

OFFICIAL



Constitution

Rules of Albury-Wodonga Ethnic Communities Council Inc.

Adopted by special resolution of the membership

Updated on 24th July 2022 at AWECC AGM

ACKNOWLEDGMENT OF COUNTRY Albury-Wodonga Ethnic Communities Council (AWECC) acknowledges the Traditional Owners of the lands in which it operates and pays its respect to Elders past and present. AWECC is committed to reconciliation with Aboriginal and Torres Strait Islander peoples and seeks to operate in a spirit of respect, cooperation and unity with Australia's First Peoples.

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CONSUMER AFFAIRS VICTORIA
Associations Incorporation Reform Act 2012

MODEL RULES
For an
INCORPORATED
ASSOCIATION

Associations Incorporation Reform Regulations 2012

Part 3

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PART 1—PRELIMINARY

1 Name

The name of the incorporated association is "**Albury – Wodonga Ethnic Communities Council Incorporated**" (in these rules called "The Association" or "AWECC").

2 Purposes

(1) The Statement of Purposes of the Association is:

The **Albury-Wodonga Ethnic Communities Council** is a member-driven community organisation, committed to empowering people from diverse cultural and ethnic backgrounds. The organisation focuses on advocating for local ethnic communities, improving access and equity, and promoting respect and community harmony.

(2) The key objectives of the Association are as follows:

- a) To act as the advocacy and representative body in Albury-Wodonga for Multicultural and Ethnic communities in the formulation of, at all levels of government, policies, practices, and funding opportunities that will contribute to both, equitable human-rights based outcomes and alleviation of social disadvantage and injustice.
- b) To encourage the full participation of Albury-Wodonga multicultural and ethnic communities within the social, economic, political, and cultural life of Australia
- c) To promote awareness of the presence and needs of emerging communities and refugees amongst service providers and various levels of government.
- d) To identify and address service delivery gaps in culturally and linguistically diverse (CALD) service provision.
- e) To assist with the advancement of community language education and support of related educational facilities for ethnic and refugee groups.
- f) To advocate, plan for and assist with the relief of the needs of refugees and migrants at all stages of life.
- g) To promote the positive aspects of multiculturalism and cultural diversity to the local community and throughout Victoria, New South Wales, and Australia generally.
- h) To facilitate and deliver such services as may be necessary to achieve any of the foregoing objectives.

3 Financial year

The financial year of the Association is each period of 12 months ending on 30 June.

4 Definitions

absolute majority, of the Committee (Board), means a majority of the Committee (Board), members currently holding office and entitled to vote at the time (as distinct from a majority of committee members present at a committee meeting);

associate member means a member referred to in rule 14(1);

Board of Directors means the “Committee of Management of the Association;

Chairperson, of a general meeting or Committee (Board), meeting, means the person chairing the meeting as required under rule 46;

Committee, means the Board of Directors, having management of the business of the Association;

Committee meeting means a meeting of the Committee (Board) held in accordance with these Rules;

Committee member means a member of the Committee (Board), elected or appointed under Division 3 of Part 5;

Council means Albury-Wodonga Ethnic Communities Council Inc;

disciplinary appeal meeting means a meeting of the members of the Association convened under rule 23(3);

disciplinary meeting means a meeting of the Committee/ Board, convened for the purposes of rule 22;

disciplinary subcommittee means the subcommittee appointed under rule 20;

financial year means the 12-month period specified in rule 3;

general meeting means a general meeting of the members of the Association convened in accordance with Part 4 and includes an annual general meeting, a special general meeting and a disciplinary appeal meeting;

member means a member of the Association;

member organisation means it shall be represented by a delegate (over the age of 18 years), the particulars of whom shall be notified to the Secretary immediately upon affiliation to the Association, and whom may be changed by the member organisation at any time by notifying the Secretary no less than 7 days prior to any meeting of the association. A delegate of a member organisation may not nominate his/herself for the office of Director, whilst a delegate;

member entitled to vote means a member who under rule 13(2) is entitled to vote at a general meeting;

special resolution means a resolution that requires not less than three-quarters of the members voting at a general meeting, whether in person or by proxy, to vote in favour of the resolution;

the Act means the **Associations Incorporation Reform Act 2012** and includes any regulations made under that Act;

the Registrar means the Registrar of Incorporated Associations.

Special General Meeting means a special (irregular) meeting of members convened in accordance with Rule 12.

Director/s means a member who is an office bearer or non-office bearer of the Board of Directors. Officer/s means an office bearer of the Association

The Regulations means regulations under The Act.

PART 2—POWERS OF ASSOCIATION

5 Powers of Association

- (1) Subject to the Act, the Association (AWECC) has power to do all things incidental or conducive to achieve its purposes.
- (2) Without limiting subrule (1), the Association may
 - (a) acquire, hold and dispose of real or personal property;
 - (b) open and operate accounts with financial institutions;
 - (c) invest its money in any security in which trust monies may lawfully be invested;
 - (d) raise and borrow money on any terms and in any manner as it thinks fit;
 - (e) secure the repayment of money raised or borrowed, or the payment of a debt or liability;
 - (f) appoint agents to transact business on its behalf;
 - (g) enter into any other contract it considers necessary or desirable.
- (3) The Association may only exercise its powers and use its income and assets (including any surplus) for its purposes.

6 Not for profit organisation

- (1) The Association must not distribute any surplus, income or assets directly or indirectly to its members.
- (2) Subrule (1) does not prevent the Association from paying a member
 - (a) reimbursement for expenses properly incurred by the member; or
 - (b) for goods or services provided by the memberif this is done in good faith on terms no more favourable than if the member was not a member.

PART 3—MEMBERS, DISCIPLINARY PROCEDURES AND GRIEVANCES

Division 1—Membership

7 Minimum number of members

The Association must have at least 5 members

8 Who is eligible to be a member

Any person over the **age of 18 years**, who supports the purposes of the Association is eligible for membership.

9 Application for

- (1) To apply to become a member of the Association, a person/organisation must complete a written / online application to AWECC stating that the person/organisation
 - (a) wishes to become either a member of the Association; and
 - (b) Select the type of membership; Community Membership, Associate Membership, or Individual Membership (see appendix 1- for descriptions of memberships and application form).

