

RAACA NSW Constitution - 2015

(Adapted from NSW Department of Fair Trading model constitution created under the *Associations Incorporation Act 2009*)

Adopted at the Annual General Meeting of the RAACA NSW Inc, Wednesday 16 September 2015.

Contents

Part 1 - Preliminary.....	4
1. Definitions.....	4
2. Objects of the Association	4
Part 2 - Membership.....	5
3. Membership generally	5
4. Classes of Membership	5
5. Nomination for membership	6
6. Cessation of membership.....	7
7. Membership entitlements not transferable.....	7
8. Resignation of membership	7
9. Register of members	7
10. Fees and subscriptions	8
11. Members' liabilities	8
12. Resolution of disputes.....	8
13. Disciplining of members.....	9
14. Right of appeal of disciplined member.....	9
Part 3 - The Executive Committee.....	10
15. Powers of the Executive Committee.....	10
16. Composition and membership of Executive Committee	10
17. Election of Executive Committee members	11
18. Secretary	11
19. Treasurer	12
20. Casual vacancies	12
21. Removal of Executive Committee members	13
22. Executive Committee meetings and quorum	13
23. Delegation by Executive Committee to sub-committee	14
24. Voting and decisions.....	14
Part 4 - General meetings.....	15
25. Annual general meetings - holding of.....	15
26. Annual general meetings - calling of and business at.....	15
27. Special general meetings - calling of.....	15
28. Notice.....	16
29. Quorum for general meetings	16
30. Presiding member	17
31. Adjournment	17
32. Making of decisions.....	17
33. Special resolutions	17
34. Voting	17
35. Proxy votes not permitted	18
36. Postal ballots	18
Part 5 - Miscellaneous.....	18
37. Insurance.....	18
38. Funds - source.....	18
39. Funds - management.....	18
40. Change of name, objects and constitution	19

41.	Custody of books etc.....	19
42.	Inspection of books etc	19
43.	Service of notices.....	19
44.	Financial year.....	19
Part 6 - Appendixes.....		20
45.	Appendix 1 - Application for Membership.....	20

Part 1 - Preliminary

1. Definitions

(1) In this constitution:

Director-General means the Director-General of the Department of Services, Technology and Administration.

ordinary Executive Committee member means a member of the Executive Committee who is not an office-bearer of the Association.

President means the person holding office under this constitution as President of the Association.

Vice-President means the person holding office under this constitution as Vice-President of the Association.

Secretary means:

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

Treasurer means the person holding office under this constitution as Treasurer of the Association

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

the Act means the *Associations Incorporation Act 2009*.

the Regulation means the *Associations Incorporation Regulation 2010*.

Association means the *Royal Australian Armoured Corps Association of New South Wales Incorporated*.

Corps means the *Royal Australian Armoured Corps*

Army means the Australian Army in accordance with the *Defence Act 1901 (Commonwealth) (as amended)*

Corporation means the *Royal Australian Armoured Corps Corporation Limited*

(2) In this constitution:

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

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

2. Objects of the Association

(1) The objects of the Association are:

- (a) to support the welfare of serving and former serving members of the Corps

- (b) to perpetuate the bond of comradeship gained through military service between the members of the Association,
- (c) to foster the heritage of the Corps, and of units of the Corps,
- (d) to preserve the memory of those members of the Corps who have died:
 - (i) on operations, or
 - (ii) on duty.
- (e) to represent the interests of serving, and former serving members of the Corps and their families.

Part 2 - Membership

3. *Membership generally*

- (1) A person is eligible to be a member of the Association if:
 - (a) the person is a natural person, and
 - (b) the person has been nominated and approved for membership of the Association in accordance with clause 4 and 5.
- (2) A person is taken to be a member of the Association if:
 - (a) the person is a natural person, and
 - (b) the person was:
 - (i) in the case of an unincorporated body that is registered as the Association - a member of that unincorporated body immediately before the registration of the Association, or
 - (ii) in the case of an Association that is amalgamated to form the relevant Association - a member of that other Association immediately before the amalgamation, or
 - (iii) in the case of a registrable corporation that is registered as an Association - a member of the registrable corporation immediately before that entity was registered as an Association.
- (3) A person is taken to be a member of the Association if the person was one of the individuals on whose behalf an application for registration of the Association under section 6 (1) (a) of the Act was made.

