



ReD4NE - CONSTITUTION

ReD4NE is Community Alliance for Responsible
Renewable Energy Development for the New England

ReD4NE is an Incorporated Association Under the *Associations
Incorporation Act 2009*

This Constitution is a modified version of the NSW Government Fair Trading
Model Constitution.

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Part 1 Preliminary

ReD4NE -Introduction

- This Constitution sets out the structure, purpose and objectives , proposed activities and governance arrangement for ReD4NE.
- It is the intention of this Constitution to confirm compliance with the Associations Incorporations Act 2009 and the Governance Standards of the Australian Charities and Not for Profit Commission (ACNC)

1. ReD4NE Structure

ReD4NE is a non for profit -Incorporated Association pursuant to the NSW Associations Incorporations Act 2009. Following incorporation it is intended to apply for charitable status in accordance with the Commonwealth Charities Act 2013

2. ReD4NE – Purpose and Objectives

2.1 Purpose of ReD4NE

ReD4NE is a Community Alliance established with the purpose to promote public benefit through regional leadership advocacy and representation for the Communities of the NSW New England. The purpose is;

- a) Advancing the interests of the Natural Environment – through responsible and sustainable deployment of renewable energy technologies and projects on public land ,private land and within rural and semi -urban communities; and
- b) The promotion of ‘fit for purpose’ governance regimes in particular planning, assessment and investment laws and policy which are consistent with the need to facilitate ‘responsible’ deployment of renewable technologies and projects

2.2 Objectives of ReD4NE

In pursuing its *Purpose*, the Founders of ReD4NE have become increasingly concerned at the unplanned and uncontrolled surge of renewable energy projects, and their long-term impacts on the natural environment the landscape and the socio-economic fabric of the community of the New England. This uncontrolled surge has been facilitated by inadequate or inappropriate Government law and policy -old ‘not fit for purpose’ governance and no strategic planning .Governance regimes which put the community at a disadvantage rather than on an equal footing.. The ReD4NE maintain adverse impacts must be identified and minimized through better governance, better communication and increased community participation. In this regard, ReD4NE presents with its objective an important public benefit proposition currently absent in the NSW energy transition landscape. ReD4NE is a regional

community voice- it is directed at advancing the complementarity of the interests identified in **1.1 Purpose** above.

As the name suggest, ReD4NE is not opposed to renewable energy. Nor is it opposed to private sector development of energy infrastructure and services. It supports the propriety rights of landowners to contract within the law and policy on appropriate and sustainable land usage. ReD4NE rejects that its position is just *nimbyism* -this is an over-simplification of a more complex problem that ‘city centric’ governance fails to address. However it, in the interests of broader public benefit, questions aspects of fairness for respective New England communities. It questions inappropriate development in the wrong location, and *development which is irresponsible* in terms of its potential negative impacts on the natural environment and on the broader socio-economic well-being of the New England Community.

‘**Responsible**’ development in the context of this ‘Purpose and Objectives’ relates to ‘activities by ReD4NE ’which advance the interests of the *natural environment Purpose 1.1 a)* and the interests in *progressive energy transition governance – Purpose 1.1 b)*. In particular activities consistent with these purposes which promote leadership advocacy on behalf of the New England Community as to the *justification for renewable energy projects , justification for scale, and size of renewable energy projects* and justification for the *placement of* renewable energy development.

3. ReD4NE Activities will be the ;

1. **Pursuit of progressive governance frameworks (Purpose 2.1 b)**
consistent with the socio-economic interests of the community and respective localised communities -in terms of ensuring the overall strategic fit with the planning profile envisaged for the New England.
2. **Pursuit of a rigorous regional land use planning processes that advance the interests of the natural environment (Purposes 2.1 a) and b)** through greater inclusion with the Community including explicit consideration of impacts on community interests, adverse impacts on native vegetation, on biodiversity conservation, on catchment hydrology and management, on water quality, and minimization bushfire risk and management.
3. **Pursuit of fit for purpose planning governance** which is more focused on securing a more appropriate balance between the concepts of ‘planning and development ‘and therefore less ‘tick box’ in its process orientation. (**Purpose 2.1 b)**)
4. **Pursuit of ethical developer practices and behaviour** consistent the imperative of securing *social licence* through more meaningful and consistent engagement with the impacted Communities; (**Purposes 2.1 a) and b)**)
 - 4.1 Engagement initiated with respect for the rights and roles of communities as important custodians of both the natural landscape and the socio-economic fabric.
 - 4.2 Engagement which focuses on the ‘life of the projects’ – not just in initial assessment and development phases of the project.