- (c) supports the purposes of the Association; and agrees to comply with these Rules.
 - (d) The Individual applicant must be over the age of 18 years.
 - (e) Can be completed **online or written application** and be lodged with the secretary.
- (2) The application—
- (a) must be signed by the applicant/Community/Associate Member and
 - (b) may be accompanied by the joining fee as set out in appendix description.

10 Consideration of application

- (1) As soon as practicable after an application for membership is received, the AWECC Board of Directors must decide by resolution whether to accept or reject the application.
- (2) The Secretary of AWECC must notify the applicant in writing of the decision as soon as practicable after the decision is made.
- (3) If the AWECC Board rejects the application, it must return any money accompanying the application to the applicant.
- (4) No reason need be given for the rejection of an application.

11 New memberships

- (1) If an application for membership is approved by the AWECC Board
 - (a) the resolution to accept the membership must be recorded in the minutes of the committee meeting; and
 - (b) the Secretary must, as soon as practicable, enter the name and address of the new member, and the date of becoming a member, in the register of members. This includes **particulars of nominated delegate of the member organisations**.
- (2) A person becomes a member of the Association and, subject to rule 13(2), is entitled to exercise his or her rights of membership from the date, whichever is the later, on which
 - (a) the Committee approves the person's membership; or
 - (b) the person pays the joining fee.

12 Annual subscription and fee on joining

- (1) At each annual general meeting, the Association must determine
 - (a) the amount of the annual subscription (if any) for the following financial year; and
 - (b) the date for payment of the annual subscription.
- (2) The Association may determine that any new member who joins after the start of a financial year must, for that financial year, pay a fee equal to
 - (a) the full annual subscription; or
 - (b) a pro rata annual subscription based on the remaining part of the financial year; or
 - (c) a fixed amount determined from time to time by the Association.
- (3) The rights of a member (including the right to vote) who has not paid the annual subscription by the due date are suspended until the subscription is paid. The payment must be made **14 days before the AGM**.

13 General rights of members

- (1) An **Individual member** includes - Individuals from any ethnic background (over 18 years) who agree with AWECC's statement of purposes (Rule 2).

That Individual who is entitled to vote has the right

- (a) to receive notice of general meetings and of proposed special resolutions in the manner and time prescribed by these Rules; and
 - (b) to submit items of business for consideration at a general meeting; and
 - (c) to attend and be heard at general meetings; and
 - (d) to vote at a general meeting; and
 - (e) to have access to the minutes of general meetings and other documents of the Association as provided under rule 75; and
 - (f) to inspect the register of members. – with **access only to email addresses** due to privacy and confidentiality
- (2) A member is entitled to vote if
- (a) the member is a member other than an associate member; and
 - (b) more than **14 business days** have passed since he or she became a member of the Association: and
 - (c) the member's membership rights are not suspended for any reason.

14 Associate and Community members

(1) **Associate members** of the Association include

- (a) any member above **18 years of age**
- (b) any other category of member as determined by special resolution at a general meeting.
- (c) An organisation/ group with an interest in ethnic and /or multicultural issues (but this not being their primary focus) and whose aims and activities are not inconsistent with the statements and purposes of AWECC (Rule 2).
- (d) An associate member must **not vote** but may have other rights as determined by the Committee/ Board or by resolution at a general meeting.

(2) **Community Membership** of the Association include

- (a) An organisation or ethnic community group whose primary objective is either of an ethnic or multicultural nature and whose aims and activities are consistent with the Statement and Purposes of AWECC and who is registered under the Associations Incorporation Act 2012, may become a member, provided that such an organisation is duly admitted to membership in accordance with the provisions of these Rules.
- (b) The Community Membership has the right to **1 vote**.
- (c) A Community member organisation shall, **within 14 days** of being notified of its approval for membership, **forward to the Secretary the Name, email address and occupation of its nominated delegate**, who will represent the member organisation. This delegate will be entitled to vote at Special General Meetings and Annual General Meetings of the Association only, provided that at the relevant time it

has paid its annual membership fee. (AWECC).

(d) A community member organisation's vote is to be recorded by the delegate and **proxy votes shall not be permitted**. A delegate can only represent and vote for one organisation.

15 Rights not transferable

The rights of a member are not transferable and end when membership ceases.

16 Ceasing membership

- (1) The membership of a person ceases on resignation, expulsion, or death.
- (2) If a person ceases to be a member of the Association, the Secretary must, as soon as practicable, enter the date the person ceased to be a member in the register of members.

17 Resigning as a member

- (1) A member may resign by notice in writing given to the Association.
- (2) A member is taken to have resigned if
 - (a) the member's annual subscription is more than 12 months in arrears; or
 - (b) where no annual subscription is payable
 - (i) the Secretary has made a written request to the member to confirm that he or she wishes to remain a member; and
 - (ii) the member has not, within 3 months after receiving that request, confirmed in writing that he or she wishes to remain a member.

18 Register of members

- (1) The Secretary must keep and maintain a register of members that includes
 - (a) for each current member
 - (i) the member's name;
 - (ii) the address for notice last given by the member;
 - (iii) the date of becoming a member;
 - (iv) if the member is an Individual / Associate/ Community member, a note to that effect;
 - (v) any other information determined by the Committee; and
 - (b) for each former member, the date of ceasing to be a member.
- (2) Any member may, at a reasonable time and free of charge, inspect the register of members. For purposes of Inspection, **only names and email addresses** will be provided to maintain confidentiality and privacy of the members.

Note

Under section 59 of the Act, access to the personal information of a person recorded in the register of members may be restricted in certain circumstances. Section 58 of the Act provides that it is an offence to make improper use of information about a person obtained from the Register of Members.

Division 2—Disciplinary action

19 Grounds for taking disciplinary action

The Association may take disciplinary action against a member in accordance with this Division if it is determined that the member—

- (a) has failed to comply with these Rules; or
- (b) refuses to support the purposes of the Association; or
- (c) has engaged in conduct prejudicial to the Association.

20 Disciplinary subcommittee

- (1) If the AWECC Board is satisfied that there are sufficient grounds for taking disciplinary action against a member, the Board must appoint a disciplinary subcommittee to hear the matter and determine what action, if any, to take against the member.
- (2) The members of the disciplinary subcommittee
 - (a) may be AWECC Board members, members of the Association or anyone else; but
 - (b) must not be biased against, or in favour of, the member concerned.