4. *Classes of Membership*

- (1) The Association shall comprise the following classes of membership
 - (a) Ordinary Members, which shall comprise those applicants who whilst a member of the Army were allotted or appointed to a position of the Royal Australian Armoured Corps.
 - (b) Associate Members, which shall comprise those applicants approved for membership and not meeting the criteria for membership of the other classes of membership, or
 - (c) Honorary Members, which shall comprise those members nominated for such membership by the Executive Committee and approved by a General Meeting.
 - (d) Affiliate Members, which shall comprise:

- (i) those applicants who are members of Associations that are member Associations of the RAAC Corporation Ltd.
 - (ii) Entities that:
 - i are incorporated under the Corporations Act 2001 (Commonwealth) or under the Act or equivalent legislation of a state or territory of the Commonwealth of Australia, or
 - ii are established by a service chief of a service of the Australian Defence Force or by the Secretary of the Department of Defence or the Chief of the Australian Defence Force, or
 - iii are member Associations of the RAAC Corporation Ltd, and
 - iv have been approved by the Executive Committee.
- (2) The duration of Membership is to be:
- (a) For Ordinary and Associate Members:
 - (i) for one or more years as determined by the Executive committee.
 - (ii) for part of a year commencing on a date approved by the Executive Committee.
 - (b) For Honorary and Affiliate Membership, for a period approved by the Executive Committee.
- (3) The Executive Committee may review membership from time to time and may re-assign existing members from one class of membership to another class of in order to meet the prevailing circumstances of the member.
- (4) Members re-assigned between classes of membership may dispute the decision of the Executive Committee in accordance with clause 14 of this constitution.

5. *Nomination for membership*

- (1) A nomination of a person for membership of the Association:
 - (a) must be made by a member of the Association in writing in the form set out in Appendix 1 to this constitution, and
 - (b) must be lodged with the secretary of the Association.
- (2) As soon as practicable after receiving a nomination for membership, the secretary must refer the nomination to the Executive Committee which is to determine whether to approve or to reject the nomination.
- (3) As soon as practicable after the Executive Committee makes that determination, the secretary must:
 - (a) notify the nominee, in writing, that the Executive Committee approved or rejected the nomination (whichever is applicable), and
 - (b) if the Executive Committee approved the nomination, request the nominee to pay (within the period of 28 days after receipt by the nominee of the notification) the sum payable under this constitution by a member as entrance fee and annual subscription.

- (4) The secretary must, on payment by the nominee of the amounts referred to in subclause (3) (b) within the period referred to in that provision, enter or cause to be entered the nominee's name in the register of members and, on the name being so entered, the nominee becomes a member of the Association.

6. Cessation of membership

- (1) A person ceases to be a member of the Association if the person:
 - (a) dies, or
 - (b) resigns membership, or
 - (c) is expelled from the Association, or
 - (d) fails to pay the annual membership fee under clause 10 (3) within 3 months after the fee is due.

7. Membership entitlements not transferable

- (1) A right, privilege or obligation which a person has by reason of being a member of the Association:
 - (a) is not capable of being transferred or transmitted to another person, and
 - (b) terminates on cessation of the person's membership.

8. Resignation of membership

- (1) A member of the Association may resign from membership of the Association by first giving to the secretary written notice of at least one month (or such other period as the Executive Committee may determine) of the member's intention to resign and, on the expiration of the period of notice, the member ceases to be a member.
- (2) If a member of the Association ceases to be a member under subclause (1), and in every other case where a member ceases to hold membership, the secretary must make an appropriate entry in the register of members recording the date on which the member ceased to be a member.

