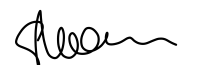


**CANBERRA SPRINGOUT ASSOCIATION  
INC.**

**CONSTITUTION**

**Adopted Version**

**Approved 30 November 2018**

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# Part 1 Preliminary

## 1 Definitions for model rules

In these rules:

*Note* A definition applies except so far as the contrary intention appears (see Legislation Act, s 155).

***financial year*** means the year ending on 30 June.

***member*** means a member, however described, of the association.

***ordinary committee member*** means a member of the committee who is not an office-bearer of the association as mentioned in section 12 (1) (a).

***secretary*** means the person holding office under these rules as secretary of the association or, if no such person holds that office, the public officer of the association.

***the Act*** means the *Associations Incorporation Act 1991*.

***the regulation*** means the *Associations Incorporation Regulation 1991*.

### 1A Application of Legislation Act 2001

The *Legislation Act 2001* applies to these rules in the same way as it would if they were an instrument made under the Act.

## **Part 2 Aims and Objects**

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- 1B** (1) The aim of the Canberra SpringOUT Association (hereafter 'the Association') is to support the diverse lesbian, gay, bisexual, transgender, intersex and queer (hereafter 'LGBTIQ') communities.
- (2) The objectives of the Association are to:
- (a) provide a vehicle for LGBTIQ individuals and groups to express, affirm and celebrate their pride and highlight the contribution they make to the cultural fabric of the Canberra region;
  - (b) provide a forum for key LGBTIQ organisations to coordinate activities of mutual interest;
  - (c) promote a broader message of positivity, diversity and acceptance;
  - (d) coordinate and manage an annual SpringOUT festival which is integrated into the wider cultural and social profile for residents of the Canberra region, as well as the broader tourism market;
  - (e) reaffirm a sense of community for individuals and groups who may otherwise be marginalised; and
  - (f) provide educational, cultural and creative spaces that encourage free expression; and
  - (g) do such things as are incidental to the achievement of the preceding objects which are in the interest of the Association and its members.

## **Part 3 Membership**

### **2 Membership qualifications**

A person or entity is qualified to be a member if—

- (a) the person is a person mentioned in the Act, section 21 (2) (a) or (b) and has not ceased to be a member of the association at any time after incorporation of the association under the Act;  
or
- (b) the person or entity—
  - (i) has been nominated for membership in accordance with section 3 (1);
  - (ii) commits to the objectives of the Association; and  
and
  - (iii) has been approved for membership of the association by the committee of the association.

### **3 Nomination for membership**

(1) A nomination of a person or entity for membership of the association—

(a) must be made in the form set out in appendix 1; and

(b) must be lodged via the association's web site or in writing with the secretary of the association.

(2) As soon as is practicable after receiving a nomination for membership, the secretary must refer the nomination to the committee which must decide whether to approve or to reject the nomination.

(3) If the committee decides to approve a nomination for membership, the secretary must as soon as practicable after that decision notify the nominee of that approval and request the nominee to pay within 28 days after receipt of the notification the sum payable under these rules by a member as the entrance fee and the first year's annual subscription.

(4) The secretary must, on payment by the nominee of the amounts mentioned in subsection (3) within the period mentioned in that subsection, enter the nominee's name in the register of members and, on the name being so entered, the nominee becomes a member of the association.

(5) The Committee may direct that any members address and other personal details not be recorded in the register where the Committee believes that to do so would expose that member to some real risk of injury.

#### **4 Membership entitlements not transferable**

A right, privilege or obligation that a person has because of being a member of the association—

- (a) cannot be transferred or transmitted to another person; and
- (b) terminates on cessation of the person's membership.

#### **5 Cessation of membership**

A person or entity ceases to be a member of the association if the member—

- (a) dies or, for a corporation, is wound up; or
- (b) resigns from membership of the association; or
- (c) is expelled from the association; or
- (d) fails to renew membership of the association and is in arrears for 4 months.

#### **6 Resignation of membership**

- (1) A member is not entitled to resign from membership of the association except in accordance with this section.
- (2) A member who has paid all amounts payable by the member to the association may resign from membership of the association by first giving notice (of not less than 1 month or, if the committee has determined a shorter period, that shorter period) in writing to the secretary of the member's intention to resign and, at the end of the period of notice, the member ceases to be a member.
- (3) If a person or entity ceases to be a member, the secretary must make an appropriate entry in the register of members recording the date the member ceased to be a member.

