



**Russell Kennedy**  
Lawyers

## **WOMEN WITH DISABILITIES ACT INCORPORATED**

**ABN 74 908 530 982**

**Association No. A05801**

## **CONSTITUTION**

An Incorporated Association under the  
*Associations Incorporation Reform Act 1991*  
(ACT)

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## TABLE OF CONTENTS

1	THE ASSOCIATION.....	1
2	BENEVOLENT, CHARITABLE AND NOT-FOR-PROFIT NATURE OF THE ASSOCIATION.....	2
3	MEMBERSHIP.....	4
4	BECOMING AND CEASING TO BE A MEMBER.....	6
5	DISCIPLINING MEMBERS.....	7
6	RIGHT TO APPEAL.....	8
7	GRIEVANCE PROCEDURE.....	9
8	GENERAL MEETINGS.....	11
9	BOARD.....	16
	An elected Board Member holds office for a term of two years:.....	18
10	BOARD POWERS.....	19
11	BOARD MEETINGS.....	21
12	COMMITTEES.....	23
13	ADMINISTRATION.....	24

# WOMEN WITH DISABILITIES ACT INCORPORATED

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## CONSTITUTION

### 1 THE ASSOCIATION

#### 1.1 Name of the Association

The name of the incorporated association is Women With Disabilities ACT Incorporated (**Association**) or such other name determined under clause 13.1.

#### 1.2 Financial Year

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

#### 1.3 Purposes of the Association

The Association is a benevolent, charitable and not-for-profit, community organisation established and operated in Australia solely to purpose the principal purpose in clause 1.3.1 and the supporting purposes in clause 1.3.2 (together, **Purposes**). Subject to compliance with the law, the Association may do all things necessary or convenient for or in in connection with the achievement of the Purposes.

##### 1.3.1 Principal Purpose

The principal purpose of the Association is to provide benevolent, charitable and not-for-profit relief to overcome the poverty and the social and economic disadvantages resulting from disability, particularly the disadvantage caused by the intersection of gender and disability.

##### 1.3.2 Supporting purposes

In support of clause 1.3.1, the supporting purposes of the Association are to:

- (a) represent women and gender diverse people with disabilities;
- (b) provide systemic advocacy for women, non-binary and gender diverse people with disabilities;
- (c) influence policies of Governments and society to support the principles of inclusion of women and gender diverse people with disabilities in the life of the community;
- (d) provide information to women and gender diverse people with disabilities;
- (e) provide information and advice to Government and the community on practices to address inequality and disadvantage, of women and gender diverse people with disabilities through a human rights framework; and
- (f) do all lawful things consistent with, necessary or desirable to support and further the Purpose.

### 1.3.3 Mission

The Mission of the Association is to represent women and gender diverse persons with disabilities in the Australian Capital Territory (**ACT**) and surrounding regions through feminist and human rights frameworks including undertaking systemic advocacy on their behalf to address inequality and multiple disadvantage (intersectional discrimination).

### 1.3.4 Vision

The Association is committed to the vision of:

- (a) an inclusive society in which women and gender diverse people with disabilities live meaningful lives as part of the community; and
- (b) human rights as a fundamental part of social justice,

and is guided by the United Nations Conventions on the Rights of Persons with Disabilities, and other human rights instruments.

### 1.3.5 Disabled Peoples Organisation

The Association is a Disabled Peoples Organisation. It is and must remain majority owned and managed by people with disabilities, being women and gender diverse people.

## 2 BENEVOLENT, CHARITABLE AND NOT-FOR-PROFIT NATURE OF THE ASSOCIATION

### 2.1 Powers of an incorporated association

Solely to carry out the Purposes, the Association may, in any manner permitted by the Act:

- 2.1.1 exercise any power;
- 2.1.2 take any action; and
- 2.1.3 engage in any conduct or procedure,

which under the Act an incorporated association may exercise, take or engage in if authorised by this Constitution.

### 2.2 Income applied for the Purposes

The income and property of the Association:

- 2.2.1 must be applied solely towards the Purposes; and
- 2.2.2 must not be paid or given to a Member, directly or indirectly, by way of dividend, bonus or otherwise unless permitted by clause 2.3 or 2.6.

### 2.3 Permitted payments to Members

The Association may pay a Member in good faith with prior Board approval up to a fair and reasonable amount for:

- 2.3.1 out-of-pocket expenses properly incurred for the Association;

- 2.3.2 goods or services supplied to the Association;
- 2.3.3 interest on money lent to the Association; or
- 2.3.4 rent for premises let to the Association.

## 2.4 **Establishment and operation of gift fund**

- 2.4.1 The Association will maintain a special account called the gift fund.
- 2.4.2 Any money gifted to the Association to carry out its purpose and activities must be deposited in the gift fund.
- 2.4.3 Any receipt by the Association for a gift made to the gift fund must be issued in the name of the Association and must include the Australian Business Number of the Association.
- 2.4.4 If any money in the gift fund produces income, that income must also be deposited in the gift fund.
- 2.4.5 Money in the gift fund can only be used for the Purposes.
- 2.4.6 If the gift fund is wound up, or the endorsement of the Association as a deductible gift receipt is revoked (if applicable), any money remaining in the gift fund must be transferred to another fund that can receive deductible gifts.

## 2.5 **Winding up**

- 2.5.1 The Association must be wound up or dissolved if, after one month's notice in writing of a general meeting has been given to all members by the Board, stating an intention to discuss the dissolution of the Association at that meeting, a special resolution to dissolve the Association is approved.
- 2.5.2 Subject to clause 2.8, the Act and any Relevant Laws, the Association's surplus assets, after satisfying all liabilities on wind up or dissolution:
  - (a) must not be paid or given to current or former Members unless eligible under clause 2.6; and
  - (b) must be paid to eligible recipients selected under clauses 2.6 and 2.7.

## 2.6 **Eligible recipients**

A fund, authority or institution is eligible to receive any surplus under clauses 2.4 and 2.8 if it:

- 2.6.1 has not-for-profit, charitable and benevolent purposes similar to the Purposes;
- 2.6.2 prohibits their income and property from being paid to members on at least the terms of this clause 2;
- 2.6.3 is a charity registered under Relevant Laws if the Association had been;
- 2.6.4 is income tax exempt under Commonwealth taxation Laws if the Association had been; and

2.6.5 can receive deductible gifts under the Commonwealth taxation Laws if the Association could and on the same basis.

