Providers to provide assistance to households in need in New South Wales in a way that best supports choice;
  - (h) promoting a vision for Community Housing to government, the non government sector and the general public;
  - (i) gathering, analysing and disseminating information on Community Housing and related issues in order to:
    - (i) resource members and other interested groups;
    - (ii) raise awareness of Community Housing issues within the general community; and
    - (iii) inform and influence government on Community Housing needs, issues and policy directions; and
  - (j) representing the interests of Community Housing Providers in the development of policy in connection with Community Housing in New South Wales and nationally where appropriate.
- (2) In attaining or carrying out, or attempting to attain or carry out these objects, it is anticipated that the association will act in association with and support Community Housing Providers.

### **3 Association is non-profit**

- (1) Subject to the Act and the Regulation, the association must apply its funds and assets solely in pursuance of the objects of the association and must not conduct its affairs so as to provide a pecuniary gain for any of its members.

**Note.** Section 5 of the Act defines **pecuniary gain** for the purpose of this clause.

- (2) No portion of the income, property, or assets of the association shall be paid, transferred or distributed directly or indirectly to members of the association provided that nothing should prevent the payment in good faith of reasonable remuneration to any officer or employee of the association or to any person or group other than a member of the association in return for services rendered to the association.

- (3) Notwithstanding clause 3(2) of this Constitution, members of the association incurring reasonable expenses in carrying out the association's business may be reimbursed from time to time with the approval of the board.

## **Part 2 Membership**

### **4 Membership generally**

The members of the association will be organisations and individuals:

- (1) There will be two classes of members:
  - (a) A Full Member must be a Community Housing Provider that provides Community Housing in NSW to a material extent and:
    - (i) which is a registered community housing provider under the NRSCH; or
    - (ii) whose core activity is the direct provision of Community Housing.
  - (b) An Associate Member will be an organisation or individual that does not satisfy the requirements of subclause (1)(a) but who has an interest in Community Housing in NSW.
- (2) Each Full Member and Associate Member will be represented by one organisation member's delegate appointed by the member by notice to the secretary from time to time.
- (3) Each class of Member has different rights:
  - (a) Subject to subclause (3)(c), all members shall be entitled to attend and participate in general meetings.
  - (b) Full Members shall be entitled to all the rights and privileges of members, including to propose and second motions and vote at general meetings.
  - (c) Associate Members:
    - (i) shall not be entitled to propose and second motions and vote at general meetings; and
    - (ii) shall be entitled to receive such publications as shall be determined by the board from time to time.
- (4) An organisation or individual is qualified to be a member of the association if, but only if it has been nominated for membership of the association as provided by clause 5; and been approved for membership of the association by the board.

### **5 Application for membership**

- (1) An application by a person for membership of the association:
  - (a) must be made in writing (including by email or other electronic means, if the board so determines) in the form determined by the board, and
  - (b) must be lodged (including by electronic means, if the board so determines) with the secretary of the association.
- (2) As soon as practicable after receiving an application for membership, the secretary must refer the application to the board, which is to determine whether to approve or to reject the application.
- (3) As soon as practicable after the board makes that determination, the secretary

must:

- (a) notify the applicant in writing (including by email or other electronic means, if the board so determines) that the board approved or rejected the application (whichever is applicable), and
  - (b) if the board approved the application, request the applicant to pay (within the period of 28 days after receipt by the applicant of the notification) the prescribed fee as determined by the board.
- (4) The secretary must, on payment by the applicant of the amounts referred to in subclause (3)(b) within the period referred to in that provision, enter or cause to be entered the applicant's name in the register of members and, on the name being so entered, the applicant becomes a member of the association.

## **6 Cessation of membership**

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

- (a) dies, or
- (b) resigns membership, or
- (c) is expelled from the association, or
- (d) fails to pay the annual membership fee under clause 10(2) within 3 months after the fee is due; or
- (e) is wound up or ceases to exist (in the case of a member that is an organisation).

