

Constitution of the Kastellorizian Association of Victoria

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TABLE OF PROVISIONS

PART 1—PRELIMINARY	
1 Name	3
2 Charitable Purposes	3
3 Financial year	3
4 Definitions	4
PART 2—POWERS OF ASSOCIATION	5
5 Powers of Association	5
6 Not for profit organisation	6
PART 3—MEMBERS, DISCIPLINARY PROCEDURES AND GRIEVANCES	6
Division 1—Membership	6
7 Minimum number of members	6
8 Who is eligible to be a member	6
9 Application for membership	6
10 Consideration of application	7
11 New membership	7
12 Annual subscription fee	7
13 Register of members	7
14 General rights of members	8
15 Rights not transferable	8
16 Ceasing membership	8
17 Resigning as a member	8
Division 2—Disciplinary action	8
18 Grounds for taking disciplinary action	8
Division 3—Grievance procedure	9
19 Application	9
20 Parties must attempt to resolve the dispute	9
21 Appointment of mediator	9
22 Mediation process	9
23 Failure to resolve dispute by mediation	9
PART 4—GENERAL MEETINGS OF THE ASSOCIATION	10
24 Annual general meetings	10
25 Special general meetings	10
26 Special general meeting held at request of members	10
27 Notice of general meetings	11
28 Proxies	11
29 Use of technology	11
30 Chairperson of general meetings	12
31 Quorum at general meetings	11
32 Adjournment of general meeting	12
33 Voting at general meeting	12
34 Special resolutions	13
35 Determining whether resolution carried	13
36 Minutes of general meeting	13
PART 5—COMMITTEE	14
Division 1—Powers of Committee	14
37 Role and powers	14
38 Delegation	14
Division 2—Composition of Committee and duties of members	14

39	Composition of Committee	14
40	General Duties	14
41	Chairperson of committee meetings	15
42	Secretary	15
43	Treasurer	15
Division 3—Election of Committee members and tenure of office		16
44	Who is eligible to be a Committee member	16
45	Positions to be declared vacant	16
46	Nominations	16
47	Election of President etc.	16
48	Election of ordinary members	16
49	Ballot	17
50	Term of office	17
51	Vacation of office	18
52	Filling casual vacancies	18
Division 4—Meetings of Committee		18
53	Meetings of Committee	18
54	Notice of meetings	18
55	Urgent meetings	19
56	Procedure and order of business	19
57	Use of technology	19
58	Quorum	19
59	Voting	19
60	Conflict of interest	20
61	Minutes of meeting	20
62	Leave of absence	20
PART 6—FINANCIAL MATTERS		20
63	Source of funds	20
64	Management of funds	20
65	Capital Expenditure	21
66	Financial records	21
67	Financial statements	21
PART 7—GENERAL MATTERS		21
68	Common seal	21
69	Registered address	22
70	Notice to members	22
71	Custody and inspection of books and records	22
72	Winding up and cancellation	23
73	Alteration of Rules	23

Constitution of the Kastellorizian Association of Victoria Inc

PART 1 — PRELIMINARY

1 Name

The name of the incorporated association is “Kastellorizian Association of Victoria Inc”.

2 Charitable Purposes

(1) The charitable purposes of the association are—

- (a) to carry on relief activities for and on behalf of those of Kastellorizian descent or those who are married to or legally recognised partners to a person of Kastellorizian or Greek descent. To render them relief, welfare and community services, material and financial and other aid; and
- (b) to assist those of Kastellorizian or Greek descent or those who are married or legally recognised partners to a person of Kastellorizian or Greek descent to access economic, social and cultural resources by rendering assistance, social counselling, welfare and community services acting as an advocate for them.

(2) In fulfilling its primary charitable purposes, the Association will:

- (a) engage in community education and other activities that aim to promote the well-being of those of Kastellorizian or Greek descent or those who are married or legally recognised partners to a person of Kastellorizian or Greek descent;
- (b) promote among Kastellorizians and their descendants in Victoria the cultural heritage of Kastellorizo and its integration in the multicultural society of the Australian Community;
- (c) promote social interaction between its members by organizing social functions;
- (d) promote cultural activities by organising lectures, exhibitions, recitals, musical evenings and other social activities;
- (e) promote healthy lifestyle among its members by providing sporting and game facilities and encourage members to participate;
- (f) promote academic and or sporting excellence by awarding prizes and scholarships;
- (g) publish a newsletter with news and information about Kastellorizians;
- (h) celebrate in an appropriate manner on or about 26th January in each year “Australia Day” and on or about the 21st May in each year the feast of St Constantine and St Helen, Patron Saints of Kastellorizo;
- (i) work in close cooperation with—
 - (i) Kastellorizian Council of Australia and other Kastellorizian State Associations in Australia; and
 - (ii) any other society, community or association having the same charitable purposes; and
 - (iii) to establish, or help support, other affiliated organisations that cater for special groups within the Association and the wider Kastellorizian and Greek communities of Victoria;
- (j) raise funds to facilitate the relief activities for and on behalf of those of Kastellorizian or Greek descent or those who are married to a person of Kastellorizian or Greek descent; and
- (k) maintain facilities for the purpose of furthering the charitable purposes set out above.

3 Financial year

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

4 Definitions

In these Rules —

Act means the *Associations Incorporation Reform Act 2012 (VIC)* and includes any regulation made under that Act;

Association means the Kastellorizian Association of Victoria Inc;

absolute majority, of the Committee, means a majority of the committee 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 8(b);

Chairperson, of a general meeting or committee meeting, means the person chairing the meeting as required under rule 30 or 41, respectively;

Committee means the Committee having management of the business of the Association;

committee meeting means a meeting of the Committee held in accordance with these Rules;

committee member means a member of the Committee elected or appointed under Division 3 of Part 5;

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;

honorary life member means a person approved by members at a general meeting as an honorary life member;

member means a member referred to in rule 8;

member entitled to vote means a member who is an ordinary member or an honorary life member;

Secretary means:

- (a) the person appointed in accordance with rule 42; and
- (b) in any other case the public officer of the Association;

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 Registrar means the Registrar of Incorporated Associations.

PART 2 — POWERS OF ASSOCIATION

5 Powers of Association

- (1) Subject to the Act, the Association 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 or lease property 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 member if 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 8 members.

8 Who is eligible to be a member

- (1) Membership of the Association will be comprised of 3 types, being **ordinary**, **associate** and **honorary life** members.

To be eligible—

- (a) to be an **ordinary member** a person must be born in Kastellorizo, or be of Kastellorizian descent or married to or be the legally recognised partner to a person of Kastellorizian descent. Such members must be over the age of 18 years. Ordinary members are entitled to hold office and vote at elections.
- (b) to be an **associate member** a person must support the purposes of the Association. Associate members have no voting rights and are not entitled to hold office.
- (c) to be an **honorary life member** a person must be approved an honorary life member at a general meeting following the recommendation of the Committee. Honorary life members are entitled to hold office and vote at elections.

9 Application for membership

- (1) To apply to become a member of the Association, a person must submit a written application to the Secretary stating that the person—
 - (a) wishes to become a member of the Association; and
 - (b) supports the purposes of the Association; and
 - (c) agrees to comply with these Rules.
- (2) The application—
 - (a) must be signed by the applicant;
 - (c) must be signed by the ordinary or honorary life member nominating the applicant; and
 - (b) must be accompanied by the annual subscription fee.

Note

The annual subscription fee is the fee determined by the Association under rule 12.

10 Consideration of application

- (1) As soon as practicable after an application for membership is received by the Secretary, on referral to the Committee, the Committee must decide by resolution whether to accept or reject the application.
- (2) The Secretary must notify the applicant in writing of its decision as soon as practicable after the decision is made.
- (3) If the Committee 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 membership

- (1) If an application for membership is approved by the Committee—
 - (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.
- (2) A person becomes a member of the Association and, subject to rule 12(4), 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 annual subscription fee.

12 Annual subscription fee

- (1) At each annual general meeting, the Association must determine the amount of the annual subscription for the following financial year.
- (2) The annual subscription fee is due on or before 30 June in each year.
- (3) A member who is 65 years of age or over and has been a member for at least 3 consecutive years is eligible for a waiver of the annual subscription fee. The Committee may determine eligibility from time to time.
- (4) 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.
- (5) 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.

13 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) 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 in accordance with rule 71.

14 General rights of members

- (1) A member of the Association 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 71; and
 - (f) to inspect the register of members.
- (2) A member is entitled to vote if—
 - (a) the member is a member other than an associate member; and
 - (b) more than 10 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.