- 4.3 Engagement which s requires respect for full transparency for the Community in terms of project economics, overall life of the project bankability and benefit sharing; and
- 4.4 Engagement which introduces more scientific certainty and liability for ‘end of project life’ considerations for decommissioning, remediation and securisation of a project through the payment of performance bonds.
5. **Pursuit of a precautionary application of science** in terms of the potential impacts on the natural environment and agricultural production of introduced chemicals and other invasive practices associated with renewable energy deployment. **(Purposes 2.1 a) and b)**
6. **Pursuit on the promotion of intergenerational equity** including facilitating financially for sustainable agricultural outcomes and maintenance of land values. **(Purposes 2.1 a) and b**
7. **Pursuit of more compatible land use planning** including broad definition of the preservation of and ownership of sustainable agricultural land.¹ **(Purposes 2.1 a) and b)**
8. **Pursuit of independent research** on new considerations and clarity as to the adverse impacts of oversized development including development practices which minimise cumulative impacts from any such over development². **(Purposes 2.1 a) and b)**
9. Minimises for New England’s natural environment the need for new transmission infrastructure which focuses on more appropriate connectivity pathways including the contemplation of more subterranean connectivity solutions **(Purpose 2.1 a))**
10. Consistent with ReD4NE’s public benefit agenda the development of *Developer Protocols* which confirm a conformity with the **purposes as set out in 2.1a) and 2.1b)** as to;
- 10.1 Increased transparency of developer reputation- both financially and operationally,
- 10.2 More robust community consultation frameworks -which move beyond ‘tick box ‘token social licence claims,
- 10.3 Promote for more tangible community shared benefits,
- 10.4 Increased liability and risk identification and agreed management across all aspects of a project profile ;

¹ Sustainable Agricultural Land to be defined

² To be defined based on international research

10.5 Establishment against ‘end of project life approved plans’ of realistic developer performance-decommissioning bonds³ including any ‘externalities’ such as recycling or disposable cost regimes.

10.6 Establishment with BDAR of more robust and tangible biodiversity offset programmes

10.7 Tangible and transparent project by project engagement to the traditional indigenous owners of land.

10.8 The development of ‘beyond compliance’ hazard operational management plans for fire or potential pollution events.

10.9 Demonstrated developer compliance with an energy - agriculture production compatibility protocol.

10.10 Demonstrated compliance with the DPIE⁴ or IPC⁵ consent conditions

11. Contributes in a tangible, robust and tested way to the socio-economic fabric of the community including independent assessment as to sustainable jobs, increased learning and new industry opportunity. **(Purpose 2.1 b)**

4. ReD4NE Communications Protocol

ReD4NE within in Purpose and Objectives is committed to offering constructive contributions to the energy transitions debate. In this regard members are asked to respect the following protocols;

- a) ReD4NE doesn’t support the use of social media to convey commentary.
- b) The ReD4NE does not support the unauthorised use of its logo nor unauthorised commentary to the media.
- c) All requests for such communication outlined in a) and b) will be reviewed and approved by the Communication Committee nominated by the CoM .

5. Definitions

(1) In this constitution:

³ Developer Protocols to be defined by the ReD4NE Management Committee.

⁴ Department of Planning Industry and Environment

⁵ Independent Planning Commission

affiliate member means interested organisations who support the ReD4NE objectives and who don't enjoy full voting rights.

associate member means a person so described in Part 2 Membership hereunder and herein referred to as 'member'

committee of management means those members who have agreed to serve in that capacity (CoM) and for the purposes of interpreting this Constitution may also be deemed 'committee' as so prescribed.

communications committee means those members so nominated by the CoM.

founding committee of management means the originators of ReD4NE present at the initial Committee of Management convened on 24 May 2021. (CoM)

governance means the laws and policy facilitating the NSW Energy Transition

natural environment means within context the non -human made surroundings and conditions in the New England

objectives refer to the agreed purpose, rationale and role set out in Part 1. 1 above.

ordinary committee member means a member of the committee who is not an office-bearer of the association.

ordinary member means a person so described by Part 2 Membership hereunder and herein referred to as 'member'.

purpose means the interest and intent of the ReD4NE set out in 1.1 above

secretary means:

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

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

supporting member means a person so described in Part 2 hereunder and herein referred to as 'member'

the Act means the *Associations Incorporation Act 2009*.

the Regulation means the *Associations Incorporation Regulation 2016*.

(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.