## 2.7 Selection of eligible recipients

Eligible recipients to receive any surplus referred to in clause 2.6 must be selected:

2.7.1 by special resolution of the Members;

2.7.2 failing clause 2.7.1, by Board resolution; and

2.7.3 failing clause 2.7.2, by application to the Supreme Court in the state or territory in which the Association's registered office is located.

## 2.8 Surplus gifts

Any surplus gifts, fundraising contributions under Commonwealth taxation Laws and money received because of those gifts or contributions, must be transferred to eligible recipients selected under clauses 2.6 and 2.7 on the earlier of:

2.8.1 the Association's deductible gift recipient endorsement being revoked; or

2.8.2 the winding up of the Association.

## 3 MEMBERSHIP

### 3.1 Membership requirements

Any person who has applied and been accepted as a Member of the Association agrees to be bound by and act in accordance with this Constitution and any by-laws or regulations of the Association as advised to Members from time to time.

### 3.2 Limited liability of Members

3.2.1 A Member's liability is limited the guaranteed amount in clause 3.2.2.

3.2.2 If the Association is wound up, each Member and former Member in the previous year must contribute any amounts unpaid by that Member in relation to membership fees for the Association, towards:

(a) the Association's liabilities contracted before the person ceased to be a Member; and

(b) costs, charges and expenses to wind up and adjust the rights of the contributories among themselves.

### 3.3 Classes of Members and eligibility

The Members of the Association comprise the classes of Members with the eligibility and rights set out in the table below and such other voting or non-voting categories whose rights, benefits, privileges, entitlements, obligations, liabilities, eligibility and status will be determined by the Board.

<b>Class</b>	<b>Eligibility</b>	<b>Rights</b>
Full Membership	A person is qualified to be a full member if that person: <ul style="list-style-type: none"> <li>(a) believes in the values, mission and purposes of the Association;</li> <li>(b) identifies as a woman with disability or gender diverse person with disability;</li> <li>(c) has applied for full membership of the Association in accordance with the terms of this Constitution;</li> <li>(d) is approved for full membership by the Board of the Association;</li> <li>(e) has not ceased to be a member of the Association at any time after incorporation of the Association under the Act;</li> <li>(f) lives in the Australian Capital Territory (ACT), or its surrounding regions.</li> </ul>	A Full Member: <ul style="list-style-type: none"> <li>(a) has the right to receive notice of, participate in the requisition of, attend, speak at, vote and join in the demand for a poll at general meetings; and</li> <li>(b) may appoint a Representative to exercise all the Associate Member's rights.</li> </ul>
Associate Membership	Associate membership is open to all people with disabilities, people without disabilities or organisations who: <ul style="list-style-type: none"> <li>(a) believe in the values, mission, objects and purposes of the Association;</li> <li>(b) have applied for associate membership of the Association;</li> <li>(c) have been approved for associate membership of the Association, by the Board of the Association;</li> <li>(d) lives in the Australian Capital Territory (ACT), or its surrounding regions.</li> </ul>	An Associate Member: <ul style="list-style-type: none"> <li>(a) does not have any voting rights;</li> <li>(b) has the right to receive notice of and attend the annual general meeting, but may not speak at that meeting unless the person chairing the general meeting permits;</li> <li>(c) may appoint a Representative to exercise all the Associate Member's rights.</li> </ul>

### 3.4 Rights not transferrable

A person's membership rights and privileges:

- 3.4.1 apply only whilst the person is a Member;
- 3.4.2 will terminate upon a Member ceasing to be a Member; and
- 3.4.3 are personal and may not be transferred or transmitted.

### 3.5 Membership period / subscription fees

The Board may determine in its discretion:

- 3.5.1 the membership period (including common expiry dates) and the timing for membership to be renewed;

- 3.5.2 fees payable by Members, including any application fee to apply for membership, any entrance fee to be admitted as a Member and any annual membership subscriptions;
- 3.5.3 to waive membership fees in part or in full for a particular member or members; and
- 3.5.4 whether fees are refundable or non-refundable.

### 3.6 **Register of Members, including closure of register**

- 3.6.1 The Association must maintain a register of Members in accordance with the Act and Relevant Laws which contains the name, addresses for notices and membership start/end dates for current and recent former Members.
- 3.6.2 The Association may maintain a database of other Member details which is separate to the register of Members.

### 3.7 **Change of Member details**

A Member must notify the Association if the Member's addresses for notices change within 28 days of the change.

## 4 **BECOMING AND CEASING TO BE A MEMBER**

### 4.1 **Application for Membership**

An application for membership of the Association must be:

- 4.1.1 made using the Association's template membership form (in Appendix 1 or Appendix 2 as applicable) or online membership application, or in such other format determined by the Association from time to time; and
- 4.1.2 must be lodged with the Board of the Association.

### 4.2 **Admission of Members**

- 4.2.1 The Board may admit in its absolute discretion a person as Member upon application in accordance with any requirements specified in the Regulations.
- 4.2.2 The Board must consider membership applications as soon as reasonably practicable and:
  - (a) if it decides to approve an application for membership:
    - (1) it must notify the applicant of that approval within a reasonable timeframe; and
    - (2) if applicable, the applicant must pay the first year's annual membership fee within 28 days of being approved as a Member.
  - (b) if it decides to refuse an application for membership, it is not required to provide reasons for refusing to admit a person as Member.
- 4.2.3 A successful applicant will become a Member upon:



- (a) the close of the board meeting in which its application was approved, if noted in the minutes of that meeting; or
- (b) otherwise being added to the register of Members, which must record the full name, address and contact details of the Member; or

#### 4.3 **Applicant appeal process**

If the Board refuses an applicant, that applicant may appeal the decision in accordance with clause 6.1.2.

#### 4.4 **Resignation of Members**

4.4.1 A person may resign as Member by written notice to the Association.

4.4.2 The resignation takes effect when the Association receives the Member's notice or on a later date specified in the notice.