#### **7 Fee, subscriptions etc**

- (1) The entrance fee to the association is \$1 or, if any other amount has been determined by resolution of the committee, the other amount.
- (2) The annual membership fee of the association is \$25 or, if any other amount has been determined by resolution of the committee, that other amount.
  - (a) The committee may establish pro rata fees for new members joining on or after 1 December in any year
  - (b) The committee may establish categories of membership each of which has its own membership fee rate.

- (3) The annual membership fee is payable—
- (a) except as provided by paragraph (b)—before 1 October in each calendar year; or
  - (b) if a person or entity becomes a member on or after 1 October in any calendar year—within 30 days of being accepted as a member.
- (4) A membership fee is not refundable in the event of a subsequent resignation or disciplinary action, but is refundable if a person pays when applying to join the SpringOUT and the application is not accepted.

## **8 Members' liabilities**

The liability of a member 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 relation to membership of the association as required by section 7.

## **9 Disciplining of members**

- (1) If the committee is of the opinion that a member—
- (a) has persistently refused or neglected to comply with a provision of these rules; or
  - (b) has persistently and wilfully acted in a manner prejudicial to the interests of the association; the committee may, by resolution—
  - (c) expel the member from the association; or
  - (d) suspend the member from the rights and privileges of membership of the association that the committee may decide for a specified period.
- (2) A resolution of the committee under subsection (1) is of no effect unless the committee, at a meeting held not earlier than 14 days and not later than 28 days after service on the member of a notice under subsection (3), confirms the resolution in accordance with this section.
- (3) If the committee passes a resolution under subsection (1), the secretary must, as soon as practicable, serve a written notice on the member—
- (a) setting out the resolution of the committee and the grounds on which it is based; and
  - (b) stating that the member may address the committee at a meeting to be held not earlier than 14 days and not later than 28 days after service of the notice; and
  - (c) stating the date, place and time of that meeting; and
  - (d) informing the member that the member may do either or both of the following:
    - (i) attend and speak at that meeting;
    - (ii) submit to the committee at or before the date of that meeting written representations relating to the resolution.



- (4) Subject to the Act, section 50, at a meeting of the committee mentioned in subsection (2), the committee must—
  - (a) give to the member mentioned in subsection (1) an opportunity to make oral representations; and
  - (b) give due consideration to any written representations submitted to the committee by that member at or before the meeting; and
  - (c) by resolution decide whether to confirm or to revoke the resolution of the committee made under subsection (1).
- (5) If the committee confirms a resolution under subsection (4), the secretary must, within 7 days after that confirmation, by written notice inform the member of that confirmation and of the member's right of appeal under section 10.
- (6) A resolution confirmed by the committee under subsection (4) does not take effect—
  - (a) until the end of the period within which the member is entitled to appeal against the resolution if the member does not exercise the right of appeal within that period; or
  - (b) if within that period the member exercises the right of appeal—unless and until the association confirms the resolution in accordance with section 10 (4).

## **10 Right of appeal of disciplined member**

- (1) A member may appeal to the association in general meeting against a resolution of the committee that is confirmed under section 9 (4), within 7 days after notice of the resolution is served on the member, by lodging with the secretary a notice to that effect.
- (2) On receipt of a notice under subsection (1), the secretary must notify the committee which must call a general meeting of the association to be held within 21 days after the date when the secretary received the notice or as soon as possible after that date.
- (3) Subject to the Act, section 50, at a general meeting of the association called under subsection (2)—
  - (a) the committee and the member must be given the opportunity to make representations in relation to the appeal orally or in writing, or both; and
  - (b) the members present must vote by secret ballot on the question of whether the resolution made under section 9 (4) should be confirmed or revoked.
- (4) If the meeting passes a special resolution in favour of the confirmation of the resolution made under section 9 (4), that resolution is confirmed.

## **Part 4 Committee**

### **11 Powers of committee**

The committee, subject to the Act, the regulation, these rules, and to any resolution passed by the association in general meeting—

- (a) controls and manages the affairs of the association; and
- (b) may exercise all functions that may be exercised by the association other than those functions that are required by these rules to be exercised by the association in general meeting; and
- (c) has power to perform all acts and do all things that appear to the committee to be necessary or desirable for the proper management of the affairs of the association.