21 Notice to member

- (1) Before disciplinary action is taken against a member, the Secretary must give written notice to the member—
 - (a) stating that the Board proposes to take disciplinary action against the member; and
 - (b) stating the grounds for the proposed disciplinary action; and
 - (c) specifying the date, place and time of the meeting at which the disciplinary subcommittee intends to consider the disciplinary action (the *disciplinary meeting*); and
 - (d) advising the member that he or she may do one or both of the following
 - (i) attend the disciplinary meeting and address the disciplinary subcommittee at that meeting.
 - (ii) give a written statement to the disciplinary subcommittee at any time before the disciplinary meeting; and
 - (e) setting out the member's appeal rights under rule 23.
- (2) The notice must be given no earlier than 28 days, and no later than 14 days, before the disciplinary meeting is held.

22 Decision of subcommittee

- (1) At the disciplinary meeting, the disciplinary subcommittee must
 - (a) give the member an opportunity to be heard; and
 - (b) consider any written statement submitted by the member.
- (2) After complying with subrule (1), the disciplinary subcommittee may
 - (a) take no further action against the member; or
 - (b) subject to subrule (3)
 - (i) reprimand the member; or
 - (ii) suspend the membership rights of the member for a specified period; or

- (iii) expel the member from the Association.
- (3) The disciplinary subcommittee may not fine the member.
- (4) The suspension of membership rights or the expulsion of a member by the disciplinary subcommittee under this rule takes effect immediately after the vote is passed.

23 Appeal rights

- (1) A person whose membership rights have been suspended or who has been expelled from the Association under rule 22 may give notice to the effect that he or she wishes to appeal against the suspension or expulsion.
- (2) The notice must be in writing and given—
 - (a) to the disciplinary subcommittee immediately after the vote to suspend or expel the person is taken; or
 - (b) to the Secretary not later than 48 hours after the vote.
- (3) If a person has given notice under subrule (2), a disciplinary appeal meeting must be convened by the Committee (Board) as soon as practicable, but in any event not later than **21 days, after the notice is received**.
- (4) Notice of the disciplinary appeal meeting must be given to each member of the Association who is entitled to vote as soon as practicable and must
 - (a) specify the date, time and place of the meeting; and
 - (b) state
 - (i) the name of the person against whom the disciplinary action has been taken; and
 - (ii) the grounds for taking that action; and
 - (iii) that at the disciplinary appeal meeting the members present must vote on whether the decision to suspend or expel the person should be upheld or revoked.

24 Conduct of disciplinary appeal meeting

- (1) At a disciplinary appeal meeting
 - (a) no business other than the question of the appeal may be conducted; and
 - (b) the Committee (Board) must state the grounds for suspending or expelling the member and the reasons for taking that action; and
 - (c) the person whose membership has been suspended or who has been expelled must be given an opportunity to be heard.
- (2) After complying with subrule (1), the members present and entitled to vote at the meeting must vote by secret ballot on the question of whether the decision to suspend or expel the person should be upheld or revoked.
- (3) A member may not vote by proxy at the meeting.
- (4) The decision is upheld if not less than **two thirds** of the members voting at the meeting vote in favour of the decision.

Division 3—Grievance procedure

25 Application

- (1) The grievance procedure set out in this Division applies to disputes under these Rules between
 - (a) a member and another member.
 - (b) a member and the Committee (Board).
 - (c) a member and the Association.
- (2) A member must not initiate a grievance procedure in relation to a matter that is the subject of a disciplinary procedure until the disciplinary procedure has been completed.

26 Parties must attempt to resolve the dispute

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

27 Appointment of mediator

- (1) If the parties to a dispute are unable to resolve the dispute between themselves within the time required by rule 26, the parties must within 10 days
 - (a) notify the Committee (Board) of the dispute; and
 - (b) agree to or request the appointment of a mediator; and
 - (c) attempt in good faith to settle the dispute by mediation.
- (2) The mediator must be
 - (a) a person chosen by agreement between the parties; or
 - (b) in the absence of agreement
 - (i) if the dispute is between a member and another member—a person appointed by the Committee (Board); or
 - (ii) if the dispute is between a member and the Committee (Board) or the Association person appointed or employed by the Dispute Settlement Centre of Victoria.
- (3) A mediator appointed by the Committee (Board) may be a member or former member of the Association but in any case, must not be a person who
 - (a) has a personal interest in the dispute; or
 - (b) is biased in favour of or against any party.

28 Mediation process

- (1) The mediator to the dispute, in conducting the mediation, must
 - (a) give each party every opportunity to be heard; and
 - (b) allow due consideration by all parties of any written statement submitted by any party; and
 - (c) ensure that natural justice is accorded to the parties throughout the mediation process.
- (2) The mediator must not determine the dispute.

29 Failure to resolve dispute by mediation

If the mediation process does not resolve the dispute, the parties may seek to resolve the dispute in accordance with the Act or otherwise at law.

PART 4—GENERAL MEETINGS OF THE ASSOCIATION

30 Annual general meetings

- (1) The Committee (Board) must convene an annual general meeting of the Association to be held within **5 months** after the end of each financial year.
- (2) Despite subrule (1), the Association may hold its first annual general meeting at any time within 18 months after its incorporation.
- (3) The Committee (Board) may determine the date, time and place of the annual general meeting.
- (4) 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 general meeting held since then;
 - (b) to receive and consider
 - (i) the annual report of the Committee (Board) on the activities of the Association during the preceding financial year; and
 - (ii) the financial statements of the Association for the preceding financial year submitted by the Committee (Board) in accordance with Part 7 of the Act;
 - (c) to elect the members of the Committee (Board);
 - (d) to confirm or vary the amounts (if any) of the annual subscription and joining fee.
- (5) The annual general meeting may also conduct any other business of which notice has been given in accordance with these Rules.
- (6) Applications for election to the board must be received by the Secretary no later than **14 days before the AGM**

31 Special general meetings

- (1) Any general meeting of the Association, other than an annual general meeting, Board of Directors meeting or a disciplinary appeal meeting, is a special general meeting.
- (2) The Committee (Board) may convene a special general meeting whenever it thinks fit.
- (3) No business other than that set out in the notice under rule 33 may be conducted at the meeting.

