

OCCUPATIONAL HEALTH SOCIETY OF AUSTRALIA (Inc)



CONSTITUTION

Amended July 30, 2023

**To adopt the Model Rules applied to a registered Association
in accordance with the WA Associations Incorporation Act 2015**

Confirmed November 28, 2023

Address: PO Box 6107, East Perth, WA 6892

CONTENTS

PART 1 — PRELIMINARY.....	4
1. Name	4
2. Aims.....	4
3. Terms used.....	4
4. Financial year	5
PART 2 — SOCIETY TO BE NOT FOR PROFIT BODY.....	5
5. Not for profit body	5
PART 3 — MEMBERS	6
Division 1 - Membership.....	6
6. Applying for Membership.....	6
7. Dealing with Membership Applications.....	6
8. Becoming a Member	6
9. Classifications of Membership.....	6
10. When Membership ceases.....	7
11. Resignation.....	7
12. Rights not transferable	7
Division 2 – Membership fees	7
13. Membership fees	7
Division 3 - Register of Members	8
14. Register of Members	8
PART 4 — DISCIPLINARY ACTION, DISPUTES AND MEDIATION	8
Division 1 — Disciplinary action	8
15. Term used: member	8
16. Suspension or expulsion	8
17. Consequences of suspension	9
Division 2 — Resolving disputes.....	9
18. Terms used.....	9
19. Application of Division	9
20. Parties to attempt to resolve dispute	10
21. How grievance procedure is started.....	10
22. Determination of dispute by Committee	10
Division 3 — Mediation	11
23. Application of Division	11
24. Appointment of mediator	11
25. Mediation process	11
26. If Mediation results in decision to suspend or expel being revoked.....	12
PART 5 — COMMITTEE	12

Division 1 — Powers of Committee.....	12
27. Committee	12
Division 2 — Composition of Committee and duties of Members.....	12
28. Committee Members	12
29. President	12
30. Vice President	13
31. Secretary	13
32. Treasurer	13
33. Committee Member	13
Division 3 — Election of Committee Members and tenure of office.....	14
34. How Members become Committee Members	14
35. Nomination of Office Holders and Committee Members.....	14
36. Election of Office Holders	14
37. Election of Committee Members	14
38. Term of office.....	15
39. Resignation and removal from office.....	15
40. When Membership of Committee ceases	15
41. Filling casual vacancies.....	16
42. Validity of acts	16
43. Payments to Committee Members	16
Division 4 — Committee Meetings	16
44. Committee Meetings.....	16
45. Notice of Committee Meetings	17
46. Procedure and order of business	17
47. Use of technology to be present at Committee Meetings	17
48. Quorum for Committee Meetings	17
49. Voting at Committee Meetings	18
50. Minutes of Committee Meetings.....	18
Division 5 — Sub-committees and Subsidiary Offices.....	18
51. Sub-committees and subsidiary offices.....	18
52. Delegation to Sub-committees and Holders of subsidiary offices.....	19
PART 6 — GENERAL MEETINGS OF SOCIETY	19
53. Annual General Meeting.....	19
54. Special General Meetings	19
55. Notice of General Meetings.....	20
56. Proxies.....	20
57. Use of technology to be present at General Meetings	21
58. Presiding Member and quorum for General Meetings	21

59. Adjournment of General Meetings.....	21
60. Voting at General Meetings.....	21
61. When special resolutions are required.....	22
62. Determining whether resolution carried.....	22
63. Minutes of General Meetings	23
PART 7 — FINANCIAL MATTERS.....	23
64. Source of funds	23
65. Control of funds	23
66. Financial statements and financial reports.....	24
PART 8 — GENERAL MATTERS.....	24
67. By-laws	24
68. Executing documents and Society Logo	24
69. Giving notices to Members.....	25
70. Custody of books and securities	25
71. Record of Office Holders	25
72. Inspection of records and documents	25
73. Publication by Committee Members of statements about Society business prohibited.....	25
74. Distribution of surplus property on cancellation of incorporation or winding up.....	26
75. Alteration of these Rules	26
76. Indemnity.....	26

PART 1 — PRELIMINARY

1. Name

The name of the Association is the Occupational Health Society of Australia Inc., hereafter referred to as the Society.

2. Aims

- (1) To develop effective occupational health practice within Western Australia;
- (2) To encourage awareness by individuals, organisations, and other bodies, of the role of occupational health;
- (3) To provide a forum for professional contact between persons interested in and working in occupational health;
- (4) To express an independent, professional viewpoint on all aspects of occupational health considered desirable in the public interest;
- (5) To advise on the improvement and extension of legislation that promotes health at work and ensures uniform health management principles are applied to all occupational health activities.

3. Terms used

In these Rules, unless the contrary intention appears —

Act means the *Associations Incorporation Act 2015*;

Associate Member means a Member with a classification of Associate Membership approved by resolution at a General Meeting;

Annual General Meeting means a meeting at which all Society members are entitled to attend convened once every calendar year and within 6 months after the end of the Society financial year;

Books of the Society, includes the following —

- (a) a Register of Members;
- (b) financial records, financial statements or financial reports, however compiled, recorded or stored;
- (c) any document;
- (d) any other record of information;

By laws means by-laws made by the Society under Rule 67;

Commissioner means the person for the time being designated as the Commissioner under section 153 of the Act;

Committee means the Management Committee of the Society;

Committee Meeting means a Meeting of the Committee;

Committee Member means a Member of the Committee;

Financial Records include —

- (a) invoices, receipts, orders for the payment of money, bills of exchange, cheques, promissory notes and vouchers; and
- (b) documents of prime entry; 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;

Financial statements mean the financial statements in relation to the Society required under Part 5 Division 3 of the Act;

Financial year, of the Society, has the meaning given in Rule 4;

General Meeting, of the Society, means a Meeting of the Society that all Members are entitled to receive notice of and to attend;

Member means a person (including a body corporate) who is an Ordinary Member, Student Member Corporate Member or Life Member of the Society;

President means the Committee Member holding office as the President of the Society;

Register of Members means the Register of Members referred to in section 53 of the Act;

Regulations means the *Associations Incorporation Regulations 2016*;

Rule/s means the Rules of the Society, as specified by this Constitution, in force at the date shown on the revision of this Constitution;

Secretary means the Committee Member holding office as the Secretary of the Society;

Society means the incorporated Association to which these Rules apply - *the Occupational Health Society of Australia*;

Special General Meeting means a General Meeting of the Society other than the Annual General Meeting;

Special resolution means a resolution passed by the Members at a General Meeting in accordance with section 51 of the Act;

Subcommittee means a subcommittee appointed by the Committee under Rule 51;

Tier 1 Association means an incorporated Association to which section 64(1) of the Act applies. A Tier 1 Association is one that has a revenue of less than \$250,000 annually. The Society is a Tier 1 Association;

Treasurer means the Committee Member holding office as the Treasurer of the Society;

Vice President means the Committee Member holding office as the Vice President of the Society.