Part 2 Membership

2 Membership generally

- (1) A person is eligible to be an ordinary member , associate member and a supporting member of the association if:
 - (a) the person is a natural person.
 - (b). the person supports the public interests ambitions the association espouses in its Objectives Part 1. 1 of this Constitution.
 - (c) the person supports the ReD4NE communications protocol set out in Part 1.4 above.
 - (d) the person has applied and been approved for membership of the association in accordance with clause 3..
- (2) 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.

3 Application for membership

- (1) An application by a person for membership of the association:
 - (a) must be made in writing (including by email or other electronic means, if the committee so determines) in the form determined by the committee, and
 - (b) must be lodged (including by electronic means, if the committee so determines) with the secretary of the association.
- (2) As soon as practicable after receiving an application for membership, the secretary must refer the application to the committee, which is to determine whether to approve or to reject the application.
- (3) As soon as practicable after the committee makes that determination, the secretary must:
 - (a) notify the applicant in writing (including by email or other electronic means, if the committee so determines) that the committee approved or rejected the application (whichever is applicable), and
 - (b) if the committee approved the application, request the applicant to pay (within the period of 28 days after receipt by the applicant of the notification) the sum payable under this constitution as an annual subscription.
- (4) The secretary must, on payment by the applicant of the amounts referred to in clause 8 within the period referred to in that provision, enter or cause to be entered the applicant's name in the register of members and, on the name being so entered, the applicant becomes a member of the association.

4 Cessation of membership

- 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 8 (2) within 3 months after the fee is due.

5 Membership entitlements not transferable

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.

6 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 1 month (or any other period that the 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.

7 Register of members

- (1) The secretary must establish and maintain a register of members of the association (whether in written or electronic form) specifying the name and postal, residential or email 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.

- (7) If the register of members is kept in electronic form:
 - (a) it must be convertible into hard copy, and
 - (b) the requirements in subclauses (2) and (3) apply as if a reference to the register of members is a reference to a current hard copy of the register of members.

8 Fees and subscriptions

- (1) An ordinary or associate member of the association must, on admission to membership, pay an annual membership fee as prescribed by Schedule 1 or, if some other amount is determined by the CoM, that other amount:
 - (a) except as provided by paragraph (b), before the first day of the financial year of the association in each calendar year, or
 - (b) if the member becomes a member on or after the first day of the financial year of the association in any calendar year—on becoming a member and before the first day of the financial year of the association in each succeeding calendar year.

9 Members' liabilities

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 8.

10 Resolution of disputes

- (1) A dispute between an ordinary member and another ordinary member (in their capacity as members) of the association, or a dispute between a ordinary member or ordinary 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 2010* applies to a dispute referred to arbitration.

11 Disciplining of members

- (1) A complaint may be made to the 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 committee may refuse to deal with a complaint if it considers the complaint to be trivial or vexatious in nature.
- (3) If the committee decides to deal with the complaint, the 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 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 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 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 committee for having taken that action and of the member's right of appeal under clause 12.
- (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.

12 Right of appeal of disciplined member

- (1) A member may appeal to the association in general meeting against a resolution of the committee under clause 11, 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 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 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 committee of management (CoM)

13 Powers of the CoM

Subject to the Act, the Regulation, this constitution and any resolution passed by the association in general meeting, the CoM :

- (a) is to control and manage the affairs of the association, and
- (b) may exercise all the functions that 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 the 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.

14 Composition and membership of CoM

- (1) The CoM is to consist of:
 - (a) the office-bearers of the association, and
 - (b) at least 3 ordinary committee members,
each of whom is to be elected at the annual general meeting of the association under clause 15.
- (2) The total number of CoM members will be determined by the members .
- (3) The CoM office-bearers of the association are as follows:
 - (a) the Chairman
 - (b) 2 Deputy Chairmen
 - (c) the treasurer,
 - (d) the secretary.
- (4) A CoM member may hold up to 2 offices (other than both the offices of president and vice-president).
- (5) There is no maximum number of consecutive terms for which a committee member may hold office.
- (6) Each member of the CoM is, subject to this constitution, to hold office until immediately before the election of committee members at the annual general meeting next following the date of the member's election and is eligible for re-election.

15 Election of CoM members

- (1) Nominations of candidates for election as office-bearers of the association or as ordinary committee members:
 - (a) can be called for at a Committee of Management meeting.
 - (b) can 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 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 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 committee members of the committee is to be conducted at the annual general meeting in any usual and proper manner that the committee directs.
- (7) A person nominated as a candidate for election as an office-bearer or as an ordinary committee member of the association must be a member of the association.

16 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 or the agreed nominee to keep minutes (whether in written or electronic form) of:
 - (a) all appointments of office-bearers and members of the committee, 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 chairperson of the meeting or by the chairperson of the next succeeding meeting.
- (4) The signature of the chairperson may be transmitted by electronic means for the purposes of subclause (3).