32 Special general meeting held at request of members

- (1) The Committee (Board) must convene a special general meeting if a request to do so is made in accordance with subrule (2) by **2 of the total number of members**.
- (2) A request for a special general meeting must
 - (a) be in writing; and
 - (b) state the business to be considered at the meeting and any resolutions to be proposed; and

- (c) include the names and signatures of the members requesting the meeting; and
 - (d) be given to the Secretary.
- (3) If the Committee (Board) does not convene a special general meeting within one month after the date on which the request is made, the members making the request (or any of them) may convene the special general meeting.
- (4) A special general meeting convened by members under subrule (3)
- (a) must be held within 3 months after the date on which the original request was made; and
 - (b) may only consider the business stated in that request.
- (5) The Association must reimburse all reasonable expenses incurred by the members convening a special general meeting under subrule (3).

33 Notice of general meetings

- (1) The Secretary (or, in the case of a special general meeting convened under rule 32(3), the members convening the meeting) must give to each member of the Association
- (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 a special resolution is to be proposed
 - (i) state in full the proposed resolution; and
 - (ii) state the intention to propose the resolution as a special resolution; and
 - (d) comply with rule 34(5).
- (3) This rule does not apply to a disciplinary appeal meeting.
- (4) A member desiring to bring any business before a meeting may give notice of the business in writing to the Secretary, who shall include that business in the notice calling the next general meeting after the receipt of the notice

34 Proxies

- (1) A **member** may appoint another member as his or her proxy to vote and speak on his or her behalf at a general meeting other than at a disciplinary appeal meeting.
- (2) The appointment of a proxy must be in writing and signed by the member making the appointment within **7 days** before the meeting.
- (3) Special Consideration will be given in circumstances that may occur beyond the control of the “Proxy” if they are unable to attend meeting in Person. e.g., Covid and Mandatory Isolation. In this case the Member/ Proxy must contact the Secretary. This must be **no less than 24 hours** before the meeting. The Board will decide on how the vote will take place and by who.

- (4) The member appointing the proxy may give specific directions as to how the proxy is to vote on his or her behalf, otherwise the proxy may vote on behalf of the member in any matter as he or she sees fit.
- (5) If the Committee (Board) has approved a form for the appointment of a proxy, the member may use any other form that clearly identifies the person appointed as the member's proxy and that has been signed by the member.
- (6) Notice of a general meeting given to a member under rule 33 must
 - (a) state that the member may appoint another member as a proxy for the meeting; and
 - (b) include a copy of any form that the Committee (Board) has approved for the appointment of a proxy.
- (7) A form appointing a proxy must be given to the Chairperson of the meeting **7 days** before the commencement of the meeting
- (8) A form appointing a proxy sent by post or electronically is of no effect unless it is received by the Association no later than **7 days** before the commencement of the meeting.
- (9) A **community member organisation** shall, through its nominated delegate, be entitled to vote at Special General Meetings and Annual General Meetings of the Association only, provided that at the relevant time it has paid its annual membership fee.
A community member organisation's vote is to be recorded by the delegate and **proxy votes shall not be permitted**. A delegate can only represent and vote for one organisation
- (10) An **associate member organisation** has **no voting rights** at the meetings of the Association, as per rule (14).

35 Use of technology

- (1) A member not physically present at a general meeting may be permitted to participate in the meeting by the use of technology that allows that member, and the members present at the meeting to clearly and simultaneously communicate with each other.
- (2) For the purposes of this Part, a member participating in a general meeting as permitted under subrule (1) is taken to be present at the meeting and, if the member votes at the meeting, is taken to have voted in person.

36 Quorum at general meetings

- (1) No business may be conducted at a general meeting unless a quorum of members is present.
- (2) The quorum for a general meeting is the presence (physically, by proxy or as allowed under rule 35) of **one third** of members entitled to vote.
- (3) If a quorum is not present within 30 minutes after the notified commencement time of a general meeting
 - (a) in the case of a meeting convened by, or at the request of, members under rule 32—the meeting must be dissolved;
 - (b) in any other case

- (i) the meeting must be adjourned to a date **not more than 21 days** after the adjournment: and
 - (ii) notice of the date, time and place to which the meeting is adjourned must be given at the meeting and confirmed by written notice given to all members as soon as practicable after the meeting.
- (4) If a quorum is not present within 30 minutes after the time to which a general meeting has been adjourned under subrule (3)(b), the members present at the meeting (if not fewer than 3) may proceed with the business of the meeting as if a quorum were present.

37 Adjournment of general meeting

- (1) The Chairperson of a general meeting at which a quorum is present may, with the consent of a majority of members present at the meeting, adjourn the meeting to another time at the same place or at another place.
- (2) Without limiting subrule (1), 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 meeting other than the business that remained unfinished when the meeting was adjourned.
- (4) Notice of the adjournment of a meeting under this rule is not required unless the meeting is adjourned for 14 days or more, in which case notice of the meeting must be given in accordance with rule 33.

38 Voting at general meeting

- (1) On any question arising at a general meeting
 - (a) subject to subrule (3), each member who is entitled to vote has one vote; and
 - (b) members may vote personally, as a nominated delegate or by proxy; and
 - (c) except in the case of a special resolution, the question must be decided on a majority of votes.
 - (d) A member is not entitled to vote at any general meeting unless all monies due and payable by himself/ herself or his/her organisation to the association have been paid.
- (2) If votes are divided equally on a question, the Chairperson of the meeting has a second or casting vote.
- (3) If the question is whether or not to confirm the minutes of a previous meeting, only members who were present at that meeting may vote.
- (4) This rule does not apply to a vote at a disciplinary appeal meeting conducted under rule 24.

39 Special resolutions

A special resolution is passed if not less than **three quarters** of the members voting at a general meeting (whether in person or by proxy) vote in favour of the resolution.

40 Determining whether resolution carried

- (1) Subject to subsection (2), the Chairperson of a general meeting may, on the basis of 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

and an entry to that effect in the minutes of the meeting is conclusive proof of that fact.

- (2) If a poll (where votes are cast in writing) is demanded by **three or more** members on any question
 - (a) the poll must be taken at the meeting in the manner determined by the Chairperson of the meeting; and
 - (b) the Chairperson must declare the result of the resolution on the basis of the poll.
- (3) A poll demanded on the election of the Chairperson or on a question of an adjournment must be taken immediately.
- (4) A poll demanded on any other question must be taken before the close of the meeting at a time determined by the Chairperson.