4. Financial year

- (1) The financial year of the Society is to be the period notified to the Commissioner under section 7(4)(e) of the Act - being November 1, to October 31.
- (2) Each subsequent financial year of the Society is the period of 12 months commencing at the termination of the first financial year or the anniversary of that termination.

PART 2 — SOCIETY TO BE NOT FOR PROFIT BODY

5. Not for profit body

- (1) The property and income of the Society must be applied solely towards the promotion of the Aims of the Society 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 the promotion of those Aims.
- (2) A payment may be made to a Member out of the funds of the Society only if it is authorised under sub-Rule (3) below.
- (3) A payment to a Member out of the funds of the Society is authorised if it is —
 - (a) the payment in good faith to the Member as reasonable remuneration for any services provided to the Society, or for goods supplied to the Society, in the Ordinary course of business; or
 - (b) the payment of interest, on money borrowed by the Society from the Member, at a rate not greater than the cash rate published from time to time by the Reserve Bank of Australia; or
 - (c) the payment of reasonable rent to the Member for premises leased by the Member to the Society; or
 - (d) the reimbursement of reasonable expenses properly incurred by the Member on behalf of the Society.

PART 3 — MEMBERS

Division 1 - Membership

6. Applying for Membership

- (1) Any person who supports the Aims of the Society is eligible to apply to become a Member of the Society.
- (2) A person who wants to become a Member must apply in writing to the Society using the Application for Membership form.
- (3) The Application for Membership form must be signed by the applicant.
- (4) The Applicant must specify in the application the classification of Membership being applied for.

7. Dealing with Membership Applications

- (1) On receipt of an application for Membership of the Society, the Secretary shall submit it to the Committee, or a person delegated by the Committee, for consideration.
- (2) The Committee, or a person delegated by the Committee, must consider each application for Membership of the Society, and decide whether to accept or reject the application.
- (3) If the Committee, or a person delegated by the Committee, accepts the application for Membership of the Society they shall inform the Treasurer and the Secretary of this.
- (4) On receipt of notice to accept the application for Membership of the Society, the Treasurer shall notify the Applicant of the Committee's decision to accept the application and issue a Tax Invoice for the amount of membership fees due as soon as practicable after making the decision.
- (5) The Secretary shall issue a Membership Certificate to all new Members as soon as practicable after being informed by the Treasurer that membership fees have been remitted.
- (6) On receipt of notice to reject the application for Membership of the Society, the Secretary shall notify the Applicant of the Committee's decision as soon as practicable after making the decision.
- (7) If the Committee rejects the application, the Committee is not required to give the applicant its reasons for doing so.

8. Becoming a Member

- (1) An applicant for Membership of the Society becomes a Member when —
 - (a) the Committee or a person delegated by the Committee, accepts the application; and
 - (b) the applicant pays any Membership fees payable to the Society under Rule 13.

9. Classifications of Membership

- (1) The Society consists of the following classifications of Membership:
 - (a) Member
 - (b) Student Member
 - (c) Corporate Member
 - (d) Life Member.
 - (e) any Associate Members provided for under sub-Rule (2) below.
- (2) The Society may have any classification of Associate Membership approved by resolution at a General Meeting.
- (3) Ordinary Members, Student Members, Corporate Members and Life Members have full voting rights and any other rights conferred on Members by these Rules or approved by resolution at a General Meeting or determined by the Committee.
- (4) An Associate Member has the rights referred to in subrule (3) other than full voting rights.

- (5) The number of Members of any classification is not limited unless otherwise approved by resolution at a General Meeting.

10. When Membership ceases

- (1) A person ceases to be a Member when any of the following takes place —
- (a) for a Member who is an individual, the individual dies;
 - (b) for a Member who is a body corporate, the body corporate is wound up;
 - (c) the person resigns from the Society under Rule 11;
 - (d) the person is expelled from the Society under Rule 16;
 - (e) the person ceases to be a Member under Rule 13(4).
- (2) The Secretary must keep a record, for at least one year after a person ceases to be a Member, of —
- (a) the date on which the person ceased to be a Member; and
 - (b) the reason why the person ceased to be a Member.

11. Resignation

- (1) A Member may resign from Membership of the Society by giving written notice of the resignation to the Secretary.
- (2) The resignation takes effect —
- (a) when the Secretary receives the notice; or
 - (b) if a later time is stated in the notice, at that later time.
- (3) A person who has resigned from Membership of the Society remains liable for any fees that are owed to the Society (the **owed amount**) at the time of resignation.
- (4) The owed amount may be recovered by the Society in a court of competent jurisdiction as a debt due to the Society.

12. Rights not transferable

The rights of a Member are not transferable and end when Membership ceases.

Division 2 – Membership fees

13. Membership fees

- (1) The Committee must determine the entrance fee (if any) and the annual Membership fee (if any) to be paid for Membership of the Society.
- (2) The fees determined under sub-Rule (1) above may be different for different classifications of Membership.
- (3) A Member must pay the annual Membership fee to the Treasurer, or another person authorised by the Committee to accept payments, by the due date of November 1.
- (4) If a Member has not paid the annual Membership fee within the period of 3 months after the due date, (*January 31*) the Member ceases to be a Member on the expiry of that period.
- (5) If a person who has ceased to be a Member under sub-Rule (4) above offers to pay the annual Membership fee after the period referred to in that sub-Rule has expired —
- (a) the Committee may, at its discretion, accept that payment; and
 - (b) if the payment is accepted, the person's Membership is reinstated from the date the payment is accepted.

Division 3 - Register of Members

14. Register of Members

- (1) The Secretary, or another person authorised by the Committee, is responsible for the requirements imposed on the Society under section 53 of the Act to maintain the register of Members and record in that register:
 - (a) any change in the Membership of the Society within 28 days after the change occurs.
 - (b) each Member's name and:
 - (c) residential address; or
 - (d) postal address; or
 - (e) email address; or
 - (f) information, by means of which contact can be made with the Member, that is prescribed for the purposes of this paragraph.
- (2) The register of Members must include the classification of Membership (if applicable) to which each Member belongs and the date on which each Member becomes a Member.
- (3) The register of Members must be kept at the Secretary's place of residence, or at another place determined by the Committee.
- (4) A Member who wishes to inspect the register of Members must contact the Secretary to make the necessary arrangements. The Society must allow the inspection of any register of Members only as required by the Act.
- (5) If —
 - (a) a Member inspecting the register of Members wishes to make a copy of, or take an extract from, the register under section 54(2) of the Act; or
 - (b) a Member makes a written request under section 56(1) of the Act to be provided with a copy of the register of Members,the Committee may require the Member to provide a statutory declaration setting out the purpose for which the copy or extract is required and declaring that the purpose is connected with the affairs of the Society.

PART 4 — DISCIPLINARY ACTION, DISPUTES AND MEDIATION

Division 1 — Disciplinary action

15. Term used: member

In this Part —

member, in relation to a member who is expelled from the Association, includes former member.