9. Register of members

- (1) The public officer of the Association must establish and maintain a register of members of the Association specifying the name and postal or residential address of each person who is a member of the Association together with the date on which the person became a member.
- (2) The register of members must be kept in New South Wales:
 - (a) at the main premises of the Association, or
 - (b) if the Association has no premises, at the Association's official address.
- (3) The register of members must be open for inspection, free of charge, by any member of the Association at any reasonable hour.
- (4) A member of the Association may obtain a copy of any part of the register on payment of a fee of not more than \$1 for each page copied.

- (5) If a member requests that any information contained on the register about the member (other than the member's name) not be available for inspection, that information must not be made available for inspection.
- (6) A member must not use information about a person obtained from the register to contact or send material to the person, other than for:
 - (a) the purposes of sending the person a newsletter, a notice in respect of a meeting or other event relating to the Association or other material relating to the Association, or
 - (b) any other purpose necessary to comply with a requirement of the Act or the Regulation.

10. Fees and subscriptions

- (1) Membership Fees.
 - (a) Membership fees as approved by the Executive Committee are to be levied on Ordinary and Associate Members.
 - (b) The Executive Committee may levy fees for Affiliate Members that are entities as defined under clause 4 (1) (d) (ii).
 - (c) Membership Fees shall not be levied on:
 - (i) Honorary Members
 - (ii) Affiliate Members who are fully paid up members of Associations that are member Associations of the RAAC Corporation Ltd.
- (2) An Ordinary or Associate member of the Association must, on admission to membership, pay to the Association a joining fee as determined by the Executive Committee.
- (3) In addition to any amount payable by the member under subclause (2), an Ordinary or Associate member must pay to the Association an annual membership fee as determined by the Executive Committee:
 - (a) except as provided by paragraph (b), before 1 July in each calendar year, or
 - (b) if the member becomes a member on or after 1 July in any calendar year - on becoming a member and before 1 July in each succeeding calendar year.

11. Members' liabilities

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

12. Resolution of disputes

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

- (3) The *Commercial Arbitration Act 1984* applies to any such dispute referred to arbitration.

13. Disciplining of members

- (1) A complaint may be made to the Executive Committee by any person that a member of the Association:
 - (a) has refused or neglected to comply with a provision or provisions of this constitution, or
 - (b) has wilfully acted in a manner prejudicial to the interests of the Association.
- (2) The Executive Committee may refuse to deal with a complaint if it considers the complaint to be trivial or vexatious in nature.
- (3) If the Executive Committee decides to deal with the complaint, the Executive Committee:
 - (a) must cause notice of the complaint to be served on the member concerned, and
 - (b) must give the member at least 14 days from the time the notice is served within which to make submissions to the Executive Committee in connection with the complaint, and
 - (c) must take into consideration any submissions made by the member in connection with the complaint.
- (4) The Executive Committee may, by resolution, expel the member from the Association or suspend the member from membership of the Association if, after considering the complaint and any submissions made in connection with the complaint, it is satisfied that the facts alleged in the complaint have been proved and the expulsion or suspension is warranted in the circumstances.
- (5) If the Executive Committee expels or suspends a member, the secretary must, within 7 days after the action is taken, cause written notice to be given to the member of the action taken, of the reasons given by the Executive Committee for having taken that action and of the member's right of appeal under clause 14.
- (6) The expulsion or suspension does not take effect:
 - (a) until the expiration of the period within which the member is entitled to appeal against the resolution concerned, or
 - (b) if within that period the member exercises the right of appeal, unless and until the Association confirms the resolution under clause 12, whichever is the later.

14. Right of appeal of disciplined member

- (1) A member may appeal to the Association in general meeting against a resolution of the Executive Committee under clause 13, within 7 days after notice of the resolution is served on the member, by lodging with the secretary a notice to that effect.
- (2) The notice may, but need not, be accompanied by a statement of the grounds on which the member intends to rely for the purposes of the appeal.