41 Minutes of general meeting

- (1) The Committee (Board) must ensure that minutes are taken and kept 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 annual general meeting must include
 - (a) the names of the members attending the meeting; and
 - (b) proxy forms given to the Chairperson of the meeting under rule 34(6); and
 - (c) the financial statements submitted to the members in accordance with rule 30(4)(b)(ii); and
 - (d) the certificate signed by two committee members certifying that the financial statements give a true and fair view of the financial position and performance of the Association; and
 - (e) any audited accounts and auditor's report or report of a review accompanying the financial statements that are required under the Act.

PART 5—COMMITTEE (Board)

Division 1—Powers of Committee

42 Role and powers

- (1) The business of the Association must be managed by or under the direction of a Committee (Board).
- (2) The Committee (Board) may exercise all the powers of the Association except those powers that these Rules or the Act require to be exercised by general meetings of the members of the Association.
- (3) The Committee (Board) may
 - (a) appoint and remove the most senior staff member in charge of the office; The board appoint the senior staff member only. The senior staff member appoints other staff - standard practice.

- (b) establish subcommittees consisting of members with terms of reference it considers appropriate.

43 Delegation

- (1) The Committee (Board) may delegate to a member of the Committee (Board), a subcommittee or staff, any of its powers and functions other than
 - (a) this power of delegation; or
 - (b) a duty imposed on the Committee (Board) by the Act or any other law.
- (2) The delegation must be in writing and may be subject to the conditions and limitations the Committee (Board) considers appropriate.
- (3) The Committee (Board) may, in writing, revoke a delegation wholly or in part.

Division 2—Composition of Committee (Board) and duties of members

44 Composition of Committee (Board)

The Committee consists of

- (a) Chairperson and;
- (b) Deputy Chairperson.
- (c) a Secretary; and
- (d) a Treasurer; and
- (e) ordinary members (if any) elected under rule 53.
- (f) aim for one Youth member on the Board (18 – 30 yrs).
- (g) Board members from diverse backgrounds including Gender and Ethnicity.

There should be a maximum of 4 members of one Gender to ensure Gender equality.

45 General Duties

- (1) As soon as practicable after being elected or appointed to the Committee (Board), each committee (Board) member must become familiar with these Rules and the Act.
- (2) The Committee (Board) is collectively responsible for ensuring that the Association complies with the Act and that individual members of the Committee (Board) comply with these Rules.
- (3) Committee (Board) members must exercise their powers and discharge their duties with reasonable care and diligence.
- (4) Committee (Board) members must exercise their powers and discharge their duties
 - (a) in good faith in the best interests of the Association; and
 - (b) for a proper purpose.
- (5) Committee (Board) members and former committee (Board) members must not make improper use of
 - (a) their position; or
 - (b) information acquired by virtue of holding their position

so as to gain an advantage for themselves or any other person or to cause detriment to the Association.

Note

See also Division 3 of Part 6 of the Act which sets out the general duties of the office holders of an incorporated association.

- (6) In addition to any duties imposed by these Rules, a committee (Board) member must perform any other duties imposed from time to time by resolution at a general meeting.

46 Chairperson and Deputy Chairperson

- (1) Subject to subrule (2), the Chairperson or, in the Chairperson's absence, the Deputy Chairperson is the Chairperson for any general meetings and for any committee (Board) meetings.
- (2) If the Chairperson and the Deputy Chairperson are both absent, or are unable to preside, the Chairperson of the meeting must be
 - (a) in the case of a general meeting—a member elected by the other members present; or
 - (b) in the case of a committee (Board) meeting—a committee (Board) member elected by the other committee (Board) members present.

47 Secretary

- (1) The Secretary must perform any duty or function required under the Act to be performed by the secretary of an incorporated association.
- (2) The Secretary must
 - (a) maintain the register of members in accordance with rule 18; and
 - (b) keep custody of the common seal (if any) of the Association and, except for the financial records referred to in rule 70(3), all books, documents and securities of the Association in accordance with rules 72 and 75; and
 - (c) subject to the Act and these Rules, provide members with access to the register of members, (**email address only supplied due to confidentiality**), the minutes of general meetings and other books and documents; and
 - (d) perform any other duty or function imposed on the Secretary by these Rules.
- (3) The Secretary must give to the Registrar notice of his or her appointment within 14 days after the appointment.

48 Treasurer

- (1) The Treasurer must
 - (a) receive all moneys paid to or received by the Association and issue receipts for those moneys in the name of the Association; and
 - (b) ensure that all moneys received are paid into the account of the Association within 5 working days after receipt; and
 - (c) make any payments authorised by the Committee (Board) or by a general meeting of the Association from the Association's funds; and
 - (d) ensure cheques are signed by at least 2 committee (Board) members.

- (2) The Treasurer must
 - (a) ensure that the financial records of the Association are kept in accordance with the Act; and
 - (b) coordinate the preparation of the financial statements of the Association and their certification by the Committee (Board) prior to their submission to the annual general meeting of the Association.
- (3) The Treasurer must ensure that at least one other committee member has access to the accounts and financial records of the Association.

Division 3—Election of Committee (Board) members and tenure of office

49 Who is eligible to be a Committee (Board) member

A member is eligible to be elected or appointed as a committee (Board) member if the member

- (a) is 18 years or over; and
- (b) is entitled to vote at a general meeting (i.e., paid financial member).
- (C) Only **one person** from an Ethnic background shall be entitled to be elected as a member of the Board of Directors
- (d) Should there be no suitable applications from different ethnic backgrounds, a **Second person** from a specific ethnic background would be considered.
- (e) No Paid or former member of staff of AWECC until 12 months

50 Positions to be declared vacant

- (1) This rule applies to
 - (a) the first annual general meeting of the Association after its incorporation; or
 - (b) any subsequent annual general meeting of the Association, after the annual report and financial statements of the Association have been received.
- (2) The Chairperson of the meeting must declare the number of positions on the Committee vacant and hold elections for those positions in accordance with rules 51 to 54.

51 Nominations

- (1) Prior to the election of each position, the Chairperson of the meeting must call for nominations to fill that position.
- (2) An eligible member of the Association may
 - (a) nominate himself or herself; or
 - (b) with the member's consent, be nominated by another member.
- (3) A member who is nominated for a position and fails to be elected to that position may be nominated for any other position for which an election is yet to be held.
- (4) Must be made in writing and should be delivered to the Secretary of the Association **not Less than 14 days** before the date fixed for holding the Annual General Meeting.
- (5) In the event of more than **1 person** nominating from the same Ethnic Background,

a Ballot will be taken to elect the representative from this community to the Board.