## **7 Membership entitlements not transferable**

A right, privilege or obligation which a person has by reason of being a member of the association:

- (a) is not capable of being transferred or transmitted to another person, and
- (b) terminates on cessation of the person's membership.

## **8 Resignation of membership**

- (1) A member of the association is not entitled to resign that membership except in accordance with this clause.
- (2) A member of the association who has paid all amounts payable by the member to the association in respect of the member's membership may resign from membership of the association by first giving to the secretary written notice of at least 1 month (or any other period that the board may determine) of the member's intention to resign and, on the expiration of the period of notice, the member ceases to be a member.
- (3) If a member of the association ceases to be a member under subclause (2), and in every other case where a member ceases to hold membership, the secretary must make an appropriate entry in the register of members recording the date on which

the member ceased to be a member.

## **9 Register of members**

- (1) The secretary must establish and maintain a register of members of the association (whether in written or electronic form) specifying the name and postal, residential or email address of each person who is a member of the association together with the date on which the person became a member.
- (2) The register of members must be kept in New South Wales:
  - (a) at the main premises of the association, or
  - (b) if the association has no premises, at the association's official address.
- (3) The register of members must be open for inspection, free of charge, by any member of the association at any reasonable hour.
- (4) A member of the association may obtain a copy of any part of the register on payment of a fee of not more than \$1 for each page copied.
- (5) If a member requests that any information contained on the register about the member (other than the member's name) not be available for inspection, that information must not be made available for inspection.
- (6) A member must not use information about a person obtained from the register to contact or send material to the person, other than for:
  - (a) the purposes of sending the person a newsletter, a notice in respect of a meeting or other event relating to the association or other material relating to the association, or
  - (b) any other purpose necessary to comply with a requirement of the Act or the Regulation.
- (7) If the register of members is kept in electronic form:
  - (a) it must be convertible into hard copy, and
  - (b) the requirements in subclauses (2) and (3) apply as if a reference to the register of members is a reference to a current hard copy of the register of members.

## **10 Fees and subscriptions**

- (1) A member of the association must, on admission to membership, pay to the association a fee of \$1 or, if some other amount is determined by the board, that other amount.
- (2) In addition to any amount payable by the member under subclause (1), a member of the association must pay to the association an annual membership fee of \$2 or, if some other amount is determined by the board, that other amount:
  - (a) except as provided by paragraph (b), before the first day of the financial year of the association in each calendar year, or
  - (b) if the member becomes a member on or after the first day of the financial year

of the association in any calendar year—on becoming a member and before the first day of the financial year of the association in each succeeding calendar year.

## **11 Members' liabilities**

The liability of a member of the association to contribute towards the payment of the debts and liabilities of the association or the costs, charges and expenses of the winding up of the association is limited to the amount, if any, unpaid by the member in respect of membership of the association as required by clause 10.

## **12 Resolution of disputes**

- (1) A dispute between a member and another member (in their capacity as members) of the association, or a dispute between a member or members and the association, are to be referred to a Community Justice Centre for mediation under the *Community Justice Centres Act 1983*.
- (2) If a dispute is not resolved by mediation within 3 months of the referral to a Community Justice Centre, the dispute is to be referred to arbitration.
- (3) The *Commercial Arbitration Act 2010* applies to a dispute referred to arbitration.

## **13 Disciplining of members**

- (1) A complaint may be made to the board by any person that a member of the association:
  - (a) has refused or neglected to comply with a provision or provisions of this constitution, or
  - (b) has wilfully acted in a manner prejudicial to the interests of the association.
- (2) The board may refuse to deal with a complaint if it considers the complaint to be trivial or vexatious in nature.
- (3) If the board decides to deal with the complaint, the board:
  - (a) must cause notice of the complaint to be served on the member concerned, and
  - (b) must give the member at least 14 days from the time the notice is served within which to make submissions to the board in connection with the complaint, and
  - (c) must take into consideration any submissions made by the member in connection with the complaint.
- (4) The board may, by resolution, expel the member from the association or suspend the member from membership of the association if, after considering the complaint and any submissions made in connection with the complaint, it is satisfied that the facts alleged in the complaint have been proved and the expulsion or suspension is warranted in the circumstances.
- (5) If the board expels or suspends a member, the secretary must, within 7 days after the action is taken, cause written notice to be given to the member of the action

taken, of the reasons given by the board for having taken that action and of the member's right of appeal under clause 14.