#### 4.5 **Ceasing to be a Member**

4.5.1 A person automatically ceases to be a Member if the Association is dissolved or if the person:

- (a) does not pay its membership fees (where applicable) within 30 days of the due date for such fees;
- (b) has a debt to the Association which remains unpaid for one year or more;
- (c) dies or becomes:
  - (1) of unsound mind; or
  - (2) a person whose person or estate is liable to be dealt with in any way under the law relating to mental health;
- (d) resigns from the membership of the Association by notice in writing to the Associations; or
- (e) is expelled from the Association in accordance with this Constitution;
- (f) is required or otherwise deemed to no longer be a Member by operation of law.

4.5.2 The Association must record the date of a Member's resignation or cessation in the members register.

### 5 **DISCIPLINING MEMBERS**

5.1.1 The Board may, by resolution, at any time terminate a person's Membership or warn, censure, suspend or expel a Member if the Member:

- (a) engages in Terminable Conduct, subject to:
  - (1) the Member being afforded a reasonable opportunity to respond, in accordance with this Constitution or any Regulations, to the Board's allegations; and

- (2) the Member's appeal rights (if any) set out in this Constitution or the Regulations;
  - (b) refuses or neglects to comply with the provisions of this Constitution or the Regulations;
  - (c) has persistently and wilfully acted in a manner prejudicial to the interests of the Association;
  - (d) is found guilty by a court of an indictable offence; or
  - (e) has a debt to the Association which remains unpaid for one year or more.
- 5.1.2 If the Board passes a resolution under clause 5.1.1 the Board must, as soon as practicable, serve a written notice on the member:
- (a) setting out the resolution of the Board and the ground or grounds on which it is based; and
  - (b) stating that if the member wishes to appeal the decision and address the Board, it must notify the Board within seven days of service of the notice; and
  - (c) for the purpose of an appeal, stating the date, time and place of the Board's next meeting; and
  - (d) informing the member that the member may do either or both of the following:
    - (1) attend and speak at that meeting; and
    - (2) submit to the Board at or before the date of that meeting written representations relating to the resolution.

## 6 RIGHT TO APPEAL

- 6.1.1 A resolution of the Board under clause 5.1.1 is not effective until the Board;
- (a) the Board has served notice on the member and the member has had an opportunity to appeal the decision in accordance with clause 5.1.2; and
  - (b) the Board confirms the resolution made under clause 5.1.1 by further resolution:
    - (1) if the member appeals the decision, within 7 days of the meeting in which the appeal is made;
    - (2) if the member does not appeal the decision, within 7 days of the expiry of the timeframe for appeal specified in clause 5.1.2(b).
- 6.1.2 If the Board rejects an application for membership under clause 4.2:
- (a) , the Board must notify the applicant in writing:
    - (1) advising the applicant of the decision to reject the application and the grounds for that decision;
    - (2) stating that the applicant may address the Board:

- (A) by attending its next meeting and advising the time, date and place of that meeting; or
  - (B) by submitting written representations to the Board in relation to the decision to be considered by the Board at its next meeting; and
- (b) if the applicant wishes to address the Board, the Board must:
- (1) give the applicant the opportunity to make oral representations at its next meeting, or otherwise give due consideration to any representations submitted in accordance with clause 6.1.2(a)(2)(B); and
  - (2) once the applicant has addressed the Board, confirm or revoke the decision to reject the applicant and advise the applicant:
    - (A) of the outcome; and
    - (B) if rejected, that the applicant may appeal the decision in a general meeting of members by lodging a notice of appeal with the Public Officer.
- 6.1.3 On receipt of a notice under clause 6.1.2(b)(2)(B), the Public Officer must notify the Board which must call a general meeting of the Association to be held within 21 days after the date when the Public Officer received the notice or as soon as possible after that date.
- 6.1.4 At a general meeting called under clause 6.1.3:
- (a) no business other than the appeal may be transacted;
  - (b) the Board and the member must be given the opportunity to make representations in relation to the appeal orally or in writing, or both; and
  - (c) the members present must vote by secret ballot on the question of whether the resolution made under clause 6.1.2(b)(2) should be confirmed or revoked.
- 6.1.5 If the general meeting passes a special resolution in favour of the confirmation of the resolution made under clause 6.1.2(b)(2), that resolution is confirmed.

## **7 GRIEVANCE PROCEDURE**

### **7.1 Application**

- 7.1.1 The grievance procedure set out in this clause 7 applies to disputes under this Constitution between:
- (a) a Member and another Member;
  - (b) a Member and the Board; or
  - (c) a Member and the Association.

- 7.1.2 A Member must not initiate a grievance procedure in relation to a matter that is the subject of a disciplinary procedure under clauses 5 and 6 until the disciplinary procedure has been completed.

## 7.2 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.

## 7.3 Appointment Of Mediator

- 7.3.1 If the parties to a dispute are unable to resolve the dispute between themselves within the time required by rule 7.2, the parties must within 10 days:

- (a) notify the Board of the dispute; and
- (b) agree to or request the appointment of a mediator; and
- (c) attempt in good faith to settle the dispute by mediation.

- 7.3.2 The mediator must be:

- (a) a person chosen by agreement between the parties; or
- (b) in the absence of agreement:
  - (1) if the dispute is between a Member and another Member — a person appointed by the Board; or
  - (2) if the dispute is between a Member and the Board or the Association — a person appointed or employed by the Dispute Settlement Centre of Victoria.

- 7.3.3 A mediator appointed by the Board may be a Member or former Member of the Association but in any case must not be a person who:

- (a) has a personal interest in the dispute; or
- (b) is biased in favour of or against any party.

## 7.4 Mediation Process

- 7.4.1 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.

- 7.4.2 The mediator must not determine the dispute.

## 7.5 **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.

## 8 **GENERAL MEETINGS**

### 8.1 **Convening an annual general meeting**

8.1.1 The Board must convene an annual general meeting to be held each year, within five months of the end of the Association's financial year. The requirements for convening an annual general meeting may otherwise be set out in the Act or Relevant Laws.