- (3) On receipt of a notice from a member under subclause (1), the secretary must notify the Executive Committee which is to convene a general meeting of the Association to be held within 28 days after the date on which the secretary received the notice.
- (4) At a general meeting of the Association convened under subclause (3):
 - (a) no business other than the question of the appeal is to be transacted, and
 - (b) the Executive Committee and the member must be given the opportunity to state their respective cases orally or in writing, or both, and
 - (c) the members present are to vote by secret ballot on the question of whether the resolution should be confirmed or revoked.
- (5) The appeal is to be determined by a simple majority of votes cast by members of the Association.

Part 3 - The Executive Committee

15. Powers of the Executive Committee

- (1) Subject to the Act, the Regulation and this constitution and to any resolution passed by the Association in general meeting, the Executive Committee:
 - (a) is to control and manage the affairs of the Association, and
 - (b) may exercise all such functions as may be exercised by the Association, other than those functions that are required by this constitution to be exercised by a general meeting of members of the Association, and
 - (c) has power to perform all such acts and do all such things as appear to the Executive Committee to be necessary or desirable for the proper management of the affairs of the Association.

16. Composition and membership of Executive Committee

- (1) The Executive Committee is to consist of:
 - (a) the office-bearers of the Association, and
 - (b) Commanding Officers of units of the Royal Australian Armoured Corps the headquarters of which normally reside in New South Wales shall be represented ex-officio, and may appoint in writing to the secretary a representative to attend in their place.
 - (c) not more than 6 ordinary Executive Committee members other than the office-bearers of the Association,
 - (i) each of whom is to be elected at the annual general meeting of the Association under clause 17 and
 - (ii) each of whom are to be elected to fill appointments designated by the Executive Committee.
- (2) The total number of Executive Committee members is to be not more than 13.
- (3) The office-bearers of the Association are as follows:

- (a) the president,
 - (b) one vice-president,
 - (c) the treasurer,
 - (d) the secretary,
 - (e) for a period of up to one year following the election of the current president, the immediate past president.
- (4) An Executive Committee member including ex-officio members may hold only one office or appointment.
 - (5) Each member of the Executive Committee other than the ex-officio members and the Immediate Past President is, subject to this constitution, to hold office until the conclusion of the annual general meeting following the date of the member's election, but is eligible for re-election.
 - (6) Each member of the Executive Committee elected at a special general meeting is, subject to this constitution, to hold office until the conclusion of the annual general meeting following the date of the member's election, but is eligible for re-election.

17. Election of Executive Committee members

- (1) Nominations of candidates for election as office-bearers of the Association or as ordinary Executive Committee members:
 - (a) must be made in writing, signed by 2 members of the Association and accompanied by the written consent of the candidate (which may be endorsed on the form of the nomination), and
 - (b) must be delivered to the secretary of the Association at least 7 days before the date fixed for the holding of the annual general meeting at which the election is to take place.
- (2) If insufficient nominations are received to fill all vacancies on the Executive Committee, the candidates nominated are taken to be elected and further nominations are to be received at the annual general meeting.
- (3) If insufficient further nominations are received, any vacant positions remaining on the Executive Committee are taken to be casual vacancies.
- (4) If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated are taken to be elected.
- (5) If the number of nominations received exceeds the number of vacancies to be filled, a ballot is to be held.
- (6) The ballot for the election of office-bearers and ordinary Executive Committee members of the Executive Committee is to be conducted at the annual general meeting in such usual and proper manner as the Executive Committee may direct.
- (7) A person nominated as a candidate for election as an office-bearer or as an ordinary Executive Committee member of the Association must be a member of the Association.

18. Secretary

- (1) The secretary of the Association must, as soon as practicable after being appointed as secretary, lodge notice with the Association of his or her address.

- (2) It is the duty of the secretary to keep minutes of:
 - (a) all appointments of office-bearers and members of the Executive Committee, and
 - (b) the names of members of the Executive Committee present at a Executive Committee meeting or a general meeting, and
 - (c) all proceedings at Executive Committee meetings and general meetings.
- (3) Minutes of proceedings at a meeting must be signed by the chairperson of the meeting or by the chairperson of the next succeeding meeting.