### **12 Constitution and membership**

- (1) The committee consists of up to 9 members, each of whom must be elected under section 13 or appointed in accordance with subsection (3).
- (2) Each member of the committee holds office, subject to these rules, until the conclusion of the second annual general meeting following the date of the member's election, but is eligible for re-election.
- (3) If there is a vacancy in the membership of the committee, the committee may appoint a member of the association to fill the vacancy and the member so appointed holds office, subject to these rules, until the conclusion of the next annual general meeting after the date of the appointment.

### **13 Election of committee members**

- (1) Nominations of candidates for election as committee members—
  - (a) must be made in writing, signed by 1 members of the association and accompanied by the written consent of the candidate (which may be endorsed on the nomination form); and
  - (b) must be given to the secretary of the association before the date fixed for the annual general meeting at which the election is to take place.
  - (c) Nomination as a committee member may also occur from the floor of the annual general meeting providing that the nomination is seconded and the nominated person is personally present and accepts the nomination
- (2) The positions of President, Secretary and Treasurer shall be filled by direct election at a general meeting at the conclusion of each term of office, if specific nominations are received. Other general member of the committee may be filled by election as a group but the maximum number of committee members (including continuing members) is 9.

- (3) If insufficient nominations are received to fill all vacancies on the committee, the candidates nominated are taken to be elected and further nominations may be received at the annual general meeting.
- (4) If insufficient further nominations are received, any vacant positions remaining on the committee are taken to be vacancies.
- (5) If the number of nominations received is equal to the number of vacancies to be filled, the people nominated are taken to be elected.
- (6) If the number of nominations received exceeds the number of vacancies to be filled, a ballot must be held.
- (7) The ballot for the election of committee members must be conducted at the annual general meeting in the way the committee may direct.
- (8) The meeting may also make a resolution relating to functions which shall be allocated among committee members in accordance with clause 13A.

### **13A Determination of Office Bearers and allocation of responsibilities**

- (1) The office-bearers of the association are—
  - (a) the president; and
  - (b) the vice-president;
  - (c) the treasurer; and
  - (d) the secretary.
- (2) At the first meeting of the committee following the annual general meeting -
  - (a) The committee shall nominate office bearers for any remaining vacancies from among committee members. A person is not eligible to simultaneously hold more than 1 office bearer position.
  - (b) The committee shall also allocate responsibility for the key functions, which may be in addition to an office bearer position. Unless otherwise resolved by the annual general meeting, the key functions to be allocated are:
    - i. Events Coordination;
    - ii. Sponsorship and Partnership Coordination;
    - iii. Communications and Media Coordination;
    - iv. Membership and Volunteers Coordination
- (3) The committee may reallocate responsibilities during the year if it considers it appropriate.

### **13B The President**

The president shall:

- 1) preside at meetings of the association and the Board in accordance with the Act and these Rules;
- 2) represent the Board or the organisation in dealings with external organisations as appropriate;
- 3) represent the board in relation to the employment of any paid staff and provide general guidance and oversight to a CEO if appointed; and
- 4) execute documents on behalf of the association consistent with clause 32; and
- 5) undertake any other functions allocated by the committee in accordance with clause 13A

### **13C Vice President**

The Vice-President shall:

- 1) undertake the functions of the President when the President is not available;
- 2) represent the Board or the organisation as appropriate; and
- 3) undertake any other functions allocated by the committee in accordance with clause 13A

### **14 Secretary**

- (1) The secretary of the association must, as soon as practicable after being appointed as secretary, notify the association of his or her address.
- (2) The secretary must keep minutes of—
  - (a) all elections and appointments of office-bearers and ordinary committee members; and
  - (b) the names of members of the committee present at a committee meeting or a general meeting; and
  - (c) all proceedings at committee meetings and general meetings.
- (3) Minutes of proceedings at a meeting must be signed by the person presiding at the meeting or by the person presiding at the next succeeding meeting.
- (4) The Secretary may undertake any other functions allocated by the committee in accordance with clause 13A

## **15 Treasurer**

(1) The treasurer of the association must—

- (a) collect and receive all amounts owing to the association and make all payments authorised by the association; and
- (b) keep correct accounts and books showing the financial affairs of the association with full details of all receipts and expenditure connected with the activities of the association.

(2) The Treasurer may undertake any other functions allocated by the committee in accordance with clause 13A

## **15A Other committee members**

Committee members who are not office-bearers shall undertake functions allocated by the committee in accordance with clause 13A, as well as contributing to the good governance of the Association.