8.1.2 The business of an annual general meeting is to:

- (a) confirm the minutes of the previous annual general meeting and of any general meeting held since that meeting;
- (b) receive and consider the Board, financial and auditor reports;
- (c) appoint members of the Board, including office-bearers;
- (d) consider any other matter required by the Act or Relevant Laws;
- (e) receive the Auditor's report and appoint the Auditor for the next financial year; and
- (f) consider any special business, the general nature of which is specified in the notice of meeting.

### 8.2 **Convening a special general meeting**

8.2.1 General meetings other than annual general meetings are called special general meetings.

8.2.2 The Board must convene and hold special general meetings of the Members if required by the Act and Relevant Laws.

8.2.3 The Board may convene special general meetings of the Members.

8.2.4 The Association will give members at least 14 days' notice of any special general meeting.

8.2.5 The Board must call a special general meeting of the Association after being given notice in writing of an intention to appeal against the decision of the Board to terminate or suspend the membership of any person, or to reject a nomination for membership.

8.2.6 If requisitioned by no less than 5 members, the Board must call a special general meeting of the Association.

8.2.7 A requisition of members for a special general meeting under clause 8.2.6 must:

- (a) state the purpose or purposes of the meeting and the business to be considered;

- (b) must be signed by the members making the requisition;
- (c) must be lodged with the Public Officer; and
- (d) may consist of several documents in a similar form, each signed by one of more of the members making the requisition.

8.2.8 If the Board fails to call a special general meeting within one month after the date of a requisition for the meeting, any one or more of the members who made the requisition may call a special general meeting with such meeting to be held not later than 3 months after that date.

8.2.9 A special general meeting called by a requisition of members or by members, must be called as nearly as is practicable in the same way as special general meetings are called by the Board, and any member who incurs a reasonable expense in requisitioning a meeting is entitled to be special reimbursed by the Association for such expense.

8.2.10 If the nature of the business to be dealt with at a special general meeting requires a special resolution of the Association, the Association must at least 21 days before the date fixed for the holding of the special general meeting, send to each member notice, specifying the nature of the business to be dealt and the intention to propose the resolution as a special resolution.

8.2.11 No business other than that specified in the notice calling a special general meeting may be transacted at the meeting. Where a member desires to bring a business before a special general meeting, they must give notice of that business to the Association.

### 8.3 Notice of meeting

8.3.1 At least 14 days' notice of any general meeting must be given specifying the place, date and time of the meeting, unless:

- (a) the meeting is an annual general meeting for which 28 days' notice must be given;
- (b) the business of the meeting includes a special resolution, in which case 21 days' notice must be given; or
- (c) the Act or Relevant Laws require or permits some other period of notice.

8.3.2 Notice of every general meeting must be given in writing to:

- (a) every Member entitled to attend who has supplied an address for notices to the Association; and
- (b) the Association's auditor.

and must include details of the place, date and time of the meeting.

8.3.3 No other person is entitled to receive notices of general meetings.

8.3.4 A notice of meeting must specify the place, date and time of the meeting and the general nature of business to be dealt with at the meeting, unless the Act or Relevant Laws require otherwise.

8.3.5 If the business of the meeting requires a special resolution of members, the notice of meeting must also include notice of the intention to propose a special resolution and details of that resolution.

8.3.6 A general meeting and any resolution passed at the meeting is not invalid merely because of:

- (a) the accidental omission to give notice of the meeting; or
- (b) the non-receipt of any such notice.

#### 8.4 **Postponement**

8.4.1 The Board may postpone, relocate or cancel a general meeting which it convened by giving at least 5 days' notice to the Members.

8.4.2 Clause 8.4.1 does not apply to a meeting requisitioned by Members or convened by the Members or by court order.

#### 8.5 **Quorum**

8.5.1 A general meeting may not transact business unless a quorum is present when the meeting proceeds to business.

8.5.2 The quorum for general meetings is five Full Members present in person or by Representative.

8.5.3 If a quorum is not present within 30 minutes of the time scheduled to start the general meeting:

- (a) the meeting, if requisitioned by the Board, is dissolved; and
- (b) in any other case:
  - (1) if there are at least three members present, those members will be deemed to be a quorum; or
  - (2) if there are less than three members present, the meeting is adjourned to such other place, date and time as the Chair determines and notifies to Members (if required to do so by clause 8.7).

#### 8.6 **Chairperson**

8.6.1 The Board is responsible for electing a Chair by majority resolution.

8.6.2 The Board may, if it considers reasonably necessary, elect a Deputy Chair by majority resolution.

8.6.3 The Chair:

- (a) may chair a general meeting;
- (b) has no power to direct the affairs of the Association other than via resolution of the Board or in accordance with this Constitution or any Regulations.

8.6.4 If the Chair is not present and willing to act:

- (a) the Board Members present may choose one of their number to chair the meeting;
- (b) if no Board Member is present, or if all the Board Members present decline to chair, the Members present must choose one of their number to chair.

8.6.5 In addition to powers conferred by law, the meeting chair may:

- (a) determine the meeting's conduct and procedures to ensure proper and orderly discussion or debate;
- (b) make rulings without putting a question to the vote, or terminate discussion or debate and require that matter to be put to a vote;
- (c) refuse to allow debate or discussion on any matter which is not ordinary or special business; and
- (d) refuse any person admission to a general meeting (including for causing offence or disruption), or expel the person from the general meeting and not permit them to return.

8.6.6 All procedural decisions by the meeting chair are final.

## 8.7 **Adjournment**

8.7.1 The meeting chair:

- (a) may, with the consent of any general meeting at which a quorum is present; and
- (b) must, if so directed by the meeting,

adjourn the meeting to some other time or place.

8.7.2 The adjourned meeting may only transact unfinished business from the original meeting.

8.7.3 If a meeting is adjourned for or more, notice of the adjourned meeting must be given as required for the original meeting. It is not otherwise necessary to give any notice of an adjournment or of the business to be transacted at an adjourned meeting.

## 8.8 **Voting – show of hands / poll**

8.8.1 By default, resolutions at general meetings must be voted on by a show of hands.

8.8.2 A full member will have one vote only which may be exercised in person or by proxy.

8.8.3 The meeting chair is entitled to exercise a casting vote only where votes cast on a particular resolution are equal.