19. Treasurer

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

20. Casual vacancies

- (1) In the event of a casual vacancy occurring in the membership of the Executive Committee, the Executive Committee may appoint a member of the Association to fill the vacancy and the member so appointed is to hold office, subject to this constitution:
 - (a) until the conclusion of the annual general meeting next following the date of the appointment, or
 - (b) until the conclusion of a special general meeting convened for the purpose of conducting an election to fill the casual vacancy.
- (2) A casual vacancy in the office of a member of the Executive Committee occurs if the member:
 - (a) dies, or
 - (b) ceases to be a member of the Association, or
 - (c) becomes an insolvent under administration within the meaning of the Corporations Act 2001 of the Commonwealth, or
 - (d) resigns office by notice in writing given to the secretary, or
 - (e) is removed from office under clause 21, or
 - (f) becomes a mentally incapacitated person, or
 - (g) is absent without the consent of the Executive Committee from 3 consecutive meetings of the Executive Committee, or
 - (h) is convicted of an offence involving fraud or dishonesty for which the maximum penalty on conviction is imprisonment for not less than 3 months, or
 - (i) is prohibited from being a director of a company under Part 2D.6 (Disqualification from managing corporations) of the Corporations Act 2001 of the Commonwealth.

21. Removal of Executive Committee members

- (1) The Association in general meeting may by resolution remove any member of the Executive Committee from the Executive Committee before the expiration of the member's term of appointment and may by resolution appoint another person to hold office until the expiration of the term of appointment of the member so removed.
- (2) If a member of the Executive Committee to whom a proposed resolution referred to in subclause (1) relates makes representations in writing to the secretary or president (not exceeding a reasonable length) and requests that the representations be notified to the members of the Association, the secretary or the president may send a copy of the representations to each member of the Association or, if the representations are not so sent, the member is entitled to require that the representations be read out at the meeting at which the resolution is considered.

22. Executive Committee meetings and quorum

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

23. Delegation by Executive Committee to sub-committee

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

24. Voting and decisions

- (1) Questions arising at a meeting of the Executive Committee or of any sub-committee appointed by the Executive Committee are to be determined by a majority of the votes of members of the Executive Committee or sub-committee present at the meeting.
- (2) Each member present at a meeting of the Executive Committee or of any sub-committee appointed by the Executive Committee (including the person presiding at the meeting) is entitled to one vote but, in the event of an equality of votes on any question, the person presiding may exercise a second or casting vote.
- (3) Subject to clause 20 (5), the Executive Committee may act despite any vacancy on the Executive Committee.
- (4) Any act or thing done or suffered, or purporting to have been done or suffered, by the Executive Committee or by a sub-committee appointed by the Executive Committee, is valid and effectual despite any defect that may afterwards be discovered in the appointment or qualification of any member of the Executive Committee or sub-committee.

Part 4 - General meetings

25. Annual general meetings - holding of

- (1) The Association must hold its first annual general meeting within 18 months after its registration under the Act.
- (2) The Association must hold its annual general meetings:
 - (a) within 6 months after the close of the Association's financial year, or
 - (b) within such later time as may be allowed by the Director-General or prescribed by the Regulation.

26. Annual general meetings - calling of and business at

- (1) The annual general meeting of the Association is, subject to the Act and to clause 23, to be convened on such date and at such place and time as the Executive Committee thinks fit.
- (2) In addition to any other business which may be transacted at an annual general meeting, the business of an annual general meeting is to include the following:
 - (a) to confirm the minutes of the last preceding annual general meeting and of any special general meeting held since that meeting,
 - (b) to receive from the Executive Committee reports on the activities of the Association during the last preceding financial year,
 - (c) to elect office-bearers of the Association and ordinary Executive Committee members,
 - (d) to receive and consider any financial statement required to be submitted to members under the Act,
 - (e) to receive and consider the report of an auditor on the books, records and financial transactions of the last preceding financial year,
 - (f) to receive and approve the budget recording the intended application of Association funds for the forthcoming year.
- (3) An annual general meeting must be specified as such in the notice convening it.