## **16 Vacancies**

For these rules, a vacancy in the office of a member of the committee happens if the member—

- (a) dies; or
- (b) ceases to be a member of the association; or
- (c) resigns the office; or
- (d) is removed from office under section 17 (Removal of committee members); or
- (e) becomes bankrupt or personally insolvent; or
- (f) suffers from mental or physical incapacity which is adversely affecting their ability to perform their responsibilities; or
- (g) is disqualified from office under the Act, section 63 (1); or
- (h) is absent without the consent of the committee from all meetings of the committee held during a period of 6 months.

## **17 Removal of committee members**

The association in general meeting may by resolution, subject to the Act, section 50, remove any member of the committee from the office of member of the committee before the end of the member's term of office.

## **18 Committee meetings and quorum**

- (1) The committee must meet at least 10 times in each calendar year at the place and time that the committee may decide.
- (2) Additional meetings of the committee may be called by any member of the committee.

- (3) Oral or written notice of a meeting of the committee must be given by the secretary to each member of the committee at least 48 hours (or any other period that may be unanimously agreed on by the members of the committee) before the time appointed for the holding of the meeting.
- (4) Notice of a meeting given under subsection (3) must specify the general nature of the business to be transacted at the meeting and no business other than that business may be transacted at the meeting, except business that the committee members present at the meeting unanimously agree to treat as urgent business.
- (5) 3 members of the committee including at least one office bearer constitute a quorum for the transaction of the business of a meeting of the committee.
- (6) No business may be transacted by the committee unless a quorum is present and, if within half an hour after the time appointed for the meeting a quorum is not present, the meeting stands 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 after the time appointed for the meeting, the meeting is dissolved.
- (8) At meetings of the committee—
  - (a) the president or, in the absence of the president, the vice president presides; or
  - (b) if the president and the vice-president are absent—1 of the remaining members of the committee may be chosen by the members present to preside.
  - (c) each meeting agenda shall call for declarations of interest in relation to the business of the meeting. Where a Committee member has a pecuniary interest in a matter to be decided by the Committee, that member shall not participate in any decision on that matter.
- (9) Without limiting the discretion of the Committee to regulate its meetings, the Committee may, if it thinks fit, confer by mail, telephone, email, closed circuit television or other electronic means of audio or audio-visual telecommunication and a resolution passed by such a conference will, notwithstanding that the members of the Committee are not present together in one place at the time of the conference, be deemed to have been passed at a meeting of the Board held on the day on which and at the time at which the conference was held. Such a meeting will be conducted according to the procedures followed at a face-to-face meeting of the Board and appropriate and full records of the meeting will be kept.

## **18A Confidentiality**

Committee Members and Members are required to respect and apply confidentiality clauses as needed in materials created by or in the interest of SpringOUT

## **19 Delegation by committee to subcommittee**

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

## **20 Voting and decisions**

- (1) Questions arising at a meeting of the committee or of any subcommittee appointed by the committee are decided by a majority of the votes of members of the committee or subcommittee present at the meeting.
- (2) Each member present at a meeting of the committee or of any subcommittee appointed by the committee (including the person presiding at the meeting) is entitled to 1 vote but, if the votes on any question are equal, the person presiding may exercise a second or casting vote.

## **Part 5 General meetings**

### **21 Annual general meetings—holding of**

- (1) With the exception of the first annual general meeting of the association, the association must, at least once in each calendar year and within 5 months after the end of each financial year of the association, call an annual general meeting of its members.
- (2) The association must hold its first annual general meeting—
  - (a) within 18 months after its incorporation under the Act; and
  - (b) within 5 months after the end of the first financial year of the association.
- (3) Subsections (1) and (2) have effect subject to the powers of the registrar-general under the Act, section 120 in relation to extensions of time.

### **22 Annual general meetings—calling of and business at**

- (1) The annual general meeting of the association must, subject to the Act, be called on the date and at the place and time that the committee considers appropriate.
- (2) In addition to any other business that may be transacted at an annual general meeting, the business of an annual general meeting is—
  - (a) to confirm the minutes of the last annual general meeting and of any general meeting held since that meeting; and
  - (b) to receive from the committee reports on the activities of the association during the last financial year; and
  - (c) to elect members of the committee, including office-bearers; and
  - (d) to receive and consider the statement of accounts and the reports that are required to be submitted to members under the Act, section 73 (1).
- (3) An annual general meeting must be specified as such in the notice calling it in accordance with section 24 (Notice).
- (4) An annual general meeting must be conducted in accordance with the provisions of this part.