(E.g., 3 people standing from the same Ethnic Background.)

52 Election of Chair etc. -

- (1) At the annual general meeting, separate elections must be held for each of the following positions.
 - (a) Chairperson;
 - (b) Deputy Chairperson;
 - (c) Secretary;
 - (d) Treasurer.
- (2) If only one member is nominated for the position, the Chairperson of the meeting must declare the member elected to the position.
- (3) If more than one member is nominated, a ballot must be held in accordance with rule 54.
- (4) On his or her election, the new Chairperson may take over as Chairperson of the meeting.
- (5) During, or immediately following the Annual General Meeting, the Board of Directors shall convene to elect from amongst their number the Officers of the Association(52.1)

53 Election of ordinary members (General Directors)

- (1) Subject to section 24 of the Act, the Board of Directors shall consist of: -
 - a) the Officers of the Association (as per Rule 52.1), each of whom shall be elected (as per Rule 52.5) following their election at the Annual General Meeting of the Association.
 - b) Three (3) General Directors - each of whom shall be elected at the Annual General Meeting of the Association each year.
 - (c) Sub-committee convenors, who are not Directors, shall be ex-officio members, with no voting rights; and
 - (d) Up to three (3) additional members, including past Directors, may be co-opted to join the Board of Directors where appropriate knowledge, skill or qualification is sought, for a period deemed appropriate by the Board of Directors. A co-opted member shall not hold voting rights.
- (2) A single election may be held to fill all of those positions.
- (3) If the number of members nominated for the position of ordinary committee (Board) member is less than or equal to the number to be elected, the Chairperson of the meeting must declare each of those members to be elected to the position.
- (4) If the number of members nominated exceeds the number to be elected, a ballot must be held in accordance with rule 54.

54 Ballot

- (1) If a ballot is required for the election for a position, the Chairperson of the meeting must appoint a member to act as returning officer to conduct the ballot.
- (2) The returning officer must not be a member nominated for the position.

- (3) Before the ballot is taken, each candidate may make a short speech in support of his or her election. Or if a written application for election was made to the Board a short Biography can be provided **14 days before** AGM and Election.
- (4) The election must be by secret ballot.
- (5) The returning officer must give a blank piece of paper to
 - (a) each member (Individual) present in person; and
 - (b) each proxy appointed by a member.
 - (c) Each Community member Representative
- (6) If the ballot is for a single position, the voter must write on the ballot paper the name of the candidate for whom they wish to vote.
- (7) If the ballot is for more than one position
 - (a) the voter must write on the ballot paper the name of each candidate for whom they wish to vote;
 - (b) the voter must not write the names of more candidates than the number to be elected.
- (8) Ballot papers that do not comply with subrule (7)(b) are not to be counted.
- (9) Each ballot paper on which the name of a candidate has been written counts as one vote for that candidate.
- (10) The returning officer must declare elected the candidate or, in the case of an election for more than one position, the candidates who received the most votes.
- (11) If the returning officer is unable to declare the result of an election under subrule (10) because 2 or more candidates received the same number of votes, the returning officer must
 - (a) conduct a further election for the position in accordance with subrules (4) to (10) to decide which of those candidates is to be elected; or
 - (b) with the agreement of those candidates, decide by lot which of them is to be elected.

55 Term of office

- (1) Subject to subrule (3) and rule 56, a Board member holds office **for a Term of 2 years**, until the available positions of the Board are declared vacant at the next annual general meeting.
- (2) A committee (Board) member may be re-elected. Each Board member (Officer of Association) **may only serve a maximum of two (2) terms = 4 years, regardless of what previous positions they have held, to enable rotation of New members onto the Board.**
- (3) A general meeting of the Association may
 - (a) by special resolution remove a committee (Board) member from office; and
 - (b) elect an eligible member of the Association to fill the vacant position in accordance with this Division.
- (4) A member who is the subject of a proposed special resolution under subrule (3)(a) may make representations in writing to the Secretary or President of the Association (not exceeding a reasonable length) and may request that the representations be provided to the members of the Association.

- (5) The Secretary or the Chairperson may give a copy of the representations to each member of the Association or, if they are not so given, the member may require that they be read out at the meeting at which the special resolution is to be proposed.

56 Vacation of office

- (1) A committee (Board) member may resign from the Committee (Board) by written notice addressed to the Committee (Board).
- (2) A person ceases to be a committee (Board) member if he or she
- (a) ceases to be a member of the Association; or
 - (b) fails to attend **3 consecutive committee/Board meetings** (other than special or urgent committee/ Board meetings) without leave of absence under rule 67; or
 - (c) otherwise ceases to be a committee (Board) member by operation of section 78 of the Act.

Note

A Committee member may not hold the office of secretary if they do not reside in Australia.

- (d) Becomes insolvent under administration within the meaning of the Companies (Victoria) Code.
- (e) is elected to local, state or Federal political office
- (f) moves place of permanent residence to outside the service area of the Association.

(3) Expulsion for Board of Directors

- (a) The Association at a Special General Meeting may, by resolution, remove any member of the Board of Directors before the expiration of his/her term of office and appoint another member in his/her stead to hold office until the expiration of the term of the first-mentioned member.
- (b) Expulsion from the Board of Directors would be based on a Board Member: -
 - (i) having refused or neglected to comply with these Rules;
 - (ii) having been guilty of conduct unbecoming a member or prejudicial to the interests of the Association.
- (c) Where the member to whom a proposed resolution referred to in sub-clause 3.a makes representations in writing to the Secretary of the Association (not exceeding a reasonable length) and requests that they be notified to the members of the Association, the Secretary or the Chairperson may send a copy of the representations to each member of the Association or, if they are not sent, the member may request that they be read out at the meeting.

57 Filling casual vacancies

- (1) The Committee (Board) may appoint an eligible member of the Association to fill a position on the Committee that—
- (a) has become vacant under rule 56; or

- (b) was not filled by election at the last annual general meeting.
- (2) If the position of Secretary becomes vacant, the Committee (Board) must appoint a member to the position within 14 days after the vacancy arises.
- (3) Rule 55 applies to any committee member appointed by the Committee (Board) under subrule (1) or (2).
- (4) The Committee (Board) may continue to act despite any vacancy in its membership.