8.8.4 The meeting chair must declare whether resolutions were carried, carried unanimously, carried by particular majority or lost. These voting results must be minuted.



- 8.8.5 The minutes of the voting results are conclusive without the need to record the number or proportion of, or manner in which votes were cast.
- 8.8.6 A poll may be demanded by the meeting chair or at least three members present in person and entitled to vote.
- 8.8.7 A demand for a poll must be made on or before the result being declared, and a poll may be withdrawn.
- 8.8.8 A poll to elect a meeting chair or adjourn the meeting must be taken immediately. Polls must otherwise be taken at that meeting in the manner directed by the meeting chair.
- 8.8.9 The meeting chair must decide all voting disputes, and that decision is final.

## 8.9 Proxies

- 8.9.1 A member may appoint a proxy to act on the Member's behalf at any general meeting at which that Member may attend and vote.
- 8.9.2 A proxy must be a full Member.
- 8.9.3 For the instrument appointing a proxy to be valid, it must be:
  - (a) in writing and signed by the appointor;
  - (b) in the form approved by the Board; and
  - (c) lodged with the Association at least 48 hours before the time for holding the meeting of adjourned meeting.
- 8.9.4 A vote given according to the proxy instrument is valid despite:
  - (a) the death, or unsoundness of mind, of the appointor; or
  - (b) revocation of the instrument or of the authority under which the instrument was executed,

if no knowledge in writing of that fact was received by the Association before commencing the meeting or adjourned meeting at which the instrument is used.

## 8.10 Use of technology and virtual meetings

General meetings may be held at more than one place, including in person, via telephone or audio visual means or a combination of them, provided that the technology that is used enables each Member present at all places the meeting is held to clearly and simultaneously communicate with every other such Member.

## 8.11 Circular resolution

- 8.11.1 Where permitted under the Act or Relevant Law, the Board may if it thinks fit submit any question or resolution to the vote of all Members entitled to a vote at a general meeting by circular resolution.
- 8.11.2 The Board may determine in the Regulations:

- (a) the form of the circular resolution;
- (b) the polling date;
- (c) the method for responding to the circular resolution; and
- (d) whether voting on the circular resolution is to be by secret ballot.

8.11.3 A resolution approved by a majority or specific majority of the Members has the same force and effect as such resolution passed in a general meeting.

## 8.12 Minutes Of General Meeting

8.12.1 The Board must ensure that minutes are taken and kept of each general meeting.

8.12.2 The minutes must record the business considered at the meeting, any resolution on which a vote is taken and the result of the vote.

8.12.3 In addition, the minutes of each annual general meeting must include:

- (a) the names of the Members attending the meeting; and
- (b) proxy forms received under clause 8.9; and
- (c) the financial statements submitted to the Members; and
- (d) the certificate signed by two Board 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.

## 9 BOARD

### 9.1 Structure of board / Number of Board Members

9.1.1 The Board will be the committee of the Association for the purposes of the Act.

9.1.2 The Board will be comprised of no less than three members of the Association, including:

- (a) up to 5 ordinary Board Members;
- (b) an office bearer, being the Chair of the Association elected in accordance with clause 8.6.1; and
- (c) any other office-bearer appointed by resolution of the Board to fulfil a specific role from time to time, including a Deputy Chair if appointed in accordance with clause 8.6.2.

9.1.3 A person is eligible to be an office-bearer or Board Member if they:

- (a) are a full member of the Association;
- (b) are over the age of 18 years;

- (c) consent in writing to become a Board Member or office-bearer (as applicable);
  - (d) are not prohibited or disqualified or otherwise prevented from being a Board Member under the Act or Relevant Laws;
  - (e) are not an employee of the Association.
- 9.1.4 Subject to this Constitution, each member of the Board holds office for a period of two years.
- 9.1.5 The Board may, from time to time, form sub-committees with such purposes or delegations as it sees fit.
- 9.1.6 The Board may, from time to time, co-opt Board Members to fill skill gaps where additional expertise and talent are required.

## 9.2 **Nominations**

- 9.2.1 Full members wishing to nominate to be an ordinary board member must submit a signed nomination in the form in Appendix 3 or such other format appropriate for that member, no later than the commencement of the Annual General Meeting.
- 9.2.2 If the number of nominations received is equal to the number of vacancies to be filled on the Board, the people nominated are taken to be elected to the Board.
- 9.2.3 If insufficient nominations are received to fill all vacancies on the Board:
- (a) the candidates nominated are taken to be elected to the Board and further nominations may be received at the annual general meeting; and
  - (b) if insufficient further nominations are received, any vacant positions remaining on the Board are taken to be vacancies.
- 9.2.4 If at the close of nominations, there is only one candidate for any vacant position, that person shall be deemed to be elected at the annual general meeting.
- 9.2.5 Prior to the commencement of the annual general meeting, the Board must appoint a returning officer to direct the election of board members.
- 9.2.6 The names of nominees must be provided to all members attending the annual general meeting using a secret balloting list (or such other voting method determined by the Board) and:
- (a) each full member who is present will be entitled to vote for any number of candidates not exceeding the number of vacancies on the Board;
  - (b) the candidates receiving the most votes will be declared elected; and
  - (c) if there is a tie in votes between two or more nominees, further rounds of voting must be held until the vacancies are filled; and
  - (d) once the election is complete, the returning officer must declare the results of the election.

### 9.3 **Term of office of elected board members**

An elected Board Member holds office for a term of two years:

- 9.3.1 commencing immediately after the annual general meeting at which their election was declared;
- 9.3.2 concluding at the end of the second annual general meeting after the one at which they were declared elected.

### 9.4 **Casual vacancies**

- 9.4.1 If a casual vacancy occurs for any Board Member, the Board may appoint another eligible member in their place until the end of the next annual general meeting. The Members must then elect a person to fill the Board Member in accordance with this Constitution. The person elected will serve only for the balance of the term of the original Board Member.
- 9.4.2 If a casual vacancy occurs for any Board Member, the Board may appoint another eligible person in their place until the end of the next annual general meeting.
- 9.4.3 The Board may continue to act despite vacancies on the Board. However, if there are less than 3 Board Members, the Board may only:
  - (a) act in the case of emergencies;
  - (b) appoint persons to fill casual vacancies; or
  - (c) convene a general meeting.