15 Rights not transferable

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

16 Ceasing membership

- (1) Subject to clause 17(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 who has paid all moneys due and owing may resign from the Association by giving one month's notice in writing to the Secretary.

Division 2—Disciplinary action

18 Grounds for taking disciplinary action

- (1) 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.
- (2) The procedure for taking disciplinary action and the mechanism for appearance by members in respect of disciplinary action taken against them is set out in regulation 12 and Schedule 4 of the Associations Incorporation Reform Regulations 2012.

Division 3—Grievance procedure

19 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;
 - (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.

20 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.

21 Appointment of mediator

- (1) If the parties to a dispute are unable to resolve the dispute between themselves within the time required by rule 20, the parties must within 10 days—
 - (a) notify the Committee 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; or
 - (ii) if the dispute is between a member and the Committee or the Association—a person appointed or employed by the Dispute Settlement Centre of Victoria.
- (3) A mediator appointed by the Committee may be a member or former member of the Association but 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.

22 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.

23 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

For the purposes of clarity, there are two types of general meetings of the Association; annual general meetings and special general meetings.

Any rule referring to an annual general meeting applies only to the annual general meeting and any rule referring to a special general meeting applies only to a special general meeting.

Where a rule refers to a general meeting that rule applies to both annual general meetings and special general meetings.

24 Annual general meetings

- (1) The Committee must convene an annual general meeting of the Association to be held within 5 months after the end of each financial year.
- (2) The Committee may determine the date, time and place of the annual general meeting.
- (3) The ordinary business of the annual general meeting is as follows—
 - (a) to confirm the minutes of the previous annual general meeting and of any special general meeting held since then;
 - (b) to receive and consider—
 - (i) the annual report of the Committee 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 in accordance with Part 7 of the Act;

- (c) to elect the members of the Committee;
 - (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.

25 Special general meetings

- (1) Any general meeting of the Association, other than an annual general meeting or a disciplinary appeal meeting, is a special general meeting.
- (2) The Committee may convene a special general meeting whenever it thinks fit.
- (3) No business other than that set out in the notice under rule 26 may be conducted at the meeting.

26 Special general meeting held at request of members

- (1) The Committee must convene a special general meeting if a request to do so is made in accordance with subrule (2) by at least 10% of the total number of ordinary members and honorary life 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 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).

27 Notice of general meetings

- (1) The Secretary (or, in the case of a special general meeting convened under rule 26(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 28(5).

- (3) This rule does not apply to a disciplinary appeal meeting.

28 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. A member appointed as proxy may only hold up to two proxies.
- (2) The appointment of a proxy must be in writing and signed by the member making the appointment.
- (3) 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.
- (4) If the Committee 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.
- (5) Notice of a general meeting given to a member under rule 27 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 has approved for the appointment of a proxy.
- (6) A form appointing a proxy must be given to the Secretary no later than three days before the commencement of the meeting.
- (7) A form appointing a proxy sent by post or electronically is of no effect unless it is received by the Association no later than three days before the commencement of the meeting.

29 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.

30 Chairperson of general meetings

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

31 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 or as allowed under rule 29) of 25 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 26—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 quorum will be as defined in sub rule (2).

32 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 27.

33 Voting at general meeting

- (1) On any question arising at a general meeting—
- (a) subject to subrule (3), each ordinary member who has paid all moneys due and owing to the Association is entitled to one vote, and each honorary life member is entitled to one vote; and
 - (b) members may vote personally or by proxy; and
 - (c) except in the case of a special resolution, the question must be decided on a majority of votes.
- (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.

34 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.

35 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.

36 Minutes of general meeting

- (1) The Committee 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 Secretary under rule 28(6); and
 - (c) the financial statements submitted to the members in accordance with rule 24(3)(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

Division 1—Powers of Committee

37 Role and powers

- (1) The business of the Association must be managed by or under the direction of a Committee.
- (2) The Committee 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 must not dispose of any real property owned by the Association without a resolution of the members in a general meeting, and in accordance with rule 65(5).
- (4) The Committee may—
 - (a) appoint and remove staff;
 - (b) establish subcommittees consisting of members with terms of reference it considers appropriate.

38 Delegation

- (1) The Committee may delegate to a member of the Committee, 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 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 considers appropriate.
- (3) The Committee may, in writing, revoke a delegation wholly or in part.