16. Suspension or expulsion

- (1) The Committee may decide to suspend a Member's Membership or to expel a Member from the Society if —
 - (a) the Member contravenes any of these Rules; or
- (2) the Member acts detrimentally to the interests of the Society. The Secretary must give the Member written notice of the proposed suspension or expulsion at least 28 days before the Committee Meeting at which the proposal is to be considered by the Committee.
- (3) The notice given to the Member must state —
 - (a) when and where the Committee Meeting is to be held; and

- (b) the grounds on which the proposed suspension or expulsion is based; and
 - (c) that the Member, or the Member's representative, may attend the Meeting and shall be given a reasonable opportunity to make written or oral (or both written and oral) submissions to the Committee about the proposed suspension or expulsion;
- (4) At the Committee Meeting, the Committee must —
- (a) give the Member, or the Member's representative, a reasonable opportunity to make written or oral (or both written and oral) submissions to the Committee about the proposed suspension or expulsion; and
 - (b) give due consideration to any submissions so made; and
 - (c) decide —
 - (i) whether or not to suspend the Member's Membership and, if the decision is to suspend the Membership, the period of suspension; or
 - (ii) whether or not to expel the Member from the Society.
- (5) A decision of the Committee to suspend the Member's Membership or to expel the Member from the Society takes immediate effect.
- (6) The Committee must give the Member written notice of the Committee's decision, and the reasons for the decision, within 7 days after the Committee Meeting at which the decision is made.
- (7) A Member whose Membership is suspended or who is expelled from the Society may, within 14 days after receiving notice of the Committee's decision under sub-Rule (6) above, give written notice to the Secretary requesting the appointment of a mediator under Rule 24.
- (8) If notice is given under sub-Rule (7) above, the Member who gives the notice and the Committee are the parties to the mediation.

17. Consequences of suspension

- (1) During the period a Member's Membership is suspended, the Member —
- (a) loses any rights (including voting rights) arising as a result of Membership; and
 - (b) is not entitled to a refund, rebate, relief or credit for Membership fees paid, or payable, to the Society.
- (2) When a Member's Membership is suspended, the Secretary must record in the register of Members —
- (a) that the Member's Membership is suspended; and
 - (b) the date on which the suspension takes effect; and
 - (c) the period of the suspension.
- (3) When the period of the suspension ends, the Secretary must record in the register of Members that the Member's Membership is no longer suspended.

Division 2 — Resolving disputes

18. Terms used

In this Division —

grievance procedure means the procedures set out in this Division;

party to a dispute includes a person —

- (a) who is a party to the dispute; and
- (b) who ceases to be a Member within 6 months before the dispute has come to the attention of each party to the dispute.

19. Application of Division

- (1) The procedure set out in this Division (the grievance procedure) applies to disputes —

- (a) between Members; or
- (b) between one or more Members and the Society.

20. Parties to attempt to resolve dispute

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

21. How grievance procedure is started

- (1) If the parties to a dispute are unable to resolve the dispute between themselves within the time required by Rule 20, any party to the dispute may start the grievance procedure by giving written notice to the Secretary of —
 - (a) the parties to the dispute; and
 - (b) the matters that are the subject of the dispute.
- (2) Within 28 days after the Secretary is given the notice, a Committee Meeting must be convened to consider and determine the dispute.
- (3) The Secretary must give each party to the dispute written notice of the Committee Meeting at which the dispute is to be considered and determined at least 7 days before the Meeting is held.
- (4) The notice given to each party to the dispute must state —
 - (a) when and where the Committee Meeting is to be held; and
 - (b) that the party, or the party's representative, may attend the Meeting and shall be given a reasonable opportunity to make written or oral (or both written and oral) submissions to the Committee about the dispute.
- (5) If —
 - (a) the dispute is between one or more Members and the Society; and
 - (b) any party to the dispute gives written notice to the Secretary stating that the party —
 - (i) does not agree to the dispute being determined by the Committee; and
 - (ii) requests the appointment of a mediator under Rule 24, the Committee must not determine the dispute.

22. Determination of dispute by Committee

- (1) At the Committee Meeting at which a dispute is to be considered and determined, the Committee must —
 - (a) give each party to the dispute, or the party's representative, a reasonable opportunity to make written or oral (or both written and oral) submissions to the Committee about the dispute; and
 - (b) give due consideration to any submissions so made; and
 - (c) determine the dispute.
- (2) The Committee must give each party to the dispute written notice of the Committee's determination, and the reasons for the determination, within 7 days after the Committee Meeting at which the determination is made.
- (3) A party to the dispute may, within 14 days after receiving notice of the Committee's determination under sub-Rule (1)(c) above, give written notice to the Secretary requesting the appointment of a mediator under Rule 23.
- (4) If notice is given under sub-Rule (3) above, each party to the dispute is a party to the mediation.

Division 3 — Mediation

23. Application of Division

- (1) This Division applies if written notice has been given to the Secretary requesting the appointment of a mediator —
 - (a) by a Member under Rule 16(7);
 - (b) by a party to a dispute under Rule 21(5)(b)(ii)

If this Division applies, a mediator must be chosen or appointed under Rule 24.

24. Appointment of mediator

- (1) The mediator must be a person chosen —
 - (a) if the appointment of a mediator was requested by a Member under Rule 16(7) — by agreement between the Member and the Committee; or
 - (b) if the appointment of a mediator was requested by a party to a dispute under Rule 21(5)(b)(ii) — by agreement between the parties to the dispute.
- (2) If there is no agreement for the purposes of sub-Rule (1)(a) or (b) above, then, subject to sub-Rules (3) and (4) below, the Committee must appoint the mediator.
- (3) The person appointed as mediator by the Committee must be a person who acts as a mediator for another not-for-profit body, such as a community legal centre, if the appointment of a mediator was requested by —
 - (a) a Member under Rule 15(7); or
 - (b) a party to a dispute under Rule 20(5)(b)(ii); or
 - (c) a party to a dispute under Rule 21(3) and the dispute is between one or more Members and the Society.
- (4) The person appointed as mediator by the Committee may be a Member or former Member of the Society but must not —
 - (a) have a personal interest in the matter that is the subject of the mediation; or
 - (b) be biased in favour of or against any party to the mediation.

25. Mediation process

- (1) The parties to the mediation must attempt in good faith to settle the matter that is the subject of the mediation.
- (2) Each party to the mediation must give the mediator a written statement of the issues that need to be considered at the mediation at least 5 days before the mediation takes place.
- (3) In conducting the mediation, the mediator must —
 - (a) give each party to the mediation every opportunity to be heard; and
 - (b) allow each party to the mediation to give due consideration to any written statement given by another party; and
 - (c) ensure that natural justice is given to the parties to the mediation throughout the mediation process.
- (4) The mediator cannot determine the matter that is the subject of the mediation.
- (5) The mediation must be confidential, and any information given at the mediation cannot be used in any other proceedings that take place in relation to the matter that is the subject of the mediation.
- (6) The costs of the mediation are to be paid by the party or parties to the mediation that requested the appointment of the mediator.