### 9.5 **Resignation of Board Members**

- 9.5.1 A Board Member may resign as from the Board by written notice to the Association.
- 9.5.2 The resignation takes effect when the Association receives the Board Member's notice or on a later date specified in the notice.

### 9.6 **Ceasing to be a Board Members**

- 9.6.1 A Board Member may be removed in accordance with the Act.
- 9.6.2 A person automatically ceases to be a Board Member if they:
  - (a) cease to be a member of the Association;
  - (b) die or become physically incapable of fulfilling their duties as a Board Member;
  - (c) become disqualified from being a responsible person pursuant to the Act or Relevant Laws;
  - (d) are absent without permission of the Board for more than three consecutive meetings of the Board;
  - (e) become a bankrupt or makes any arrangement or composition with personal creditors generally; or

- (f) become of unsound mind or a person whose person or estate is liable to be dealt with in any way under the law relating to mental health.

## 9.7 **Board Member remuneration and reimbursements**

- 9.7.1 The Board Members are not entitled to any fees or remuneration for undertaking the ordinary duties of a Board Member.
- 9.7.2 Despite clause 9.7.1 Board Members may be reimbursed for out-of-pocket expenses properly incurred for or on behalf of the Association;
  - (a) reasonable travel and other expenses incurred by them when engaged in the Association's business, attending meetings or otherwise in carrying out the duties of a Board Member where payment does not exceed any amount previously approved by the Board; and
  - (b) Board Members may be paid for any service rendered to the Association in a professional or technical capacity outside the scope of the ordinary duties of a Board Member where:
    - (1) the service and amount payable is on reasonable and proper terms; and
    - (2) the provision of that service has the Board's prior approval.

## 9.8 **Conflict of interest**

- 9.8.1 A Board Member who has an interest in any contract or arrangements made or proposed to be made with the Association must declare their interest at the first meeting of the Board.
- 9.8.2 If a Board Member becomes interested in a contract or arrangement after it is made or entered into, they must disclose that interest at the first meeting of the Board after they become interested.
- 9.8.3 No Board Member shall vote as Board Member in respect of any contract or arrangement in which they are interested, and if they do, their vote shall not be counted.

## 10 **BOARD POWERS**

### 10.1 **Management vests in Board**

- 10.1.1 The Board:
  - (a) is responsible for the governance, business and affairs of the Association;
  - (b) may exercise all the Association's powers in this Constitution;
  - (c) may exercise any of the Association's powers under the Act or Relevant Laws which are not required to be exercised by the Members in general meeting;
  - (d) may interpret these rules and any other matter relating to the Association where this Constitution is silent; and

- (e) must provide for the safe custody of all books, documents, instruments of titles, registers, records and securities of the Association.

10.1.2 The powers under clause 10.1.1 are subject to:

- (a) this Constitution;
- (b) the Act and Relevant Laws; and
- (c) such resolution, not being inconsistent with those provisions, as may be passed by the Members in general meeting.

10.1.3 A resolution under clause 10.1.2 does not invalidate any prior act of the Board which would have been valid before the resolution was passed or made.

## 10.2 **Public Officer**

10.2.1 The Board must appoint a Public Officer. The Public Officer:

- (a) must be:
  - (1) a member of the Association;
  - (2) at least 18 years of age;
  - (3) resident in the Australian Capital Territory, unless the Act permits otherwise;
- (b) may, but is not required to, be a Board member or hold any other office in the Association in addition to the position of Public Officer.

10.2.2 The Public Officer may be removed from or vacate their office in any of the manners permitted by the Act.

10.2.3 The Public Officer must perform any duty or function required under this Constitution or the Act to be performed by the public officer of an incorporated association.

## 10.3 **Power to delegate**

10.3.1 The Board may delegate its powers and functions in writing to:

- (a) an officer or employee of the Association; or
- (b) a committee under clause 12.

10.3.2 The Board may amend or revoke the terms of its delegation at any time.

## 10.4 **Power to appoint Chief Executive Officer**

10.4.1 The Board may appoint a Chief Executive Officer on such terms and conditions as the Board determines from time to time.

10.4.2 The Board may remove a Chief Executive Officer, subject to the terms of any agreement between the Association and the Chief Executive Officer.

10.4.3 The Chief Executive Officer is entitled to attend Board meetings and general meetings, if so directed by the Board from time to time.

10.4.4 The Chief Executive Officer will have the responsibilities determined by the Board.

## 10.5 **Power to make Regulations**

10.5.1 The Board may from time to time make, vary, add to and rescind Regulations in relation to the Association.

10.5.2 Whilst in force, members must follow all Regulations.

10.5.3 The Regulations for the time being in force, and which are not inconsistent with this Constitution, the Act or any Relevant Law, are binding on Members and have full effect accordingly.

## 11 **BOARD MEETINGS**

Subject to this clause 11, the Board may meet to consider business, adjourn and otherwise regulate its meetings as it thinks fit.

### 11.1 **Number of meetings**

The Board must meet at least at least six times per year.

### 11.2 **Convening meetings**

The Public Officer must arrange a Board meeting:

11.2.1 at the request of the Chair; or

11.2.2 on the requisition of three or more Board Members.

### 11.3 **Notice of meeting**

11.3.1 At least 7 days' notice of any Board meeting must be given unless the Board decides otherwise, or in emergencies.

11.3.2 The notice must specify the business to be transacted. The Board may only transact business of a routine nature unless notice of any other business has been given either in the notice convening the meeting or in some other notice given at least 3 days' before the meeting.

11.3.3 The decision of the meeting chair as to whether business is routine is conclusive.

### 11.4 **Quorum**

11.4.1 The quorum for a Board meeting shall be a majority of the current members of the Board.

11.4.2 No business may be conducted unless there is a quorum present. A meeting at which quorum is present may exercise all powers and discretions of the Board.