- (6) The expulsion or suspension does not take effect:
  - (a) until the expiration of the period within which the member is entitled to appeal against the resolution concerned, or
  - (b) if within that period the member exercises the right of appeal, unless and until the association confirms the resolution under clause 14, whichever is the later.

## **14 Right of appeal of disciplined member**

- (1) A member may appeal to the association in general meeting against a resolution of the board under clause 13, within 7 days after notice of the resolution is served on the member, by lodging with the secretary a notice to that effect.
- (2) The notice may, but need not, be accompanied by a statement of the grounds on which the member intends to rely for the purposes of the appeal.
- (3) On receipt of a notice from a member under subclause (1), the secretary must notify the board, which is to convene a general meeting of the association to be held within 28 days after the date on which the secretary received the notice.
- (4) At a general meeting of the association convened under subclause (3):
  - (a) no business other than the question of the appeal is to be transacted, and
  - (b) the board and the member must be given the opportunity to state their respective cases orally or in writing, or both, and
  - (c) the members present are to vote by secret ballot on the question of whether the resolution should be confirmed or revoked.
- (5) The appeal is to be determined by a simple majority of votes cast by members of the association.

## Part 3 The board

### 15 Powers of the board

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

- (a) is to control and manage the affairs of the association, and
- (b) may exercise all the functions that may be exercised by the association, other than those functions that are required by this constitution to be exercised by a general meeting of members of the association, and
- (c) has power to perform all the acts and do all things that appear to the board to be necessary or desirable for the proper management of the affairs of the association.

### 16 Composition and membership of board

(1) The committee of the association is to be known as the board and is to consist of:

- (a) the office-bearers of the association, and
- (b) 7 ordinary members,

each of whom is to be elected at the annual general meeting of the association under clause 17.

**Note.** Section 28 of the Act contains further requirements concerning eligibility for membership and composition of the committee.

(2) The total number of board members is to be 9.

(3) The office-bearers of the association are as follows:

- (a) the Chair; and
- (b) the Vice-chair.

(4) Each member of the board shall, subject to this constitution, hold office until the conclusion of the third annual general meeting following the date of the member's election. Members standing down will be eligible for re-election, subject to subclauses (5) and (6).

(5) A board member may hold office for only two consecutive terms.

(6) Subclause (5) does not apply to any member of the board elected at an annual general meeting where the members pass a separate resolution at that same annual general meeting waiving the rule in subclause (5) for the election of that member of the board.

**Note.** Schedule 1 to the Act provides that an association's constitution is to address the maximum number of consecutive terms of office of any office-bearers on the committee.

### 17 Election of board members

(1) Nominations of candidates for election as members of the board:

- (a) must be made in writing, signed by two organisation member's delegates of two Full Members of the association and accompanied by the written consent of the candidate (which may be endorsed on the form of the nomination), and
  - (b) must be delivered to the secretary of the association at least 21 days before the date fixed for the holding of the annual general meeting at which the election is to take place.
- (2) If insufficient nominations are received to fill all vacancies on the board, the candidates nominated are taken to be elected and further nominations are to be received at the annual general meeting.
  - (3) If insufficient further nominations are received, any vacant positions remaining on the board are taken to be casual vacancies.
  - (4) If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated are taken to be elected.
  - (5) If the number of nominations received exceeds the number of vacancies to be filled, a ballot is to be held.
  - (6) The ballot for the election of members of the board is to be conducted:
    - (a) by postal or electronic ballot; or
    - (b) at the annual general meeting,in any usual and proper manner that the board directs.
  - (7) Where the position of any office-bearer is vacant, the position shall be elected from amongst those members of the board that nominate for the position at the first board meeting after the Annual General Meeting, or in the event of a casual vacancy, at the next board meeting following the position becoming vacant. Only board members who have served at least one year as a board member will be eligible to nominate for Chair.