26. If Mediation results in decision to suspend or expel being revoked

If —

- (a) mediation takes place because a Member whose Membership is suspended or who is expelled from the Society gives notice under Rule 16(7); and
- (b) as the result of the mediation, the decision to suspend the Member's Membership or expel the Member is revoked,

that revocation does not affect the validity of any decision made at a Committee Meeting or General Meeting during the period of suspension or expulsion.

PART 5 — COMMITTEE

Division 1 — Powers of Committee

27. Committee

- (1) The Committee Members are the persons who, as the management Committee of the Society, have the power to manage the affairs of the Society.
- (2) Subject to the Act, these Rules, the by-laws (if any) and any resolution passed at a General Meeting, the Committee has power to do all things necessary or convenient to be done for the proper management of the affairs of the Society.
- (3) The Committee must take all reasonable steps to ensure that the Society complies with the Act, these Rules and the by-laws (if any).

Division 2 — Composition of Committee and duties of Members

28. Committee Members

- (1) The Committee Members consist of —
 - (a) the Office Holders of the Society; and
 - (b) at least one Committee Member.
- (2) The Committee must determine the maximum number of Members who may be Committee Members.
- (3) The following are the Office Holders of the Society —
 - (a) the President
 - (b) the Vice President
 - (c) the Secretary;
 - (d) the Treasurer.
- (4) A person may be a Committee Member if the person is —
 - (a) an individual who has reached 18 years of age; and
 - (b) an Ordinary, Life, or Corporate Member.
- (5) A person must not hold two or more of the offices mentioned in sub-Rule (3) above at the same time.

29. President

The President has the following duties:

- (a) to consult with the Secretary regarding the business to be conducted at each Committee Meeting and General Meeting;
- (b) to implement the powers and duties provided for in these Rules;
- (c) to convene and preside at Committee Meetings and General Meetings as provided for in these Rules.

30. Vice President

The Vice President has the following duties:

- (a) to collaborate with the President and Secretary regarding Society business to be conducted at each Committee Meeting and General Meeting;
- (b) to implement the powers and duties provided for in these Rules;
- (c) to convene and preside at Committee Meetings and General Meetings provided for in these Rules when the President is unable to maintain this role or is designated by the President.

31. Secretary

The Secretary has the following duties —

- (a) dealing with the Society's correspondence;
- (b) consulting with the President or Vice President if designated by the President regarding the business to be conducted at each Committee Meeting and General Meeting;
- (c) preparing the notices required for Meetings and for the business to be conducted at Meetings;
- (d) unless another Member is authorised by the Committee to do so, maintaining on behalf of the Society the Register of Members, and recording in the register any changes in the Membership, as required under section 53(1) of the Act;
- (e) maintaining on behalf of the Society an up-to-date copy of these Rules, as required under section 35(1)(2) of the Act;
- (f) unless another Member is authorised by the Committee to do so, maintaining on behalf of the Society a record of Committee Members and other persons authorised to act on behalf of the Society, as required under section 58(2) of the Act;
- (g) ensuring the safe custody of the books of the Society, other than the financial records, financial statements and financial reports, as applicable to the Society;
- (h) maintaining full and accurate minutes of Committee Meetings and General Meetings;
- (i) carrying out any other duty given to the Secretary under these Rules or by the Committee.

32. Treasurer

The Treasurer has the following duties —

- (a) ensuring that any amounts payable to the Society are collected and issuing receipts for those amounts in the Society's name;
- (b) ensuring that any amounts paid to the Society are credited to the appropriate account of the Society, as directed by the Committee;
- (c) ensuring that any payments to be made by the Society that have been authorised by the Committee or at a General Meeting are made on time;
- (d) ensuring that the Society complies with the relevant requirements of Part 5 of the Act;
- (e) ensuring the safe custody of the Society's financial records, financial statements and financial reports, as applicable to the Society;
- (f) coordinate the preparation of the Society's financial statements before their submission to the Society's Annual General Meeting;
- (g) providing any assistance required by an Auditor or Reviewer conducting an audit or review of the Society's financial statements or financial report under Part 5 Division 5 of the Act;
- (h) carrying out any other duty given to the Treasurer under these Rules or by the Committee.

33. Committee Member

Committee Members have the following duties:

- (1) to collaborate with the other Committee Members regarding Society business to be conducted at each Committee Meeting and General Meeting;
- (2) to implement the duties provided for in these Rules;

Division 3 — Election of Committee Members and tenure of office

34. How Members become Committee Members

A Member becomes a Committee Member if the Member —

- (1) is elected as an Office Holder of the Society;
- (2) is elected to the Committee at a General Meeting; or
- (3) is appointed to the Committee by the Committee to fill a casual vacancy under Rule 39.

35. Nomination of Office Holders and Committee Members

- (1) At least 42 days before an Annual General Meeting, the Secretary must send written notice to all the Members —
 - (a) calling for nominations for election as Office Holders;
 - (b) calling for nominations for election to the Committee; and
 - (c) stating the date by which nominations must be received by the Secretary to comply with sub-Rule (2) below.
- (2) A Member who wishes to be considered for election as an Office Holder or to be a Committee Member at the Annual General Meeting must nominate for election by sending written notice of the nomination to the Secretary at least 28 days before the Annual General Meeting.
- (3) The written notice must include a statement by another Member in support of the nomination.
- (4) Only Members, Corporate and Life Members may nominate for one specified position of Office Holder of the Society or to be a Committee Member.
- (5) A Member whose nomination does not comply with this Rule is not eligible for election as an Office Holder or Committee Member.

36. Election of Office Holders

- (1) At the Annual General Meeting, a separate election must be held for each position of Office Holder of the Society.
- (2) If there is no nomination for an Office Holder position, the Chairperson of the Meeting may call for nominations from the Members at the Meeting.
- (3) If only one Member has nominated for an Office Holder position, the Chairperson of the Meeting must declare the Member elected to the position.
- (4) If more than one Member has nominated for an Office Holder position, the Members at the Meeting must vote in accordance with procedures that have been determined by the Committee to decide who is to be elected to the position.
- (5) Each Member present at the Meeting may vote for one Member who has nominated for the Office Holder position.
- (6) A Member who has nominated for an Office Holder position may vote for themselves.
- (7) On the Member's election, the new President of the Society may take over as the Chairperson of the Meeting.

37. Election of Committee Members

- (1) At the Annual General Meeting, the Society must decide by resolution the number of Committee Members (if any) to hold office for the next year.

- (2) If the number of Members nominating for the position of Committee Member is not greater than the number to be elected, the Chairperson of the Meeting —
 - (a) must declare each of those Members to be elected to the position; and
 - (b) may call for further nominations from the Members at the Meeting to fill any positions remaining unfilled after the elections under paragraph (a).
- (3) If —
 - (a) the number of Members nominating for the position of Committee Member is greater than the number to be elected; or
 - (b) the number of Members nominating under sub-Rule (2)(b) above is greater than the number of positions remaining unfilled,

the Members at the Meeting must vote in accordance with procedures that have been determined by the Committee to decide the Members who are to be elected to the position of Committee Member.
- (4) A Member who has nominated for the position of Committee Member may vote in accordance with that nomination.