11.4.3 If within 30 minutes of the proposed starting time for a Board meeting, a quorum is not present, the Board meeting must be adjourned to such other date, time and place as determined by the Chair.

## 11.5 **Chair**

11.5.1 The Chair may chair a Board meeting.

11.5.2 If the Chair is absent, the Deputy Chair may chair.

11.5.3 In the absence of the Chair and the Deputy Chair, the Board Member's may appoint a meeting chair from among their number.

## 11.6 **Voting**

11.6.1 Each Board Member present and entitled to vote at a Board meeting has one vote. Proxy voting is not permitted in Board meetings.

11.6.2 Questions arising at a Board meeting must be decided by a majority of votes. Such a decision is for all purposes a decision of the Board.

11.6.3 In the event of an equality of votes the meeting chair has a second or casting vote.

## 11.7 **Use of technology**

The Board may hold a technology enabled meeting if:

11.7.1 all Board Member's (other than any Board Member on leave of absence) have access to the technology to be used for the meeting; and

11.7.2 those Board Members participating by technological means can hear, or can hear and read the communications of all other participating Board Members.

## 11.8 **Circulating resolutions**

To the extent permitted by the Act and any Relevant Law:

11.8.1 A written resolution signed or approved by technological means (other than any Board Member on leave of absence) is taken to be a decision of the Board passed at a Board meeting convened and held.

11.8.2 The written resolution may consist of:

(a) several documents in the same form, each signed by one or more Board Member and, such a resolution takes effect when the last Board Member signs such a document; or

(b) permanent records indicating the identity of each Board Member, the text of the resolution and the Board Member's agreement or disagreement to the resolution, as the case may be, and such a resolution takes effect when the last Board Member indicates their approval.

## 11.9 **Conflicts and personal interests**

11.9.1 A Board Member who has a material personal interest in a matter that relates to the affairs of the Association must give the other Board Member written notice of the interest unless the Act or Relevant Laws require otherwise.



11.9.2 To the maximum extent required by Law, a Board Member who has a material personal interest in a matter that is being considered by the Board must not be present while the matter is being considered, or vote on the matter.

## 11.10 Minutes

11.10.1 The Board must ensure that minutes are taken and kept of each Board meeting in accordance with the Act.

11.10.2 The Board must ensure that minutes of all proceedings of general, Board, committee meetings (and meetings of any other Board entity) are recorded in a minute book within one month after the relevant meeting is held.

11.10.3 The minutes must be signed by the meeting chair at which the proceedings took place or by the meeting chair of the next succeeding meeting.

11.10.4 Minutes entered and signed are prima facie evidence of the proceedings to which they relate.

## 11.11 Validity of acts / procedural defects

11.11.1 An act or decision of the Board will not be invalid by reason only of a defect or irregularity in connection with the appointment of a Board Member.

11.11.2 For entered and signed minutes, unless the contrary is proved:

- (a) the meeting is deemed to have been convened and held;
- (b) all proceedings that are recorded in the minutes as having taken place are deemed to have taken place; and
- (c) all appointments that are recorded in the minutes as having been made are deemed to have been validly made.

## 12 COMMITTEES

### 12.1 Board's power to establish committees

The Board may establish committees as follows:

12.1.1 a committee will comprise two or more committee members, of which at least one must be a Board Member;

12.1.2 the committee members otherwise need not be a Board Member or Member;

12.1.3 the committee has the purpose set out in its charter approved by the Board, and may undertake the powers and functions delegated to it by the Board; and

12.1.4 in the absence of any provision in the committee charter, meetings and proceedings of any committee are governed by the provisions of clause 11.

## **13 ADMINISTRATION**

### **13.1 Change of name**

The Members may change the Association's name by special resolution in accordance with the Act. Such a resolution authorises the Board to update all references to the Association's name in this Constitution.

### **13.2 Amendment of Constitution**

13.2.1 The Members may amend this Constitution by special resolution in accordance with the Act and Relevant Laws.

13.2.2 No revision or amendment of this Constitution shall be put to a general meeting unless it has been first approved by the Board.

13.2.3 Any notice of a general meeting at which a revision or amendment of this Constitution is to be considered must include an explanatory memorandum.

13.2.4 If the Association is registered under Relevant Laws, a special resolution under clause 13.2.1 (unless it expressly provides otherwise) does not take effect if it would cause the Association to lose its entitlement to registration under Relevant Laws.

### **13.3 Accounts**

The Board must cause:

13.3.1 proper accounting and other records to be kept in accordance with the requirements of the Act and Relevant Laws, and

13.3.2 financial statements to be made and laid before each annual general meeting as required by the Act and Relevant Laws.

### **13.4 Financial responsibilities**

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

13.4.2 The Board must determine and keep under review the annual budget and financial policies and procedures of the Association, including reporting requirements, delegations and limitations.

13.4.3 The funds of the Association must be:

(a) banked in the name of the Association, as soon as reasonably practicable after receipt, in such bank as the Board may time from time direct; and

(b) managed in accordance with the Act.

13.4.4 True accounts must be kept of the sums of money received and expended by the Association and the matters in respect of which such receipt and expenditure takes place, and of the property credits and liabilities of the Association.

- 13.4.5 At the end of the financial year, the Board must prepare a statement for the Association containing particulars of the Associations;
- (a) income and expenditure;
  - (b) assets and liabilities; and
  - (c) all mortgages, charges and securities affecting the property of the Association.
- 13.4.6 Upon application to the Board, any member may inspect all books and records of the Associations accounts.
- 13.4.7 The Board will determine the process for withdrawal of moneys from the Associations bank accounts. This direction will be reflected in the finance policy and procedures manual.

### 13.5 Audits and appointment of auditor

- 13.5.1 A properly qualified auditor must be appointed and the auditor's duties regulated in accordance with the requirements of the Act and Relevant Laws.
- 13.5.2 At least once every financial year, the Board must cause the accounts of the Association to be examined by the auditor.

### 13.6 Records and inspection

- 13.6.1 Members may apply to request the register of members in accordance with the Act.
- 13.6.2 Members may on request inspect the minutes of general meetings, including financial statements submitted at general meetings.
- 13.6.3 Members are not entitled to inspect any other document of the Association, except as provided by Law or authorised by the Board.
- 13.6.4 The Board must on request make copies of this Constitution available to Members and applicants for membership free of charge.
- 13.6.5 If permitted by the Act, the Board may charge a reasonable fee for provided copies of documents to a member.