## **18 Secretary**

- (1) The secretary of the association shall be the public officer and must, as soon as practicable after being appointed as secretary, lodge notice with the association of his or her address.
- (2) It is the duty of the secretary to keep minutes (whether in written or electronic form) of:
  - (a) all appointments of office-bearers and members of the board, and
  - (b) the names of members of the board present at a board meeting or a general meeting, and
  - (c) all proceedings at board meetings and general meetings.
- (3) Minutes of proceedings at a meeting must be signed by the chairperson of the meeting or by the chairperson of the next succeeding meeting.
- (4) The signature of the chairperson may be transmitted by electronic means for the purposes of subclause (3).

## 19 Financial management

The board must ensure:

- (a) that all money due to the association is collected and received and that all payments authorised by the association are made, and
- (b) that correct books and accounts are kept showing the financial affairs of the association, including full details of all receipts and expenditure connected with the activities of the association.

## 20 Casual vacancies

- (1) In the event of a casual vacancy occurring in the membership of the board, the board may appoint a member of the association to fill the vacancy and the member so appointed is to hold office, subject to this constitution, until the conclusion of the annual general meeting at which the board of member who had vacated the position would have stepped down.
- (2) A casual vacancy in the office of a member of the board occurs if the member:
  - (a) dies, or
  - (b) ceases to be involved in Community Housing provision; or
  - (c) is or becomes an insolvent under administration within the meaning of the *Corporations Act 2001* of the Commonwealth, or
  - (d) resigns office by notice in writing given to the secretary, or
  - (e) is removed from office under clause 21, or
  - (f) becomes a mentally incapacitated person, or
  - (g) is absent without the consent of the board from 3 consecutive meetings of the board, or
  - (h) is convicted of an offence involving fraud or dishonesty for which the maximum penalty on conviction is imprisonment for not less than 3 months, or
  - (i) is prohibited from being a director of a company under Part 2D.6 (Disqualification from managing corporations) of the *Corporations Act 2001* of the Commonwealth, or
  - (j) if the association is a registered entity under the ACNC Act, is disqualified, suspended or removed as a board member by the ACNC Commissioner under Division 100 of the ACNC Act.

## 21 Removal of board members

- (1) The association in a general meeting may by resolution remove any member of the board from the office of member before the expiration of the member's term of office and may by resolution appoint another person to hold office until the expiration of the term of office of the member so removed.
- (2) If a member of the board to whom a proposed resolution referred to in subclause (1) relates makes representations in writing to the secretary or Chair (not exceeding a

reasonable length) and requests that the representations be notified to the members of the association, the secretary or the Chair may send a copy of the representations to each member of the association or, if the representations are not so sent, the member is entitled to require that the representations be read out at the meeting at which the resolution is considered.

## **22 Board meetings and quorum**

- (1) The board must meet at least 3 times in each period of 12 months at the place and time that the board may determine.
- (2) Additional meetings of the board may be convened by the Chair or by any member of the board.
- (3) Oral or written notice of a meeting of the board must be given by the secretary to each member of the board at least 48 hours (or any other period that may be unanimously agreed on by the members of the board) before the time appointed for the holding of the meeting.
- (4) Notice of a meeting given under subclause (3) must specify the general nature of the business to be transacted at the meeting and no business other than that business is to be transacted at the meeting, except business which the board members present at the meeting unanimously agree to treat as urgent business.
- (5) Any 3 members of the board constitute a quorum for the transaction of the business of a meeting of the board.
- (6) No business is to be transacted by the board unless a quorum is present and if, within half an hour of the time appointed for the meeting, a quorum is not present, the meeting is to stand adjourned to the same place and at the same hour of the same day in the following week.
- (7) If at the adjourned meeting a quorum is not present within half an hour of the time appointed for the meeting, the meeting is to be dissolved.
- (8) At a meeting of the board:
  - (a) the Chair or, in the Chair's absence, the Vice-chair is to preside, or
  - (b) if the Chair and the Vice-chair are absent or unwilling to act, one of the remaining members of the board chosen by the members present at the meeting is to preside.