### **23 General meetings—calling of**

- (1) The committee may, whenever it considers appropriate, call a general meeting of the association.
- (2) The committee must, on the requisition in writing of 5% of the total number of members but not less than 5 members, call a general meeting of the association.



- (3) A requisition of members for a 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 1 or more of the members making the requisition.
- (4) If the committee fails to call a general meeting within 1 month after the date when a requisition of members for the meeting is lodged with the secretary, any 1 or more of the members who made the requisition may call a general meeting to be held not later than 3 months after that date.
- (5) A general meeting called by a member or members mentioned in subsection (4) must be called as nearly as is practicable in the same way as general meetings are called by the committee and any member who thereby incurs expense is entitled to be reimbursed by the association for any reasonable expense so incurred.

## **24 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, send by prepaid post or email to each member at the member's address appearing in the register of members, a notice 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, send notice to each member in the way provided in subsection (1) specifying, in addition to the matter required under that subsection, the intention to propose the resolution as a special resolution.
- (3) No business other than that specified in the notice calling a general meeting may be transacted at the meeting except, for an annual general meeting, business that may be transacted under section 22 (2).
- (4) A member desiring to bring any business before a general meeting may give written notice 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.

## **25 General meetings—procedure and quorum**

- (1) No item of business may be transacted at a general meeting unless a quorum of members entitled under these rules to vote is present during the time the meeting is considering that item.

- (2) 20% of members but no less than five members present in person (who are entitled under these rules to vote at a general meeting) constitute a quorum for the transaction of the business of a general meeting.
- (3) If within 30 minutes after the appointed time for the start of a general meeting a quorum is not present, the meeting if called on the requisition of members is dissolved and in any other case stands adjourned to the same day in the following week at the same time and (unless another place is specified at the time of 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 30 minutes after the time appointed for the start of the meeting, the members present (being not less than 3) constitute a quorum.

## **26 Presiding member**

- (1) The president, or in the absence of the president, the vice-president, presides at each general meeting of the association.
- (2) If the president and the vice-president are absent from a general meeting, the members present must elect 1 of their number to preside at the meeting.

## **27 Adjournment**

- (1) The person presiding at 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 may 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 subsections (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.

## **28 Making of decisions**

- (1) A question arising at a general meeting of the association is to be decided on a show of hands and, unless before or on the declaration of the show of hands a poll is demanded, a declaration by the person presiding 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.

- (2) At a general meeting of the association, a poll may be demanded by the person presiding or by not less than 3 members present in person or by proxy at the meeting.
- (3) If the poll is demanded at a general meeting, the poll must be taken—
  - (a) immediately if the poll relates to the election of the person to preside at the meeting or to the question of an adjournment; or
  - (b) in any other case—in the way and at the time before the close of the meeting that the person presiding directs, and the resolution of the poll on the matter is taken to be the resolution of the meeting on that matter.

## **29 Voting**

- (1) Subject to subsection (3), on any question arising at a general meeting of the association a member has 1 vote only.
- (2) All votes must be given personally or by proxy but no member may hold more than 5 proxies.
- (3) If the votes on a question at a general meeting are equal, the person presiding is entitled to exercise a second or casting vote.
- (4) A member or proxy is not entitled to vote at any general meeting of the association unless all money due and payable by the member or proxy to the association has been paid. A membership may be renewed on the day of the meeting..

## **30 Appointment of proxies**

- (1) Each member is entitled to appoint another member as proxy by notice given to the secretary no later than 24 hours before the time of the meeting for which the proxy is appointed.
- (2) The notice appointing the proxy must be in the form set out in appendix 2.

## **Part 6 Miscellaneous**

### **31 Funds—source**

- (1) The funds of the association must be derived from entrance fees and annual subscriptions of members, donations and, subject to any resolution passed by the association in general meeting and subject to the Act, section 114, any other sources that the committee decides.
- (2) All money received by the association must be deposited as soon as practicable and without deduction to the credit of the association's bank account.
- (3) The association must, as soon as practicable after receiving any money, issue an appropriate receipt.