Division 2—Composition of Committee and duties of members

39 Composition of Committee

The Committee consists of—

- (a) a President; and
- (b) a Vice-President; and
- (c) a Secretary; and
- (d) a Treasurer; and
- (e) at least 5 ordinary members elected under rule 48.

40 General Duties

- (1) As soon as practicable after being elected or appointed to the Committee, each committee member must become familiar with these Rules and the Act.
 - (2) The Committee is collectively responsible for ensuring that the Association complies with the Act and that individual members of the Committee comply with these Rules.
 - (3) Committee members must exercise their powers and discharge their duties with reasonable care and diligence.
 - (4) Committee 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 members and former committee 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.

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

41 Chairperson of committee meetings

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

42 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 13; and
 - (b) keep custody of the common seal (if any) of the Association and, except for the financial records referred to in rule 66(3), all books, documents and securities of the Association in accordance with rule 71; and
 - (c) subject to the Act and these Rules, provide members with access to the register of members, 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.

43 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 or by a general meeting of the Association from the Association's funds; and
 - (d) ensure cheques are signed by at least 2 committee 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 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 members and tenure of office

44 Who is eligible to be a Committee member

Any honorary life member and any ordinary member is eligible to be elected or appointed as a committee member if the member—

- (a) is 18 years or over; and
- (b) is entitled to vote at a general meeting.

45 Positions to be declared vacant

(1) This rule applies to any annual general meeting of the Association, at which an election of Committee members is to be held, after the annual report and financial statements of the Association have been received.

- (2) The Chairperson of the meeting must declare all positions on the Committee vacant and hold elections for those positions in accordance with rules 46 to 49.

46 Nominations

- (1) Prior to the election of each position, the Chairperson of the meeting must call for nominations to fill that position.
- (2) Nominations of candidates as members of the Committee must be—
 - (a) made in writing, and signed by two members of the Association and accompanied by the written consent of the candidate; and
 - (b) delivered to the Secretary not less than 7 days before the date of the annual general meeting.
- (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.

47 Election of President etc.

- (1) At each second annual general meeting, separate elections must be held for each of the following positions—
 - (a) President;
 - (b) Vice-President;
 - (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 49.
- (4) On his or her election, the new President may take over as Chairperson of the meeting.

48 Election of ordinary members

- (1) The annual general meeting in which elections are held, must by resolution decide the number of ordinary members of the Committee it wishes to hold office for the following 2 years.
- (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 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 49.
- (5) If insufficient nominations are received to fill all vacancies on the committee, further nominations may be received at the Annual General Meeting.

49 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.
- (4) The election must be by secret ballot.
- (5) The returning officer must give a blank piece of paper to—
 - (a) each member present in person; and
 - (b) each proxy appointed by a member.
- (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.

50 Term of office

- (1) Subject to subrule (3) and rule 52, a committee member holds office for two years until the positions of the Committee are declared vacant at the second annual general meeting after the date of his or her election.
- (2) A committee member may be re-elected.
- (3) A general meeting of the Association may—
 - (a) by special resolution remove a committee 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 President 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.
- (6) The President of the Association shall not serve more than two consecutive elected terms (total of four consecutive years).

51 Vacation of office

- (1) A committee member may resign from the Committee by written notice addressed to the Committee.
- (2) A person ceases to be a committee member if he or she—
 - (a) ceases to be a member of the Association; or
 - (b) fails to attend 3 consecutive committee meetings (other than special or urgent committee meetings) without leave of absence under rule 62; or
 - (c) otherwise ceases to be a committee member by operation of section 78 of the Act.

52 Filling casual vacancies

- (1) The Committee may appoint an eligible member of the Association to fill a position on the Committee that—
 - (a) has become vacant under rule 51; or
 - (b) was not filled by election at the last annual general meeting.
- (2) A member appointed to fill a casual vacancy holds office until the next annual general, at which his or her position must be ratified.
- (3) If the position of Secretary becomes vacant, the Committee must appoint a member to the position within 14 days after the vacancy arises.
- (4) Rule 52 applies to any committee member appointed by the Committee under subrule (1) or (2).
- (5) The Committee may continue to act despite any vacancy in its membership.