27. Special general meetings - calling of

- (1) The Executive Committee may, whenever it thinks fit, convene a special general meeting of the Association.
- (2) The Executive Committee must, on the requisition in writing of at least 5 per cent of the total number of members, convene a special general meeting of the Association.
- (3) A requisition of members for a special general meeting:
 - (a) must state the purpose or purposes of the meeting, and
 - (b) must be signed by the members making the requisition, and
 - (c) must be lodged with the secretary, and
 - (d) may consist of several documents in a similar form, each signed by one or more of the members making the requisition.

- (4) If the Executive Committee fails to convene a special general meeting to be held within 1 month after that date on which a requisition of members for the meeting is lodged with the secretary, any one or more of the members who made the requisition may convene a special general meeting to be held not later than 3 months after that date.
- (5) A special general meeting convened by a member or members as referred to in subclause (4) must be convened as nearly as is practicable in the same manner as general meetings are convened by the Executive Committee.

28. Notice

- (1) Except if the nature of the business proposed to be dealt with at a general meeting requires a special resolution of the Association, the secretary must, at least 14 days before the date fixed for the holding of the general meeting, give a notice to each member specifying the place, date and time of the meeting and the nature of the business proposed to be transacted at the meeting.
- (2) If the nature of the business proposed to be dealt with at a general meeting requires a special resolution of the Association, the secretary must, at least 21 days before the date fixed for the holding of the general meeting, cause notice to be given to each member specifying, in addition to the matter required under subclause (1), the intention to propose the resolution as a special resolution.
- (3) No business other than that specified in the notice convening a general meeting is to be transacted at the meeting except, in the case of an annual general meeting, business which may be transacted under clause 26 (2).
- (4) A member desiring to bring any business before a general meeting may give notice in writing of that business to the secretary who must include that business in the next notice calling a general meeting given after receipt of the notice from the member.

29. Quorum for general meetings

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

30. *Presiding member*

- (1) The President or, in the President's absence, the Vice-President, is to preside as chairperson at each general meeting of the Association.
- (2) If the President and the Vice-President are absent or unwilling to act, the members present must elect one of their number other than the Secretary or the Treasurer to preside as chairperson at the meeting.

31. *Adjournment*

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

32. *Making of decisions*

- (1) A question arising at a general meeting of the Association is to be determined by either:
 - (a) a show of hands, or
 - (b) if on the motion of the chairperson or if 5 or more members present at the meeting decide that the question should be determined by a written ballot—a written ballot.
- (2) If the question is to be determined by a show of hands, a declaration by the chairperson that a resolution has, on a show of hands, been carried or carried unanimously or carried by a particular majority or lost, or an entry to that effect in the minute book of the Association, is evidence of the fact without proof of the number or proportion of the votes recorded in favour of or against that resolution.
- (3) If the question is to be determined by a written ballot, the ballot is to be conducted in accordance with the directions of the chairperson.

33. *Special resolutions*

- (1) A special resolution may only be passed by the Association in accordance with section 39 of the Act.

34. *Voting*

- (1) Only Ordinary and Honorary members are entitled to vote at a general meeting.
- (2) On any question arising at a general meeting of the Association a member has one vote only.
- (3) In the case of an equality of votes on a question at a general meeting, the chairperson of the meeting is entitled to exercise a second or casting vote.

- (4) An Ordinary member is not entitled to vote at any general meeting of the Association unless all money due and payable by the member to the Association has been paid.
- (5) An Ordinary member is not entitled to vote at any general meeting of the Association if the member is under 18 years of age.

35. *Proxy votes not permitted*

- (1) Proxy voting:
 - (a) must not be undertaken at or in respect of an annual or special general meeting
 - (b) may be undertaken in respect of a general meeting.

36. *Postal ballots*

- (1) The Association may hold a postal ballot to determine any issue or proposal (other than an appeal under clause 12).
- (2) A postal ballot is to be conducted in accordance with Schedule 3 to the Regulation.

Part 5 - Miscellaneous

37. *Insurance*

- (1) The Association may effect and maintain insurance.