38. Term of office

- (1) The term of office of an Office Holder or Committee Member begins when the Member —
 - (a) is elected at an Annual General Meeting or under sub-Rule 37(3); or.
 - (b) is appointed to fill a casual vacancy under Rule 41.
- (2) Subject to Rules 38 and 39, an Office Holder or Committee Member holds office until the positions are declared vacant at the next Annual General Meeting.
- (3) An Office Holder or Committee Member may be re-elected.

39. Resignation and removal from office

- (1) A Committee Member may resign as an Office Holder or from the Committee by written notice given to the Secretary or, if the resigning Member is the Secretary, given to the President.
- (2) The resignation takes effect —
 - (a) when the notice is received by the Secretary or President; or
 - (b) if a later time is stated in the notice, at the later time.
- (3) At a General Meeting, the Society may by resolution —
 - (a) remove an Office Holder or Committee Member from office; and
 - (b) elect a Member who is eligible under Rule 28(4) to fill the vacant position.
- (4) An Office Holder or Committee Member who is the subject of a proposed resolution under sub-Rule (3)(a) above may make written representations (of a reasonable length) to the Secretary or President and may ask that the representations be provided to the Members.
- (5) The Secretary or President may give a copy of the representations to each Member or, if they are not so given, the Office Holder or Committee Member may require them to be read out at the General Meeting at which the resolution is to be considered.

40. When Membership of Committee ceases

A person ceases to be a Committee Member if the person —

- (1) dies or otherwise ceases to be a Member; or
- (2) resigns from the Committee or is removed from office under Rule 39; or.
- (3) becomes ineligible to accept an appointment or act as a Committee Member under section 39 of the Act – specifically they are a person who;
 - (a) is a bankrupt or person whose affairs are under insolvency laws;

- (b) has been convicted, within or outside the State, of an indictable offence in relation to the promotion, formation or management of a body corporate;
 - (c) has been convicted, within or outside the State, of an indictable offence involving fraud or dishonesty punishable by imprisonment for a period of not less than 3 months; or
 - (d) has committed an offence under Division 3 or section 127 of the Act.
- (4) becomes permanently unable to act as a Committee Member because of a mental or physical disability; or
- (5) fails to attend 3 consecutive Committee Meetings, of which the person has been given notice, without having notified the Committee that the person shall be unable to attend.

41. Filling casual vacancies

- (1) The Committee may appoint a Member who is eligible under Rule 28(4) to fill a position on the Committee that —
- (a) has become vacant under Rule 39; or
 - (b) was not filled by election at the most recent Annual General Meeting or under Rules 36 and 37.
- (2) If the position of Secretary becomes vacant, the Committee must appoint a Member who is eligible under Rule 28(4) to fill the position within 14 days after the vacancy arises.
- (3) Subject to the requirement for a quorum under Rule 48, the Committee may continue to act despite any vacancy in its Membership.
- (4) If there are fewer Committee Members than required for a quorum under Rule 48, the Committee may act only for the purpose of —
- (a) appointing Committee Members under this Rule; or
 - (b) convening a General Meeting.

42. Validity of acts

The acts of a Committee or Sub-committee, or of a Committee Member or Member of a Sub-committee, are valid despite any defect that may afterwards be discovered in the election, appointment or qualification of a Committee Member or Member of a Sub-committee.

43. Payments to Committee Members

- (1) In this Rule —
- Committee Member** includes a Member of a Sub-committee;
- Committee Meeting** includes a Meeting of a Sub-committee.
- (2) A Committee Member is entitled to be paid out of the funds of the Society for any out-of-pocket expenses for travel and accommodation properly incurred —
- (a) in attending a Committee Meeting or
 - (b) in attending a General Meeting; or
 - (c) otherwise in connection with the Society's business.

Division 4 — Committee Meetings

44. Committee Meetings

- (1) The Committee must meet at least 3 times in each year on the dates and at the times and places determined by the Committee.
- (2) The date, time and place of the first Committee Meeting must be determined by the Committee Members as soon as practicable after the Annual General Meeting at which the Committee Members are elected.
- (3) Special Committee Meetings may be convened by the President or any 2 Committee Members.

45. Notice of Committee Meetings

- (1) Notice of each Committee Meeting must be given to each Committee Member at least 48 hours before the time of the Meeting.
- (2) The notice must state the date, time and place of the Meeting and must describe the general nature of the business to be conducted at the Meeting.
- (3) Unless sub-Rule (4) below applies, the only business that may be conducted at the Meeting is the business described in the notice.
- (4) Urgent business that has not been described in the notice may be conducted at the Meeting if the Committee Members at the Meeting unanimously agree to treat that business as urgent.

46. Procedure and order of business

- (1) The President or, in the President's absence, the Vice President must preside as Chairperson of each Committee Meeting.
- (2) If the President and Vice President are absent or are unwilling to act as Chairperson of a Meeting, the Committee Members at the Meeting must choose one of them to act as Chairperson of the Meeting.
- (3) The procedure to be followed at a Committee Meeting must be determined from time to time by the Committee.
- (4) The order of business at a Committee Meeting may be determined by the Committee Members at the Meeting.
- (5) A Member or other person who is not a Committee Member may attend a Committee Meeting if invited to do so by the Committee.
- (6) A person invited under sub-Rule (5) above to attend a Committee Meeting —
 - (a) has no right to any agenda, minutes or other document circulated at the Meeting; and
 - (b) must not comment about any matter discussed at the Meeting unless invited by the Committee to do so; and
 - (c) cannot vote on any matter that is to be decided at the Meeting.

47. Use of technology to be present at Committee Meetings

- (1) The presence of a Committee Member at a Committee Meeting need not be by actual attendance in person but may be by telephone or other means of instantaneous or virtual communication such as video conferencing by that Committee Member and each other Committee Member at the Meeting simultaneously as agreed to by the Committee.
- (2) A Member who participates in a Committee Meeting as allowed under sub-Rule (1) above is taken to be present at the Meeting and, if the Member votes at the Meeting, the Member is taken to have voted in person.

48. Quorum for Committee Meetings

- (1) Subject to Rule 41(4), no business is to be conducted at a Committee Meeting unless a quorum of 4 is present.
- (2) If a quorum is not present within 30 minutes after the notified commencement time of a Committee Meeting —
 - (a) in the case of a special Meeting — the Meeting lapses; or
 - (b) otherwise, the Meeting is adjourned to the same time, day and place in the following week.
- (3) If —
 - (a) a quorum is not present within 30 minutes after the commencement time of a Committee Meeting held under sub-Rule (2)(b) above; and
 - (b) at least 2 Committee Members are present at the Meeting, those Members present are taken to constitute a quorum.