17 Treasurer

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.

18 Casual vacancies

- (1) In the event of a casual vacancy occurring in the membership of the committee, the 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, until the annual general meeting next following the date of the appointment.
- (2) A casual vacancy in the office of a member of the committee occurs if the member:
 - (a) dies, or
 - (b) ceases to be a member of the association, or
 - (c) is or 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 19, or
 - (f) becomes a mentally incapacitated person, or
 - (g) is absent without the consent of the committee from 3 consecutive meetings of the 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.

19 Removal of committee members

- (1) The association in general meeting may by resolution remove any member of the committee from the office of member before the expiration of the member's term of office and may by resolution appoint another person to hold office until the expiration of the term of office of the member so removed.
- (2) If a member of the 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.

20 Committee meetings and quorum

- (1) The committee must meet at least 4 times in each period of 12 months at the place and time that the committee may determine.
- (2) Additional meetings of the committee may be convened by the Chairman or 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 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 committee members present at the meeting unanimously agree to treat as urgent business.
- (5) Any 3 members of the committee constitute a quorum for the transaction of the business of a meeting of the committee.
- (6) No business is to be transacted by the 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 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, one of the remaining members of the committee chosen by the members present at the meeting is to preside.

21 Appointment of association members as committee members to constitute quorum

- (1) If at any time the number of committee members is less than the number required to constitute a quorum for a committee meeting, the existing committee members may appoint a sufficient number of members of the association, including Associate and Supporting as committee members to enable the quorum to be constituted.
- (2) A member of the committee so appointed is to hold office, subject to this constitution, until the annual general meeting next following the date of the appointment.
- (3) This clause does not apply to the filling of a casual vacancy to which clause 18 applies.

22 Use of technology at committee meetings

- (1) A committee meeting may be held at 2 or more venues using any technology approved by the committee that gives each of the committee's members a reasonable opportunity to participate.
- (2) A committee member who participates in a committee meeting using that technology is taken to be present at the meeting and, if the member votes at the meeting, is taken to have voted in person.

23 Delegation by CoM to sub-committee

- (1) The CoM may, by instrument in writing, delegate to one or more sub-committees (consisting of the member or members of the association that the committee thinks fit) the exercise of any of the functions of the committee that are specified in the instrument, other than:
 - (a) this power of delegation, and
 - (b) a function which is a duty imposed on the 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 any conditions or limitations as to the exercise of any function, or as to time or circumstances, that may be specified in the instrument of delegation.
- (4) Despite any delegation under this clause, the 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 committee.
- (6) The committee may, by instrument in writing, 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 committee or of any sub-committee appointed by the committee are to be determined by a majority of the votes of the ordinary members of the committee or sub-committee present at the meeting.
- (2) Each ordinary member present at a meeting of the committee or of any sub-committee appointed by the 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 committee may act despite any vacancy on the committee.
- (4) Any act or thing done or suffered, or purporting to have been done or suffered, by the committee or by a sub-committee appointed by the committee, is valid and effectual despite any defect that may afterwards be discovered in the appointment or qualification of any member of the 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 any later time that may be allowed or prescribed under section 37 (2) (b) of the Act.

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 25, to be convened on the date and at the place and time that the 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 committee reports on the activities of the association during the last preceding financial year,
 - (c) to elect office-bearers of the association and ordinary committee members,
 - (d) to receive and consider any financial statement or report required to be submitted to members under the Act.
- (3) An annual general meeting must be specified as that type of meeting in the notice convening it. Only ordinary members are permitted to participate in business of the Annual General Meeting.

27 Special general meetings - calling of

- (1) The committee may, whenever it thinks fit, convene a special general meeting of the association.
- (2) The committee must, on the requisition of at least 5% of the total number of ordinary members, convene a special general meeting of the association.
- (3) A requisition of ordinary members for a special general meeting:
 - (a) must be in writing, and
 - (b) must state the purpose or purposes of the meeting, and
 - (c) must be signed by the members making the requisition, and
 - (d) must be lodged with the secretary, and
 - (e) may consist of several documents in a similar form, each signed by one or more of the members making the requisition.
- (4) If the committee fails to convene a special general meeting to be held within 1 month after the date on which a requisition of members for the meeting is

lodged with the secretary, any one or more of the ordinary 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 committee.
- (6) For the purposes of subclause (3):
 - (a) a requisition may be in electronic form, and
 - (b) a signature may be transmitted, and a requisition may be lodged, by electronic means.