## **23 Appointment of association members or organisation members delegates as board members to constitute quorum**

- (1) If at any time the number of board members is less than the number required to constitute a quorum for a board meeting, the existing board members may appoint a sufficient number of members of the association or organisation members delegates as board members to enable the quorum to be constituted.
- (2) A member of the board so appointed is to hold office, subject to this constitution, until the annual general meeting next following the date of the appointment.
- (3) This clause does not apply to the filling of a casual vacancy to which clause 20

applies.

## **24 Use of technology at board meetings**

- (1) A board meeting may be held at 2 or more venues using any technology approved by the board that gives each of the board's members a reasonable opportunity to participate.
- (2) A board member who participates in a board meeting using that technology is taken to be present at the meeting and, if the member votes at the meeting, is taken to have voted in person.

## **25 Delegation by board to sub-committee**

- (1) The board may, by instrument in writing, delegate to one or more sub-committees (consisting of the member or members of the association that the board thinks fit) the exercise of any of the functions of the board that are specified in the instrument, other than:
  - (a) this power of delegation, and
  - (b) a function which is a duty imposed on the board by the Act or by any other law.
- (2) A function the exercise of which has been delegated to a sub-committee under this clause may, while the delegation remains unrevoked, be exercised from time to time by the sub-committee in accordance with the terms of the delegation.
- (3) A delegation under this clause may be made subject to any conditions or limitations as to the exercise of any function, or as to time or circumstances, that may be specified in the instrument of delegation.
- (4) Despite any delegation under this clause, the board may continue to exercise any function delegated.
- (5) Any act or thing done or suffered by a sub-committee acting in the exercise of a delegation under this clause has the same force and effect as it would have if it had been done or suffered by the board.
- (6) The board may, by instrument in writing, revoke wholly or in part any delegation under this clause.
- (7) A sub-committee may meet and adjourn as it thinks proper.

## **26 Voting and decisions**

- (1) Questions arising at a meeting of the board or of any sub-committee appointed by the board are to be determined by a majority of the votes of members of the board or sub-committee present at the meeting.
- (2) Each member present at a meeting of the board or of any sub-committee appointed by the board (including the person presiding at the meeting) is entitled to one vote but, in the event of an equality of votes on any question, the person presiding may exercise a second or casting vote.
- (3) Subject to clause 22(5), the board may act despite any vacancy on the board.

- (4) Any act or thing done or suffered, or purporting to have been done or suffered, by the board or by a sub-committee appointed by the board, is valid and effectual despite any defect that may afterwards be discovered in the appointment or qualification of any member of the board or sub-committee.

## **27 Compliance with duties under the ACNC Act and general law**

If the association a registered entity under the ACNC Act, each board member must:

- (a) continue to comply with his or her duties under the general law; and
- (b) comply with each duty described in Governance Standard 5 of the regulations made under the ACNC Act as if it applied to the board member personally (and not the association), including the duty:
  - (i) to exercise their powers and discharge their duties with the degree of care and diligence that a reasonable individual would exercise if they were a board member of the association;
  - (ii) to act in good faith in the best interests of the association and to further the objects of the association set out in clause 2;
  - (iii) not to misuse their position as a board member;
  - (iv) not to misuse information they gain in their role as a board member;
  - (v) to disclose any perceived or actual material conflicts of interest;
  - (vi) to ensure that the financial affairs of the association are managed responsibly;  
and
  - (vii) not to allow the association to operate while it is insolvent.