49. Voting at Committee Meetings

- (1) Each Committee Member present at a Committee Meeting has one vote on any question arising at the Meeting.
- (2) A motion is carried if a majority of the Committee Members present at the Committee Meeting vote in favour of the motion.
- (3) If the votes are divided equally on a question, the Chairperson of the Meeting has a second or casting vote.
- (4) A vote may take place by the Committee Members present indicating their agreement or disagreement or by a show of hands, unless the Committee decides that a secret ballot is needed to determine a particular question.
- (5) If a secret ballot is needed, the Chairperson of the Meeting must decide how the ballot is to be conducted.

50. Minutes of Committee Meetings

- (1) The Committee must ensure that minutes are taken and kept of each Committee Meeting.
- (2) The minutes must record the following —
 - (a) the names of the Committee Members present at the Meeting;
 - (b) the name of any person attending the Meeting under Rule 46(5);
 - (c) the business considered at the Meeting;
 - (d) any motion on which a vote is taken at the Meeting and the result of the vote.
- (3) The minutes of a Committee Meeting must be entered in the Society's files within 30 days after the Meeting is held.
- (4) The Chairperson must ensure that the minutes of a Committee Meeting are reviewed and signed as correct by —
 - (a) the Chairperson of the Meeting; or
 - (b) the Chairperson of the next Committee Meeting.
- (5) When the minutes of a Committee Meeting have been signed as correct, they are, until the contrary is proved, evidence that —
 - (a) the Meeting to which the minutes relate was duly convened and held; and
 - (b) the matters recorded as having taken place at the Meeting took place as recorded; and
 - (c) any appointment purportedly made at the Meeting was validly made.
- (6) The minutes of a Committee Meeting shall be distributed to all the Committee Members either as a hard or electronic copy within seven days of being signed as correct.

Division 5 — Sub-committees and Subsidiary Offices

51. Sub-committees and subsidiary offices

- (1) To assist the Committee in the conduct of the Society's business, the Committee may, in writing, do either or both of the following —
 - (a) appoint one or more Sub-committees;
 - (b) create one or more subsidiary offices and appoint people to those offices.
- (2) A Sub-committee may consist of the number of people, whether or not Members, that the Committee considers appropriate.
- (3) A person may be appointed to a subsidiary office whether or not the person is a Member.
- (4) Subject to any directions given by the Committee —
 - (a) a Sub-committee may meet and conduct business as it considers appropriate; and

- (b) the holder of a subsidiary office may carry out the functions given to the holder as the holder considers appropriate.

52. Delegation to Sub-committees and Holders of subsidiary offices

- (1) In this Rule —
non-delegable duty means a duty imposed on the Committee by the Act or another written law.
- (2) The Committee may, in writing, delegate to a Sub-committee or the holder of a subsidiary office the exercise of any power or the performance of any duty of the Committee other than —
 - (a) the power to delegate; and
 - (b) a non-delegable duty.
- (3) A power or duty, the exercise or performance of which has been delegated to a Sub-committee or the holder of a subsidiary office under this Rule, may be exercised or performed by the Sub-committee or holder in accordance with the terms of the delegation.
- (4) The delegation may be made subject to any conditions, qualifications, limitations or exceptions that the Committee specifies in the document by which the delegation is made.
- (5) The delegation does not prevent the Committee from exercising or performing at any time the power or duty delegated.
- (6) Any act or thing done by a Sub-committee or by the holder of a subsidiary office, under the delegation has the same force and effect as if it had been done by the Committee.
- (7) The Committee may, in writing, amend or revoke the delegation.

PART 6 — GENERAL MEETINGS OF SOCIETY

53. Annual General Meeting

- (1) The Committee must determine the date, time and place of the Annual General Meeting.
- (2) If it is proposed to hold the Annual General Meeting more than 6 months after the end of the Society's financial year, the Secretary must apply to the Commissioner for permission under section 50(3)(b) of the Act within 4 months after the end of the financial year.
- (3) The Ordinary business of the Annual General Meeting is as follows —
 - (a) to confirm the minutes of the previous Annual General Meeting and of any special Meeting held since then if the minutes of that Meeting have not yet been confirmed;
 - (b) to receive and consider —
 - (i) the Committee's annual report on the Society's activities during the preceding financial year; and
 - (ii) the financial statements of the Society for the preceding financial year;
 - (c) to elect the Office Holders of the Society and other Committee Members;
 - (d) to confirm or vary the Membership fees, subscriptions and other amounts (if any) to be paid by Members.
- (4) Any other business of which notice has been given in accordance with these Rules may be conducted at the Annual General Meeting.

54. Special General Meetings

- (1) The Committee may convene a Special General Meeting.
- (2) The Committee must convene a Special General Meeting if at least 20% of the Members require one to be convened.
- (3) The Members requiring a Special General Meeting to be convened must —
 - (a) make the requirement by written notice given to the Secretary; and

- (b) state in the notice the business to be considered at the Meeting; and
- (c) each sign the notice.
- (4) The Special General Meeting must be convened within 28 days after notice is given under sub-Rule (3)(a) above.
- (5) If the Committee does not convene a Special General Meeting within that twenty-eight-day period, the Members making the requirement (or any of them) may convene the Special General Meeting.
- (6) A Special General Meeting convened by Members under sub-Rule (5) above —
 - (a) must be held within 3 months after the date the original requirement was made; and
 - (b) may only consider the business stated in the notice by which the requirement was made.
- (7) The Society must reimburse any reasonable expenses incurred by the Members convening a Special General Meeting under sub-Rule (5) above.

55. Notice of General Meetings

- (1) The Secretary or, in the case of a Special General Meeting convened under Rule 51(5), the Members convening the Meeting, must give to each Member —
 - (a) at least 21 days' notice of a General Meeting if a special resolution is to be proposed at the Meeting; or
 - (b) at least 14 days' notice of a General Meeting in any other case.
- (2) The notice must —
 - (a) specify the date, time and place of the Meeting; and
 - (b) indicate the general nature of each item of business to be considered at the Meeting; and
 - (c) if the Meeting is the Annual General Meeting, include the names of the Members who have nominated for election to the Committee under Rule 32(2) and
 - (d) if a special resolution is proposed —
 - (i) set out the wording of the proposed resolution; and
 - (ii) state that the resolution is intended to be proposed as a special resolution; and
 - (iii) comply with Rule 53(7).

56. Proxies

- (1) Subject to sub-Rule (2) below, a Member may appoint an individual who is a Member as his or her proxy to vote and speak on his or her behalf at any Society Meeting.
- (2) A Member may be appointed the proxy for not more than 5 other Members.
- (3) The appointment of a proxy must be in writing and signed by the Members making the appointment.
- (4) The Members appointing the proxy may give specific directions as to how the proxy is to vote on their behalf.
- (5) If no instructions are given to the proxy, the proxy may vote on behalf of the Members in any matter as the proxy sees fit.
- (6) If the Committee has approved a form for the appointment of a proxy, the Members may use that form or any other form —
 - (a) that clearly identifies the person appointed as the Members proxy; and
 - (b) that has been signed by the Members.
- (7) Notice of a Meeting given to a Member under Rule 52 must —
 - (a) state that the Members may appoint an individual who is a Member as a proxy for the Meeting; and
 - (b) include a copy of any form that the Committee has approved for the appointment of a proxy.