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 ordinary 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 ordinary 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) An ordinary 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 ordinary members entitled under this constitution to vote is present during the time the meeting is considering that item.
- (2) Five ordinary 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 week 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 ordinary 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 ordinary members present (being at least 3) are to constitute a quorum.

30 Presiding members

- (1) The Chairman or, in the president's absence, the Deputy Chairmen, is to preside as chairperson at each general meeting of the association.
- (2) If the Chairman and the Deputy Chairman are absent or unwilling to act, the members present must elect one of their number 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 ordinary 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 ordinary 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:
 - (a) a show of hands or, if the meeting is one to which clause 37 applies, any appropriate corresponding method that the committee may determine, or
 - (b) if on the motion of the chairperson or if 5 or more ordinary 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) Subclause (2) applies to a method determined by the committee under subclause (1) (a) in the same way as it applies to a show of hands.
- (4) 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

A special resolution may only be passed by the association in accordance with section 39 of the Act.

34 Voting

- (1) On any question arising at a general meeting of the association an ordinary member has one vote only.
- (2) 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.
- (3) 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.
- (4) An Associate Member or a Supporting Member is not entitled to vote at any meeting of the association

35 Proxy votes not permitted

Proxy voting must not be undertaken at or in respect of a general meeting.

36 Postal or electronic ballots

The association may hold a postal or electronic ballot (as the committee determines) to determine any issue or proposal (other than an appeal under clause 12).

37 Use of technology at general meetings

- (1) A general meeting may be held at 2 or more venues using any technology approved by the committee that gives each of the association's members a reasonable opportunity to participate.
- (2) A member of an association who participates in a general meeting using that technology is taken to be present at the meeting and, if the ordinary member votes at the meeting, is taken to have voted in person.

Part 5 Miscellaneous

38 Insurance

The association may affect and maintain insurance.

39 Funds - source

- (1) The funds of the association are to be derived from annual subscriptions of members, donations and grants subject to any resolution passed by the association in general meeting, any other sources that the committee determines.
- (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 or other authorised deposit-taking institution account.
- (3) The association must, as soon as practicable after receiving any money, issue an appropriate receipt.

40 Funds - management

- (1) Subject to any resolution passed by the association in general meeting, the funds of the association are to be used solely in pursuance of the objects of the association in the manner that the committee determines.
- (2) All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments must be signed by 2 authorised signatories.

41 Association is non-profit

Subject to the Act and the Regulation, the association must apply its funds and assets solely in pursuance of the objects of the association and must not conduct its affairs so as to provide a pecuniary gain for any of its members. No portion shall be distributed directly or indirectly to the members of the organisation except as genuine compensation for services rendered or expenses incurred on behalf of the organisation.

42 Distribution of property on winding up of association

- (1) Subject to the Act and the Regulations, in a winding up of the association, any surplus property of the association is to be transferred to another organisation with similar objects, and charitable purpose and which is not carried on for the profit or gain of its individual members.
- (2) In this clause, a reference to the surplus property of an association is a reference to that property of the association remaining after satisfaction of the debts and liabilities of the association and the costs, charges and expenses of the winding up of the association.

43 Change of name, objects and constitution

An application 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 or a committee member.

44 Custody of books etc

Except as otherwise provided by this constitution, all records, books and other documents relating to the association must be kept in New South Wales:

- (a) at the main premises of the association, in the custody of the public officer or a member of the association (as the committee determines), or
- (b) if the association has no premises, at the association's official address, in the custody of the public officer.

45 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 committee meetings and general meetings of the association.
- (2) An ordinary member of the association may obtain a copy of any of the documents referred to in subclause (1) on payment of a fee of not more than \$1 for each page copied.
- (3) Despite subclauses (1) and (2), the committee may refuse to permit a ordinary member of the association to inspect or obtain a copy of 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.

46 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.

47 Financial year

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.

48 DGR Revocation Clause

If the organisation is wound up or its endorsement as a deductible gift recipient is revoked (whichever occurs first), any surplus of the following assets shall be transferred to another organisation with similar objects, which is charitable at all, to which income tax deductible gifts can be made:

- (a) Gifts of money or property for the principal purpose of the organisation
- (b) Contributions made in relation to an eligible fundraising event held for the principal purpose of the organisation
- (c) Money received by the organisation because of such gifts and contributions.

Schedule 1 Membership Subscriptions

Each Financial Year the CoM will review and reset the membership subscriptions

As at 1 July 2021 – the membership subscriptions shall be

Ordinary Member\$150.00 per annum

Associate Member\$50 per annum.

Supporting Member\$20 per annum