Division 4—Meetings of Committee

53 Meetings of Committee

- (1) The Committee must meet at least 8 times in each year at the dates, times and places determined by the Committee.
- (2) The date, time and place of the first committee meeting must be determined by the members of the Committee as soon as practicable after the annual general meeting of the Association at which the members of the Committee were elected.
- (3) Special committee meetings may be convened by the President or by any 4 members of the Committee.

54 Notice of meetings

- (1) Notice and the agenda of each committee 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 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.

55 Urgent meetings

- (1) In cases of urgency, a meeting can be held without notice being given in accordance with rule 54 provided that as much notice as practicable is given to each committee member by the quickest means practicable.
- (2) Any resolution made at the meeting must be passed by an absolute majority of the Committee.
- (3) The only business that may be conducted at an urgent meeting is the business for which the meeting is convened.

56 Procedure and order of business

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

57 Use of technology

- (1) A committee member who is not physically present at a committee meeting may participate in the meeting by the use of technology that allows that committee member and the committee members present at the meeting to clearly and simultaneously communicate with each other.
- (2) For the purposes of this Part, a committee member participating in a committee 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.

58 Quorum in a Committee meeting

- (1) No business may be conducted at a Committee meeting unless a quorum is present.
- (2) The quorum for a committee meeting is the presence (in person or as allowed under rule 57) of any six committee members holding office.
- (3) If a quorum is not present within 30 minutes after the notified commencement time of a committee meeting—
 - (a) in the case of a special meeting—the meeting lapses;
 - (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 54.

59 Voting

- (1) On any question arising at a committee meeting, each committee member present at the meeting has one vote.
- (2) A motion is carried if a majority of committee 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.

60 Conflict of interest

- (1) A committee member who has a material personal interest in a matter being considered at a committee meeting must disclose the nature and extent of that interest to the Committee.
- (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.
- (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.

61 Minutes of meeting

- (1) The Committee must ensure that minutes are taken and kept of each committee meeting.
- (2) The minutes must record the following—
 - (a) the names of the 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 60.

62 Leave of absence

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

PART 6—FINANCIAL MATTERS

63 Source of funds

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

64 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. The Committee must ensure the appropriate authorities have been obtained for the purposes of effecting any electronic transfers.
- (2) Subject to any restrictions imposed by a general meeting of the Association, the Committee may approve expenditure on behalf of the Association.
- (3) The Committee 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 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, 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.

65 Capital Expenditure

- (1) The Committee will have the authority to spend up to \$50,000 for capital works on the Associations property in any one year between annual general meetings.
- (2) Capital expenditure above \$50,000 will require approval by eighty-five per cent of members voting at annual general meeting.
- (3) This sum can be revised by approval of eighty-five per cent of members voting at annual general meeting.
- (4) Any major borrowings by the Committee on behalf of the Association will require the approval by eighty-five per cent of members voting at annual general meeting or special general meeting.
- (5) Any decisions to dispose of the Associations capital assets will require the approval by eighty-five per cent of members voting at annual general meeting or special general meeting.

66 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.

67 Financial statements

- (1) For each financial year, the Committee 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;
 - (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

68 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 members;
- (c) the common seal must be kept in the custody of the Secretary.

69 Registered address

The registered address of the Association is—

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

70 Notice to members

- (1) Any notice required to be given to a member or a committee 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 transmission.
- (2) Subrule (1) does not apply to notice given under rule 55.
- (3) Any notice required to be given to the Association or the Committee may be given—
 - (a) by handing the notice to a member of the Committee; 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 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.

71 Custody and inspection of books and records

- (1) Members may on request inspect free of charge—
 - (a) the register of members;
 - (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 meetings.
- (2) The Committee 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 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.

(5) For purposes of this rule—

relevant documents mean 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.

72 Winding up and cancellation

- (1) The Association may be wound up voluntarily by a resolution approved by 85% of members eligible to vote at a general meeting.
- (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 transferred to a charitable trust registered with the Australian Charities and Not-for-profits Commission (ACNC) or such equivalent government authority and that has similar Hellenic charitable purposes to the Association and which is not carried on for the profit or gain of its individual members.
- (4) The governing body of the trust to which the surplus assets are to be given must include four members of Kastellorizian descent and be decided by special resolution at the last general meeting.

73 Alteration of Rules

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

Note

An alteration of these Rules does not take effect unless or until it is approved by the Registrar.

The above rules were revised and adopted at the General Meeting of the Association held
27th October 2019