- (8) A form appointing a proxy must be given to the Secretary before the commencement of the Meeting for which the proxy is appointed.
- (9) A form appointing a proxy sent by post or electronically is of no effect unless it is received by the Society not later than 24 hours before the commencement of the Meeting.

57. Use of technology to be present at General Meetings

- (1) The presence of a Member at General Meetings need not be by actual attendance in person but may be by telephone or other means of instantaneous or virtual communication such as video conferencing by that Member and each other Member at the Meeting simultaneously as agreed by the Committee.
- (2) A Member who participates in a General Meeting as allowed under sub-Rule (1) above is taken to be present at the Meeting and, if the Member votes at the Meeting, the Member is taken to have voted in person.

58. Presiding Member and quorum for General Meetings

- (1) The President or, in the President's absence, the Vice President must preside as Chairperson of each General Meeting.
- (2) If the President and Vice President are absent or are unwilling to act as Chairperson of a Meeting, the Members at the General Meeting must choose one of them to act as Chairperson of the Meeting.
- (3) No business is to be conducted at a General Meeting unless a quorum is present.
- (4) If a quorum of 10 Members is not present within 30 minutes after the notified commencement time of a General Meeting —
 - (a) in the case of a Special General Meeting — the Meeting lapses and shall be adjourned to another date and time agreed to by the Committee; or
 - (b) in the case of the Annual General Meeting — and at least 2 Office Holders are present at the Meeting; those Office Holders present are taken to constitute a quorum.
- (5) If there are fewer Members present for an Annual General Meeting than required for a quorum under sub-Rule (4) above, the Meeting lapses and shall be adjourned to:
 - (a) another date and time agreed to by the Committee;
 - (b) the same place unless the Chairperson specifies another place at the time of the adjournment or written notice of another place is given to the Members before the date to which the Meeting is adjourned.

59. Adjournment of General Meetings

- (1) The Chairperson of a Meeting at which a quorum is present may, with the consent of a majority of the Members present at the Meeting, adjourn the Meeting to another time at the same place or at another place.
- (2) Without limiting sub-Rule (1) above, a Meeting may be adjourned —
 - (a) if there is insufficient time to deal with the business at hand; or
 - (b) to give the Members more time to consider an item of business.
- (3) No business may be conducted on the resumption of an adjourned General Meeting other than the business that remained unfinished when the Meeting was adjourned.
- (4) Notice of the adjournment of a General Meeting under this Rule is not required unless the Meeting is adjourned for 14 days or more, in which case notice of the General Meeting must be given in accordance with Rule 52.

60. Voting at General Meetings

- (1) On any question arising at a General Meeting —
 - (a) subject to sub-Rule (6) below each Member has one vote unless the Member may also vote on behalf of a body corporate under sub-Rule (2) below; and

- (b) Members may vote personally or by proxy.
- (2) A Member that is a body corporate may, in writing, appoint an individual, whether or not the individual is a Member, to vote on behalf of the body corporate on any question at any General Meeting, as specified in the document by which the appointment is made.
- (3) A copy of the document by which the appointment is made must be given to the Secretary before any General Meeting to which the appointment applies.
- (4) The appointment has effect until —
 - (a) the end of any General Meeting to which the appointment applies; or
 - (b) the appointment is revoked by the body corporate and written notice of the revocation is given to the Secretary.
- (5) Except in the case of a special resolution, a motion is carried if a majority of the Members present at a General Meeting vote in favour of the motion.
- (6) If votes are divided equally on a question, the Chairperson of the Meeting has a second or casting vote.
- (7) If the question is whether or not to confirm the minutes of a previous General Meeting, only Members who were present at that Meeting may vote.
- (8) For a person to be eligible to vote at a General Meeting as a Member, or on behalf of a Member that is a body corporate under sub-Rule (2) above, the Member —
 - (a) must have been a Member at the time notice of the Meeting was given under Rule 52; and
 - (b) must have paid any fee or other money payable to the Society by the Member.

61. When special resolutions are required

- (1) A special resolution is required if it is proposed at a General Meeting —
 - (a) to affiliate the Society with another body; or
 - (b) to request the Commissioner to apply to the State Administrative Tribunal under section 109 of the Act for the appointment of a statutory manager.
- (2) Sub-Rule (1) above does not limit the matters in relation to which a special resolution may be proposed.
 - (a) to adopt these Rules;
 - (b) to alter these Rules, including changing the name of the Society;
 - (c) to decide to apply for registration or incorporation as a prescribed body corporate;
 - (d) to approve the terms of an amalgamation with one or more other incorporated Associations.
 - (e) to be wound up voluntarily (section 121(2)) or by the Supreme Court (section 124(a) and Schedule 4 item 9) of the Act
 - (f) to cancel its incorporation (section 129).

62. Determining whether resolution carried

- (1) In this Rule —
 - poll** means the process of voting in relation to a matter that is conducted in writing.
- (2) Subject to sub-Rule (4) below, the Chairperson of a Meeting may, on the basis of general agreement or disagreement or by a show of hands, declare that a resolution has been —
 - (a) carried; or
 - (b) carried unanimously; or
 - (c) carried by a particular majority; or
 - (d) lost.
- (3) If the resolution is a special resolution, the declaration under sub-Rule (2) above must identify the resolution as a special resolution.

- (4) If a poll is demanded on any question by the Chairperson of the Meeting or by at least 3 other Members present in person or by proxy —
 - (a) the poll must be taken at the Meeting in the manner determined by the Chairperson;
 - (b) the Chairperson must declare the determination of the resolution on the basis of the poll.
- (5) If a poll is demanded on the election of the Chairperson or on a question of an adjournment, the poll must be taken immediately.
- (6) If a poll is demanded on any other question, the poll must be taken before the close of the Meeting at a time determined by the Chairperson.
- (7) A declaration under sub-Rule (2) or (4) above must be entered in the minutes of the Meeting, and the entry is, without proof of the voting in relation to the resolution, evidence of how the resolution was determined.

63. Minutes of General Meetings

- (1) The Secretary, or a person authorised by the Committee from time to time, must take and keep minutes of each General Meeting.
- (2) The minutes must record the business considered at the Meeting, any resolution on which a vote is taken and the result of the vote.
- (3) In addition, the minutes of each General Meeting must record —
 - (a) the names of the Members attending the Meeting; and
 - (b) any proxy forms given to the Chairperson of the Meeting under Rule 56(8) and
 - (c) the financial statements or financial report presented at the Meeting, as referred to in Rule 66; and
 - (d) any report of the review or auditor's report on the financial statements or financial report presented at the Meeting, as referred to in Rule 66.
- (4) The minutes of a General Meeting must be entered in the Society's files 30 days after the Meeting is held.
- (5) The Chairperson must ensure that the minutes of a Meeting are reviewed and signed as correct by —
 - (a) the Chairperson of the Meeting; or
 - (b) the Chairperson of the next Meeting.
- (6) When the minutes of a General Meeting have been signed as correct they are, in the absence of evidence to the contrary, taken to be proof that —
 - (a) the Meeting to which the minutes relate was duly convened and held; and
 - (b) the matters recorded as having taken place at the Meeting took place as recorded; and
 - (c) any election or appointment purportedly made at the Meeting was validly made.
- (7) The minutes of a General Meeting shall be distributed to all Members either as a hard or electronic copy within seven days of being signed as correct.