38. *Funds - source*

- (1) An account in the name of the Association shall be established by the Executive Committee at a bank or other deposit-taking institution. Bank accounts or any other financial instruments shall be initiated or managed only upon approved resolution of the Executive Committee
- (2) The funds of the Association are to be derived from entrance fees and annual subscriptions of members, donations and, subject to any resolution passed by the Association in general meeting, such other sources as the Executive Committee determines.
- (3) All money received by the Association must be deposited as soon as practicable and without deduction to the credit of the Association's bank or other authorised deposit-taking institution account.
- (4) The Association must, as soon as practicable after receiving any money, issue an appropriate receipt.

39. *Funds - management*

- (1) The budget recording the intended application of Association funds is to be approved at the annual general meeting.
- (2) The approved budget recording the intended application of funds may be varied by general or special general meetings subsequent to the annual general meeting.
- (3) Subject to any resolution passed by the Association in general meeting, the funds of the Association are to be used in pursuance of the objects of the Association in such manner as the Executive Committee determines.
- (4) All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments must be signed by two authorised members of the Executive Committee.

- (5) All on-line banking payments must be authorised electronically by two authorised members of the Executive Committee.
- (6) The Executive Committee shall determine those members, one of whom shall be the treasurer, authorised to sign cheques, drafts, bills of exchange, promissory notes and other negotiable instruments.

40. Change of name, objects and constitution

- (1) An application to the Director-General for registration of a change in the Association's name, objects or constitution in accordance with section 10 of the Act is to be made by the public officer subsequent to a resolution specifying such a change or changes approved at a general meeting.

41. Custody of books etc

- (1) Except as otherwise provided by this constitution, the public officer must specify the measures for the control all records, books and other documents relating to the Association.

42. Inspection of books etc

- (1) The following documents must be open to inspection, free of charge, by a member of the Association at any reasonable hour:
 - (a) records, books and other financial documents of the Association,
 - (b) this constitution,
 - (c) minutes of all Executive Committee meetings and general meetings of the Association.
- (2) A member of the Association may obtain a copy of any of the documents referred to in subclause (1) on payment of a fee determined by the Executive Committee but not more than ten dollars for each page copied.

43. Service of notices

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

44. Financial year

- (1) The financial year of the Association is:

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

Part 6 - Appendixes

45. Appendix 1 - Application for Membership

APPLICATION FOR MEMBERSHIP OF RAAC ASSOCIATION (NSW) INC

(Applicants are advised that their applications will be considered by the Executive Committee of the Association and you will be advised of the result. Your application fee will be refunded if your application is unsuccessful)

I, [as detailed in the following table]

Title		Last Name	
First Name		Middle Name	
Address			
Postcode		Telephone Home	
Telephone Work		Telephone Mobile	
Date(s) of Service (From)		Date(s) of Service (To)	
My RAAC Units			

hereby apply to become an:

Ordinary (RAAC) member Associate (non-RAAC) member
 Annual (\$20) Three Year (\$50) Full life (< 60) (\$300) Full Life (> 60) (\$200)
 Affiliate (Unit/Association) member

Donation \$.....

Total Amount \$.....

of the RAAC Association (NSW) incorporated. In the event of my admission as a member I agree to be bound by the constitution of the Association for the time being in force.

.....
Signature of applicant

Date

Payment by: cheque/money order (Post cheque/money order with this application to

RAAC Association (NSW) Inc
Building 11
Victoria Barracks
PADDINGTON NSW 2021

PayPal (PayPal is on internet at <http://www.raacansw.com.au/Membership.php>)

Bank transfer to BSB 803 205 A/c No 20539747 (Please endorse your transfer as "Membership" followed by your last name)

I,

[full name]

a member of the Association, nominate the applicant for membership of the Association.

.....
Signature of proposer Date

I,

[full name]

a member of the Association, second this nomination for membership of the Association.

.....
Signature of seconder Date

Date of Executive Committee consideration of application

Decision of Executive Committee

Class of membership

Duration of membership

Signature of Secretary/Executive Committee officer.....

Date