Division 4—Meetings of Committee

58 Meetings of Committee

- (1) The Committee (Board) must meet at **least 10 times** in each year at the dates, times and places determined by the Committee.
- (2) The date, time and place of the first committee (Board) meeting must be determined by the members of the Committee (Board) as soon as practicable after the annual general meeting of the Association at which the members of the Committee (Board) were elected.
- (3) Special Committee (Board) meetings may be convened by the Chairperson or by any **4 members** of the Committee (Board).

59 Notice of meetings

- (1) Notice of each committee (Board) meeting must be given to each committee member no later than 7 days before the date of the meeting.
- (2) Notice may be given of more than one committee (Board) meeting at the same time.
- (3) The notice must state the date, time and place of the meeting.
- (4) If a special committee meeting is convened, the notice must include the general nature of the business to be conducted.
- (5) The only business that may be conducted at the meeting is the business for which the meeting is convened.

60 Urgent meetings

- (1) In cases of urgency, a meeting can be held without notice being given in accordance with rule 59 provided that as much notice as practicable is given to each committee(Board) member by the quickest means practicable.
- (2) Any resolution made at the meeting must be passed by an absolute majority of the Committee(Board).
- (3) The only business that may be conducted at an urgent meeting is the business for which the meeting is convened.

61 Procedure and order of business

- (1) The procedure to be followed at a meeting of a Committee(Board) must be determined from time to time by the Committee(Board).
- (2) The order of business may be determined by the members present at the meeting.

62 Use of technology

- (1) A committee member who is not physically present at a committee (Board) meeting may participate in the meeting by the use of technology that allows that committee (Board)

member and the committee(Board) members present at the meeting to clearly and simultaneously communicate with each other.

- (2) For the purposes of this Part, a committee (Board) member participating in a committee/ (Board) meeting as permitted under subrule (1) is taken to be present at the meeting and, if the member votes at the meeting, is taken to have voted in person.

63 Quorum

- (1) No business may be conducted at a Committee (Board) meeting unless a quorum is present.
- (2) The quorum for a committee (Board) meeting is the presence (in person or as allowed under rule 62) of a majority of the committee (Board) members holding office,50% plus one.
- (3) If a quorum is not present within 30 minutes after the notified commencement time of a committee (Board) meeting
 - (a) in the case of a special meeting—the meeting lapses;
 - (b) in any other case—the meeting must be adjourned to a date no later than **14 days** after the adjournment and notice of the time, date and place to which the meeting is adjourned must be given in accordance with rule 59.

64 Voting

- (1) On any question arising at a committee (Board) meeting, each committee (Board) member present at the meeting has one vote.
- (2) A motion is carried if a majority of committee (Board) members present at the meeting vote in favour of the motion.
- (3) Subrule (2) does not apply to any motion or question which is required by these Rules to be passed by an absolute majority of the Committee.
- (4) If votes are divided equally on a question, the Chairperson of the meeting has a second or casting vote.
- (5) Voting by proxy is not permitted.

65 Conflict of interest

- (1) A committee (Board) member who has a material personal interest in a matter being considered at a committee (Board) meeting must disclose the nature and extent of that interest to the Committee (Board).
- (2) The member
 - (a) must not be present while the matter is being considered at the meeting; and
 - (b) must not vote on the matter.

Note

Under section 81(3) of the Act, if there are insufficient committee (Board) members to form a quorum because a member who has a material personal interest is disqualified from voting on a matter, a general meeting may be called to deal with the matter.

- (3) This rule does not apply to a material personal interest
 - (a) that exists only because the member belongs to a class of persons for whose benefit the Association is established; or
 - (b) that the member has in common with all, or a substantial proportion of, the members of the Association.

66 Minutes of meeting

- (1) The Committee (Board) must ensure that minutes are taken and kept of each committee meeting.
- (2) The minutes must record the following
 - (a) the names of the members in attendance at the meeting;
 - (b) the business considered at the meeting;
 - (c) any resolution on which a vote is taken and the result of the vote;
 - (d) any material personal interest disclosed under rule 65.

67 Leave of absence

- (1) The Committee (Board) may grant a committee member leave of absence from committee meetings for a period not exceeding 3 months.
- (2) The Committee (Board) must not grant leave of absence retrospectively unless it is satisfied that it was not feasible for the committee(Board) member to seek the leave in advance.

PART 6—FINANCIAL MATTERS

68 Source of funds

The funds of the Association may be derived from joining fees, annual subscriptions, donations, fund-raising activities, grants, interest and any other sources approved by the Committee.

69 Management of funds

- (1) The Association must open an account with a financial institution from which all expenditure of the Association is made and into which all of the Association's revenue is deposited.
- (2) Subject to any restrictions imposed by a general meeting of the Association, the Committee (Board) may approve expenditure on behalf of the Association.
- (3) The Committee(Board) may authorise the Treasurer to expend funds on behalf of the Association (including by electronic funds transfer) 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 must be signed by 2 committee (Board) members.
- (5) All funds of the Association must be deposited into the financial account of the Association no later than 5 working days after receipt.
- (6) With the approval of the Committee (Board), the Treasurer may maintain a cash float provided that all money paid from or paid into the float is accurately recorded at the time of the transaction.

70 Financial records

- (1) The Association must keep financial records that
 - (a) correctly record and explain its transactions, financial position and performance; and
 - (b) enable financial statements to be prepared as required by the Act.
- (2) The Association must retain the financial records for 7 years after the transactions covered by the records are completed.
- (3) The Treasurer must keep in his or her custody, or under his or her control
 - (a) the financial records for the current financial year; and
 - (b) any other financial records as authorised by the Committee (Board).

71 Financial statements

- (1) For each financial year, the Committee(Board) must ensure that the requirements under the Act relating to the financial statements of the Association are met.
- (2) Without limiting subrule (1), those requirements include
 - (a) the preparation of the financial statements;
 - (b) if required, the review or auditing of the financial statements;
 - (c) the certification of the financial statements by the Committee(Board);
 - (d) the submission of the financial statements to the annual general meeting of the Association;
 - (e) the lodgement with the Registrar of the financial statements and accompanying reports, certificates, statements and fee.

PART 7—GENERAL MATTERS

72 Common seal

- (1) The Association may have a common seal.
- (2) If the Association has a common seal
 - (a) the name of the Association must appear in legible characters on the common seal;
 - (b) a document may only be sealed with the common seal by the authority of the Committee and the sealing must be witnessed by the signatures of two committee (Board) members;
 - (c) the common seal must be kept in the custody of the Secretary.