## **28 Suitability of board members under the ACNC Act**

- (1) If the association is a registered entity under the ACNC Act, the association must comply with the ACNC Act by:
  - (a) taking reasonable steps to ensure that each of its board members is not disqualified; and
  - (b) being and remaining satisfied that each of its board members is not disqualified.
- (2) If the association is not satisfied that a particular board member is not disqualified, the association must take reasonable steps to remove the board member.
- (3) For the purpose of this clause, **disqualified** means disqualified or suspended or removed as a board member by the ACNC Commissioner under Division 100 of the ACNC Act at any time during the preceding 12 months.

## **Part 4 General meetings**

### **29 Annual general meetings - holding of**

- (1) The association must hold its annual general meetings:
  - (a) within 6 months after the close of the association's financial year, or
  - (b) within any later time that may be allowed or prescribed under section 37 (2) (b) of the Act.

### **30 Annual general meetings - calling of and business at**

- (1) The annual general meeting of the association is, subject to the Act and to clause 29, to be convened on the date and at the place and time that the board thinks fit.
- (2) In addition to any other business which may be transacted at an annual general meeting, the business of an annual general meeting is to include the following:
  - (a) to confirm the minutes of the last preceding annual general meeting and of any special general meeting held since that meeting,
  - (b) to receive from the board reports on the activities of the association during the last preceding financial year,
  - (c) to elect board members,
  - (d) to receive and consider any financial statement or report required to be submitted to members under the Act.
- (3) An annual general meeting must be specified as that type of meeting in the notice convening it.

### **31 Special general meetings - calling of**

- (1) The board may, whenever it thinks fit, convene a special general meeting of the association.
- (2) The board must, on the requisition of at least 5% of the total number of members, convene a special general meeting of the association.
- (3) A requisition of members for a special general meeting:
  - (a) must be in writing, and
  - (b) must state the purpose or purposes of the meeting, and
  - (c) must be signed by the members making the requisition, and
  - (d) must be lodged with the secretary, and
  - (e) may consist of several documents in a similar form, each signed by one or more of the members making the requisition.
- (4) If the board fails to convene a special general meeting to be held within 1 month after the date on which a requisition of members for the meeting is lodged with the secretary, any one or more of the members who made the requisition may convene

a special general meeting to be held not later than 3 months after that date.

- (5) A special general meeting convened by a member or members as referred to in subclause (4) must be convened as nearly as is practicable in the same manner as general meetings are convened by the board.
- (6) For the purposes of subclause (3):
  - (a) a requisition may be in electronic form, and
  - (b) a signature may be transmitted, and a requisition may be lodged, by electronic means.

## 32 Notice

- (1) Except if the nature of the business proposed to be dealt with at a general meeting requires a special resolution of the association, the secretary must, at least 14 days before the date fixed for the holding of the general meeting, give a notice to each member specifying the place, date and time of the meeting and the nature of the business proposed to be transacted at the meeting.
- (2) If the nature of the business proposed to be dealt with at a general meeting requires a special resolution of the association, the secretary must, at least 21 days before the date fixed for the holding of the general meeting, cause notice to be given to each member specifying, in addition to the matter required under subclause (1), the intention to propose the resolution as a special resolution.

**Note.** A special resolution must be passed in accordance with section 39 of the Act.

- (3) No business other than that specified in the notice convening a general meeting is to be transacted at the meeting except, in the case of an annual general meeting, business which may be transacted under clause 30 (2).
- (4) A member desiring to bring any business before a general meeting may give notice in writing of that business to the secretary who must include that business in the next notice calling a general meeting given after receipt of the notice from the member.