PART 7 — FINANCIAL MATTERS

64. Source of funds

The funds of the Society may be derived from Membership fees, Event Attendance fees, donations, fund-raising activities, grants, interest, and any other sources approved by the Committee.

65. Control of funds

- (1) The Society must open an account in the name of the Society with a financial institution from which all expenditure of the Society is made and into which all funds received by the Society are deposited.
- (2) Subject to any restrictions imposed at a Meeting, the Committee may approve expenditure on behalf of the Society.

- (3) The Committee may authorise the Treasurer to expend funds on behalf of the Society up to a specified limit without requiring approval from the Committee for each item on which the funds are expended.
- (4) All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments of the Society must be signed by —
 - (a) Two Committee Members; or
 - (b) One Committee Member and a person authorised by the Committee.
- (5) All funds of the Society must be deposited into the Society's account within 5 working days after their receipt.

66. Financial statements and financial reports

- (1) For each financial year, the Committee must ensure that the requirements imposed on the Society under Part 5 of the Act relating to the financial statements or financial report of the Society are met.
- (2) Without limiting sub-Rule (1) above, those requirements include —
 - (a) the preparation of the financial statements; and
 - (b) if required, the review or auditing of the financial statements or financial report, as applicable; and
 - (c) the presentation to the Annual General Meeting of the financial statements or financial report, as applicable; and
 - (d) if required, the presentation to the Annual General Meeting of the copy of the report of the review or auditor's report, as applicable, on the financial statements or financial report.

PART 8 — GENERAL MATTERS

67. By-laws

- (1) The Society may, by resolution at a General Meeting, make, amend or revoke by-laws.
- (2) By-laws may —
 - (a) provide for the rights and obligations that apply to any classification of associate Membership approved under Rule 9(1); and
 - (b) impose restrictions on the Committee's powers, including the power to dispose of the Society's assets; and
 - (c) impose requirements relating to the financial reporting and financial accountability of the Society and the auditing of the Society's accounts; and
 - (d) provide for any other matter the Society considers necessary or convenient to be dealt with in the by-laws.
- (3) A by-law is of no effect to the extent that it is inconsistent with the Act, the Regulations or these Rules.
- (4) Without limiting sub-Rule (3) above, a by-law made for the purposes of sub-Rule (2)(c) above may only impose requirements on the Society that are additional to, and do not restrict, a requirement imposed on the Society under Part 5 of the Act.
- (5) At the request of a Member, the Society must make a copy of the by-laws available for inspection by the Member.

68. Executing documents and Society Logo

- (1) The Society may execute a document without using the Society Logo if the document is signed by —
 - (a) Two Committee Members; or
 - (b) One Committee Member and a person authorised by the Committee.
- (2) If the Society Logo is used —
 - (a) the name of the Society must appear on it in legible characters; and

(b) a document may only include it with the authority of the Committee.

69. Giving notices to Members

(1) In this Rule —

recorded means recorded in the register of Members.

(2) A notice or other document that is to be given to a Member under these Rules is taken not to have been given to the Member unless it is in writing and —

(a) delivered by hand to the recorded address of the Member; or

(b) sent by prepaid post to the recorded postal address of the Member; or

(c) sent by facsimile or electronic transmission to an appropriate recorded number or recorded electronic address of the Member.

70. Custody of books and securities

(1) Subject to sub-Rule (2) below, the books and any securities of the Society must be kept in the Secretary's custody or under the Secretary's control.

(2) The financial records and, as applicable, the financial statements or financial reports of the Society must be kept in the Treasurer's custody or under the Treasurer's control.

(3) Sub-Rules (1) and (2) above have effect except as otherwise decided by the Committee.

(4) The books of the Society must be retained for at least 7 years.

71. Record of Office Holders

The record of Committee Members and other persons authorised to act on behalf of the Society that is required to be maintained under section 58(2) of the Act must be kept in the Secretary's custody or under the Secretary's control.

72. Inspection of records and documents

(1) Sub-Rule (2) below applies to a Member who wants to inspect —

(a) the register of Members under section 54(1) of the Act; or

(b) the record of the names and addresses of Committee Members, and other persons authorised to act on behalf of the Society, under section 58(3) of the Act; or

(c) any other record or document of the Society.

(2) The Member must contact the Secretary to make the necessary arrangements for the inspection.

(3) The inspection must be free of charge.

(4) If the Member wants to inspect a document that records the minutes of a Committee Meeting, the right to inspect that document is subject to any decision the Committee has made about minutes of Committee Meetings generally, or the minutes of a specific Committee Meeting, being available for inspection by Members.

(5) The Member may make a copy of or take an extract from a record or document referred to in sub-Rule (1)(c) above but does not have a right to remove the record or document for that purpose.

(6) The Member must not use or disclose information in a record or document referred to in sub-Rule (1)(c) above except for a purpose —

(a) that is directly connected with the affairs of the Society; or

(b) that is related to complying with a requirement of the Act.

73. Publication by Committee Members of statements about Society business prohibited

A Committee Member must not publish, or cause to be published, any statement about the business conducted by the Society at a General Meeting or Committee Meeting unless —

- (a) the Committee Member has been authorised to do so at a Committee Meeting; and
- (b) the authority given to the Committee Member has been recorded in the minutes of the Committee Meeting at which it was given.

74. Distribution of surplus property on cancellation of incorporation or winding up

(1) In this Rule —

surplus property, in relation to the Society, means property remaining after satisfaction of —

- (a) the debts and liabilities of the Society; and
 - (b) the costs, charges and expenses of winding up or cancelling the incorporation of the Society but does not include books relating to the management of the Society.
- (2) On the cancellation of the incorporation or the winding up of the Society, its surplus property must be distributed as determined by special resolution by reference to the persons mentioned in section 24(1) of the Act.

75. Alteration of these Rules

If the Society wants to alter or rescind any of these Rules, or to make additional Rules, the Society may do so only by special resolution and by otherwise complying with Part 3 Division 2 of the Act.

76. Indemnity.

- (1) To the extent permitted by the Corporations Act 2001, the Society:
- a) must indemnify each person who is an active Committee Member against any liability incurred by their role and designated function within the Society;
 - b) may insure for that liability.
- (2) Subject to the Corporations Act 2001, the Society may enter into an agreement with a Member, Committee Member or delegate for any of the following:
- a) keep a set of the relevant records, including Meeting minutes or financial “books”;
 - b) indemnify the Member, Committee Member or delegate against any liability incurred by Society.

L. Vogiatzakis
President
Occupational Health Society of Australia (Inc)
28/11/2023