73 Registered address

The registered address of the Association is

- (a) the address determined from time to time by resolution of the Committee (Board); or
- (b) if the Committee (Board) has not determined an address to be the registered address—the postal address of the Secretary.

74 Notice requirements

- (1) Any notice required to be given to a member or a committee (Board) member under these Rules may be given
 - (a) by handing the notice to the member personally; or

- (b) by sending it by post to the member at the address recorded for the member on the register of members; or
 - (c) by email or facsimile transmission.
- (2) Subrule (1) does not apply to notice given under rule 60.
- (3) Any notice required to be given to the Association or the Committee(Board) may be given
- (a) by handing the notice to a member of the Committee (Board); or
 - (b) by sending the notice by post to the registered address; or
 - (c) by leaving the notice at the registered address; or
 - (d) if the Committee (Board) determines that it is appropriate in the circumstances
 - (i) by email to the email address of the Association or the Secretary; or
 - (ii) by facsimile transmission to the facsimile number of the Association.

75 Custody and inspection of books and records

- (1) Members may on request inspect free of charge
- (a) the register of members; **NAMES AND EMAIL ONLY**
 - (b) the minutes of general meetings;
 - (c) subject to subrule (2), the financial records, books, securities and any other relevant document of the Association, including minutes of Committee (Board) meetings.
- (2) The Committee (Board) may refuse to permit a member to inspect 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.
- (3) The Committee (Board) must on request make copies of these rules available to members and applicants for membership free of charge.
- (4) Subject to subrule (2), a member may make a copy of any of the other records of the Association referred to in this rule and the Association may charge a reasonable fee for provision of a copy of such a record. Only names and email addresses of Members are available due to Privacy and Confidentiality.
- (5) For purposes of this rule
- relevant documents*** means the records and other documents, however compiled, recorded or stored, that relate to the incorporation and management of the Association and includes the following
- (a) its membership records;
 - (b) its financial statements;
 - (c) its financial records;
 - (d) records and documents relating to transactions, dealings, business or property of the Association.

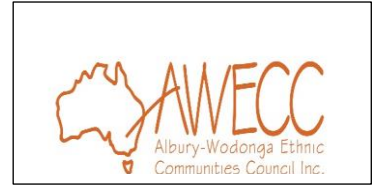
76 Winding up and cancellation

- (1) The Association may be wound up voluntarily by special resolution.
- (2) In the event of the winding up or the cancellation of the incorporation of the Association, the surplus assets of the Association must not be distributed to any members or former members of the Association.

- (3) Subject to the Act and any court order made under section 133 of the Act, the surplus assets must be given to a body that has similar purposes to the Association and which is not carried on for the profit or gain of its individual members.
- (4) The body to which the surplus assets are to be given must be decided by special resolution.
- (5) In the event that the Association is endorsed as a Deductible Gift Recipient and it is subsequently revoked, the following shall be transferred to another organisation in Australia which is a public benevolent institution for the purposes of any Commonwealth Taxation Act.
 - (a) gifts of money or property for the principle purpose of the Association,
 - (b) contributions made in relation to an eligible fundraising event held for the principle purpose of the Association; and
 - (c) money received by the organisation because of gifts and contributions

77 Alteration of Rules

These Rules may only be altered by special resolution of a general meeting of the Association.



Appendix 1: Membership application form

APPLICATION FOR MEMBERSHIP OR RENEWAL OF MEMBERSHIP

Albury-Wodonga Ethnic Communities Council Inc. (AWECC)

Membership year 2022-2024

Please fill out the sections that apply to you, or your community organisation. Date: ___/___/___

Individual Name: _____

OR

Name of Community Group/Associate:

What category of membership do you want? ***(Please tick one box only):***

- Individual Membership:** Individuals of any ethnic background who agree with the AWECC’s Statement of Purposes.
- Community Membership:** An organisation whose primary focus is either of an ethnic and/or multicultural nature and whose aims and activities are consistent with the Statement of Purposes of the AWECC.
- Associate Membership:** An organisation with an interest in ethnic and/or multicultural issues (but this not being their primary focus) and whose aims and activities are consistent with the Statement of Purposes of the AWECC

In accordance with the **Albury Wodonga Ethnic Communities Council Inc** Constitution & Rules, Individual and Community memberships ONLY have voting rights only at Annual General Meetings or Special Meetings, or as elected members of the Board.

Bi -Annual (2 yearly) membership fees are as follows:

| Community | Associate | Individual |
|-----------|-----------|------------|
| \$50.00 | \$50.00 | \$10.00 |

Payment method: (AWECC cannot accept cash)
Direct Deposit: Albury-Wodonga Ethnic Communities Council, Hume Bank BSB 640 000,
Acc# 111220052, Reference: <Membership ... Your Name>.

INDIVIDUAL TO SIGN BELOW

I acknowledge that I can access a copy of the current AWECC Constitution on the AWECC website.

I also acknowledge that I am in agreement with AWECC’s purposes. I agree to be bound by the Constitution and Rules of AWECC currently in force.

Mobile: _____

Email address: _____

Your signature: _____

PLEASE EMAIL OR POST THIS APPLICATION FORM TO:

contact@awecc.org.au or secretary@awecc.org.au or hand into AWECC Office, 155 High St, Wodonga

FOR COMMUNITY GROUPS ONLY - Please complete

Office Bearers

President/Chairperson:

Name: _____

Address: _____

Mobile: _____

Secretary:

Name: _____

Address: _____

Mobile: _____

Treasurer:

Name: _____

Address: _____

Mobile: _____

Number of members: _____

Activities:

Social / Cultural / Welfare / Community / Health / Women's / Youth (*cross out those not applicable*)

Other (*please specify*): _____

Please attach a copy of the following documents (*where applicable*):

1. Certificate of Incorporation
2. Statement of Purposes of your organisation

I acknowledge that I can access a copy of the current AWECC Constitution on the AWECC website. I also acknowledge that I am in agreement with AWECC's purposes. I agree to be bound by the Constitution and Rules of AWECC currently in force.

Signed (for community organisations):

President/Chairperson: _____

Secretary: _____

Contact email address: _____

Contact Mobile: _____

PLEASE EMAIL OR POST THIS SIGNED APPLICATION FORM TO:

contact@awecc.org.au or secretary@awecc.org.au or hand into AWECC Office, 155 High St, Wodonga.