## 33 Quorum for general meetings

- (1) No item of business is to be transacted at a general meeting unless a quorum of members entitled under this constitution to vote is present during the time the meeting is considering that item.
- (2) Five members present (being members entitled under this constitution to vote at a general meeting) constitute a quorum for the transaction of the business of a general meeting.
- (3) If within half an hour after the appointed time for the commencement of a general meeting a quorum is not present, the meeting:
  - (a) if convened on the requisition of members—is to be dissolved, and
  - (b) in any other case—is to stand adjourned to the same day in the following week at the same time and (unless another place is specified at the time of the adjournment by the person presiding at the meeting or communicated by

written notice to members given before the day to which the meeting is adjourned) at the same place.

- (4) If at the adjourned meeting a quorum is not present within half an hour after the time appointed for the commencement of the meeting, the members present (being at least 3) are to constitute a quorum.

### **34 Presiding member**

- (1) The Chair or, in the Chair's absence, the vice-Chair, is to preside as chairperson at each general meeting of the association.
- (2) If the Chair and the Vice-chair are absent or unwilling to act, the members present must elect one of their number to preside as chairperson at the meeting.

### **35 Adjournment**

- (1) The chairperson of a general meeting at which a quorum is present may, with the consent of the majority of members present at the meeting, adjourn the meeting from time to time and place to place, but no business is to be transacted at an adjourned meeting other than the business left unfinished at the meeting at which the adjournment took place.
- (2) If a general meeting is adjourned for 14 days or more, the secretary must give written or oral notice of the adjourned meeting to each member of the association stating the place, date and time of the meeting and the nature of the business to be transacted at the meeting.
- (3) Except as provided in subclauses (1) and (2), notice of an adjournment of a general meeting or of the business to be transacted at an adjourned meeting is not required to be given.

### **36 Making of decisions**

- (1) A question arising at a general meeting of the association is to be determined by:
  - (a) a show of hands or, if the meeting is one to which clause 41 applies, any appropriate corresponding method that the board may determine, or
  - (b) if on the motion of the chairperson or if 5 or more members present at the meeting decide that the question should be determined by a written ballot—a written ballot.
- (2) If the question is to be determined by a show of hands, a declaration by the chairperson that a resolution has, on a show of hands, been carried or carried unanimously or carried by a particular majority or lost, or an entry to that effect in the minute book of the association, is evidence of the fact without proof of the number or proportion of the votes recorded in favour of or against that resolution.
- (3) Subclause (2) applies to a method determined by the board under subclause (1) (a) in the same way as it applies to a show of hands.
- (4) If the question is to be determined by a written ballot, the ballot is to be conducted in accordance with the directions of the chairperson.

### **37 Special resolutions**

A special resolution may only be passed by the association in accordance with section 39 of the Act.

### **38 Voting**

- (1) On any question arising at a general meeting of the association a Full Member has one vote only.
- (2) All votes shall be given personally through an organisation member's delegate or by proxy but no organisation member's delegate may hold more than 5 proxies.
- (3) In the case of an equality of votes on a question at a general meeting, the chairperson of the meeting is entitled to exercise a second or casting vote.
- (4) A member is not entitled to vote at any general meeting of the association unless all money due and payable by the member to the association has been paid.
- (5) A member is not entitled to vote at any general meeting of the association if the member is under 18 years of age.

### **39 Proxy votes**

- (1) Each member shall be entitled to appoint the organisation member's delegate of another member as proxy by notice given to the secretary no later than 24 hours before the time of the meeting in respect of which the proxy is appointed.
- (2) The notice appointing the proxy shall be in the form approved by the board from time to time.

**Note.** Schedule 1 to the Act provides that an association's constitution is to address whether members of the association are entitled to vote by proxy at general meetings.

### **40 Postal or electronic ballots**

- (1) The association may hold a postal or electronic ballot (as the board determines) to determine any issue or proposal (other than an appeal under clause 14).
- (2) A postal or electronic ballot is to be conducted in accordance with Schedule 3 to the Regulation.

### **41 Use of technology at general meetings**

- (1) A general meeting may be held at 2 or more venues using any technology approved by the board that gives each of the association's members a reasonable opportunity to participate and vote.
- (2) A member of an association who participates in a general meeting using that technology is taken to be present at the meeting and, if the member votes at the meeting, is taken to have voted in person.