### **32 Funds—management**

- (1) Subject to any resolution passed by the association in general meeting, the funds of the association must be used for the objects of the association in the way that the committee decides.
- (2) Funds shall only be expended in accordance with resolutions of the committee which may include approval of expenditure items, approval of activity/event budgets or the issue of financial delegations.
- (3) The assets, income and property of SpringOUT must be used and applied solely in promotion of its objects as set out in its Statement of Objects. No portion of SpringOUT's assets, income or property can be distributed, paid or transferred directly or indirectly by way of dividend, bonus or otherwise to any Member of SpringOUT.
- (4) Nothing in the foregoing provisions of this rule prevents the payment in good faith to an employee or a Member organisation of SpringOUT provided that the requirements of sub-Clause 18(8) are met.
  - (a) remuneration in return for services actually rendered to SpringOUT by the employee or Member organisation or goods supplied by the employee or Member organisation in the normal course of business;
  - (b) interest at a rate not exceeding a rate to be fixed by the Board on monies lent to SpringOUT by the employee or Member;
  - (c) a reasonable and proper sum by way of rent for premises let to SpringOUT, or by way of a fee for goods hired to SpringOUT by the employee or Member, or
  - (d) reimbursement of out-of-pocket expenses paid by the employee or Member organisation on behalf of SpringOUT.
- (5) All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments must be signed by 2 members of the committee or employees of the association, being members of the committee or employees authorised to do so by the committee.

- (6) Where the interests of a committee member are involved, a committee decision is only valid

### **33 Alteration of objects and rules**

Neither the objects of the association mentioned in the Act, section 29 nor these rules may be altered except in accordance with the Act.

### **34 Common seal**

- (1) The common seal of the association must be kept in the custody of the secretary.
- (2) The common seal must not be attached to any instrument except by the authority of the committee and the attaching of the common seal must be attested by the signatures either of 2 members of the committee or of 1 member of the committee and of the secretary.

### **35 Custody of books**

Subject to the Act, the regulation and these rules, the secretary must keep in his or her custody or under his or her control all records, books, and other documents relating to the association.

### **36 Inspection of books**

The records, books and other documents of the association must be open to inspection at a place in the ACT, free of charge, by a member of the association at any reasonable hour.

### **36A Audits**

- (1) Audited accounts shall be prepared as required by the Act, pursuant to funding or sponsorship agreements or when requested by a resolution of members at a general meeting.
- (2) Unless an auditor has been appointed by a general meeting, the committee may appoint the auditor
- (3) The person appointed as auditor must fulfil the requirements of sub-sections 74(2) and (3) of the Act

### **37 Service of notice**

For these rules, the association may serve a notice on a member by sending it by post or email to the member at the member's address shown in the register of members.

*Note* For how documents may be served, see the Legislation Act, pt 19.5.

### **38 Surplus property**

- (1) At the first general meeting of the association, the association must pass a special resolution nominating—
  - (a) another association for the Act, section 92 (1) (a); or
  - (b) a fund, authority or institution for the Act, section 92 (1) (b); in which it is to vest its surplus property in the event of the dissolution or winding up of the association.

- (2) An association nominated under subsection (1) (a) must fulfil the requirements specified in the Act, section 92 (2).

### **39 Transitional Provision**

- (1) A notice, form or nomination which has not been approved and was prepared in accordance with the previous Rules will be valid under these Rules
- (2) A valid nomination for an individual Committee position under the previous Rules is a valid nomination for election to the Committee in accordance with Clause 13.

# Appendix 1

(see s 3 (1))

## Application for membership of association

SpringOUT Association Incorporated  
(incorporated under the *Associations Incorporation Act 1991*)

I,

.....  
(full name of applicant)

of

.....  
(address)

.....apply to become  
(occupation)

a member of the incorporated association. If I am admitted as a member, I agree to be bound by the rules of the association for the time being in force.

.....  
(Signature of applicant)

Date .....

I,

.....  
(full name)

a member of the association, nominate the applicant, who is known to me, for the membership of the association.

.....  
(Signature of proposer)

Date .....

I,

.....(ful  
l name)

a member of the association, second the nomination of the applicant, who is known to me, for membership of the association.

.....  
(Signature of seconder)

Date .....

## Appendix 2

(see s 30 (2))

### Form of appointment of proxy

I,

.....  
(full name)

of

.....  
(address)

a member of

SpringOUT Association.Incorporated

appoint

.....  
(full name of proxy)

of

.....  
(address)

a member of that incorporated association, as my proxy to vote for me on my behalf at the general meeting of the association (annual general meeting or other general meeting, as the case may be) to be held on

.....

And at any adjournment of that meeting.

\*My proxy is authorised to vote in favour of/against (delete as appropriate) the resolution (insert details).

.....  
(Signature of member appointing proxy)

(\*To be inserted if desired.)

Date .....

Note A proxy vote may not be given to a person who is not a member of the association.