## **Part 5 Miscellaneous**

### **42 Insurance**

The association may effect and maintain insurance.

### **43 Income - source**

- (1) The income of the association is to be derived from entrance fees and annual subscriptions of members, donations and, subject to any resolution passed by the association in general meeting, any other sources that the board determines.
- (2) All money received by the association must be deposited as soon as practicable and without deduction to the credit of the association's bank or other authorised deposit-taking institution account.
- (3) The association must, as soon as practicable after receiving any money, issue an appropriate receipt.

### **44 Income - management**

- (1) Subject to any resolution passed by the association in general meeting, the income of the association is to be used solely in pursuance of the objects of the association in the manner that the board determines.
- (2) All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments must be signed by 2 authorised signatories.

### **45 Distribution of property on winding up of association**

- (1) Subject to the Act and the Regulations, in the event of the winding up of the association, any surplus property must not be paid to, or distributed amongst, the members, but must be paid or transferred to:
  - (a) a charity (or charities) in Australia that is charitable at law with similar objects to those of the association, and the constituent documents of which prohibit the charity from making distributions to its member; and
  - (b) if the association has DGR endorsement, a charity (or charities) that is endorsed by the Commissioner of Taxation as a DGR and the constituent documents of which:
    - (i) require the body corporate or institution to pursue objects similar to those of the association and to apply its income solely towards promoting those objects; and
    - (ii) prohibit the body corporate or institution from making distributions to its members,

such body corporate or institution to be determined by the board, or failing determination, by the liquidator of the association.

- (2) In this clause, a reference to the surplus property of an association is a reference to that property of the association remaining after satisfaction of the debts and liabilities of the association and the costs, charges and expenses of the winding up of the association.

**Note.** Section 65 of the Act provides for distribution of surplus property on the winding up of an association.

## **46 Revocation of tax endorsements**

In the event that the association is endorsed by the Commissioner of Taxation as a DGR and that endorsement is subsequently revoked, any surplus:

- (a) gifts of money or property for the principal object of the association;
- (b) contributions made in relation to an eligible fundraising event held for the principal object of the association; and
- (c) money received by the association because of such gifts and contributions, remaining after satisfaction of all the association's debts and liabilities must not be paid to, or distributed amongst, the members, but must be paid or transferred to a body corporate or institution in Australia which is endorsed by the Commissioner of Taxation as a DGR and the constituent documents of which:
  - (d) require the body corporate or institution to pursue objects similar to those of the association and to apply its income solely towards promoting those objects; and
  - (e) prohibit the body corporate or institution from making distributions to its members, such corporation or institution to be determined by the board.

## **47 Change of name, objects and constitution**

An application for registration of a change in the association's name, objects or constitution in accordance with section 10 of the Act is to be made by the public officer or a board member.

## **48 Custody of books etc**

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

- (a) at the main premises of the association, in the custody of the public officer or a member of the association (as the board determines), or
- (b) if the association has no premises, at the association's official address, in the custody of the public officer.

## **49 Inspection of books etc**

- (1) The following documents must be open to inspection, free of charge, by a member of the association at any reasonable hour:

- (a) records, books and other financial documents of the association,
  - (b) this constitution,
  - (c) minutes of all board meetings and general meetings of the association.
- (2) A member of the association may obtain a copy of any of the documents referred to in subclause (1) on payment of a fee of not more than \$1 for each page copied.
- (3) Despite subclauses (1) and (2), the board may refuse to permit a member of the association to inspect or obtain a copy of records of the association that relate to confidential, personal, employment, commercial or legal matters or where to do so may be prejudicial to the interests of the association.

## **50 Service of notices**

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

## **51 Financial year**

The financial year of the association is:

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

### **Notes.**

1. Schedule 1 to the Act provides that an association's constitution is to address the association's financial year.