### 13.7 Service of notices

- 13.7.1 Notices must be in writing and may be given by the Association to any Member:
- (a) in person;
  - (b) by sending it by post to the Member at the Member's registered address;
  - (c) by sending it to the address, facsimile number, e-mail address or other address supplied for receiving notices; or
  - (d) by sending it via other electronic means as agreed by the membership.

13.7.2 A notice sent by post is deemed to have been given 6 business days after it was posted. A notice sent by fax, or by other electronic means, is deemed to have been given on the next business day after it was sent.

### 13.8 **Indemnity of officers**

13.8.1 The Association indemnifies current and former Board Members (**Indemnified Officer**) out of its assets against any Liability incurred by the Indemnified Officer in our arising out of:

- (a) the conduct of the Association's affairs or business; or
- (b) the discharge of the Indemnified Officer's duties,  
but only to the extent that:
- (c) the Indemnified Officer has acted in good faith and is not otherwise entitled or actually indemnified by a third party;
- (d) the Association is not precluded by Law from doing so; and
- (e) the Liability is not a cost or expense for an unsuccessful application to a Court for relief under the Act, or the defence of civil or criminal proceedings where judgment is given against the Indemnified Officer or in which the Indemnified Officer is not acquitted.

13.8.2 The Association may execute any deed in favour of any Indemnified Officer to confirm the indemnities conferred by clause 13.8.1 in relation to that person.

13.8.3 Clause 13.8.1 applies whether or not any deed is executed under clause 13.8.2.

### 13.9 **Insurance**

13.9.1 The Association may pay or agree to pay premiums for officers insurance to insure Indemnified Officers against any liability incurred by the Indemnified Officer referred to in clause 13.8.

13.9.2 The Association may execute any deed in favour of any Indemnified Officer to take out insurance referred to in clause 13.9.1, on such terms as the Board considers appropriate.

### 13.10 **Association seal**

13.10.1 The Board will determine whether or not the Association is to have a common seal and, if so, will provide for the safe custody of such seal.

13.10.2 The common seal, if any, of the Association may only be affixed to any instrument with the authority of the Board.

13.10.3 The affixing of the common seal must be attested by the signatures of persons authorised by the Board for that purpose.

### 13.11 **Definitions**

In this Constitution:

- 13.11.1 **Act** means the *Associations Incorporation Reform Act 1991* (ACT).
- 13.11.2 **Associate Member** means a person who is or becomes an associate member under clause 3.3.
- 13.11.3 **Association** means the Association named under clause 1.
- 13.11.4 **Board** means the committee of the Association with a quorum to transact business.
- 13.11.5 **Chair** means the office bearer appointed in accordance with clause 8.6.1
- 13.11.6 **Constitution** means this constitution of the Association.
- 13.11.7 **Deputy Chair** means the office bearer appointed in accordance with clause 8.6.2
- 13.11.8 **Full Member** means a person who is or becomes a full member of the Association in accordance with clause 3.3.
- 13.11.9 **Gender diverse person** means a person who identifies with a gender or genders outside of male or female.
- 13.11.10 **Gender diverse person with disability** means any gender diverse person who identifies as being disabled.
- 13.11.11 **Indemnified Officer** has the meaning given in clause 13.8.
- 13.11.12 **Law** includes statute, regulation, legislative instrument, rules, standards, proclamation, ordinance or by-law which, by or under statute, bind a person from time to time.
- 13.11.13 **Liability** includes cost, charge, loss, damage, expense or penalty.
- 13.11.14 **Member** means a person who is a member of the Association pursuant to clauses 3 and 4, and includes a Full Member and an Associate Member.
- 13.11.15 **Purpose** means the purpose of the Association set out in in clause 1.3.
- 13.11.16 **Regulations** means regulations made by the Board under clause 10.5.
- 13.11.17 **Relevant Laws** means Laws regulating the registration, reporting or governance obligations of the Association and includes:
- (a) *Australian Charities and Not-for-profits Commission Act 2012* (Cth) and *Charities Act 2013* (Cth);
  - (b) *Income Tax Assessment Act 1997* (Cth);
  - (c) *National Disability Insurance Scheme Act 2013* (Cth); and
  - (d) *Broadcasting Services Act 1992* (Cth) and *Radiocommunications Act 1992* (Cth).

13.11.18 **Representative** of a Member means:

- (a) a proxy appointed in accordance with clause 8.9; or
- (b) an attorney of the Member, whose instrument of appointment has been provided to the Association,

and includes a Representative appointed on a standing basis.

13.11.19 **Secretary** means the secretary appointed in accordance with clause **Error! Reference source not found..**

13.11.20 **Terminable Conduct** means conduct of a Member which, in the reasonable opinion of the Board:

- (a) is, has been or will be prejudicial to the Association's interests;
- (b) is not that of a fit and proper person or a person of good fame and character;
- (c) is unbecoming of Members; and
- (d) is conduct similar to the above which is set out in the Regulations.

13.11.21 **Woman** means any person who identifies as a woman.

13.11.22 **Woman with disability** mean any woman who identifies as being disabled.

13.11.23 **Year**, in relation to a Director's term of office, means the period of approximately one calendar year between annual general meetings.

## 13.12 Interpretation rules

Unless the contrary intention appears in this Constitution:

13.12.1 words importing the singular include the plural, and words importing the plural include the singular;

13.12.2 words importing a gender include every other gender;

13.12.3 words used to denote persons generally or importing a natural person include any Association, corporation, body corporate or other body (whether or not the body is incorporated);

13.12.4 a reference to a person includes that person's successors, legal personal representatives and permitted transferees;

13.12.5 a reference to any statute, regulation, proclamation, ordinance or by-law includes all statutes, regulations, proclamations, ordinances or by-laws varying, consolidating or replacing them and a reference to a statute includes all regulations, proclamations, ordinances and by-laws issued under that statute;

13.12.6 where a word or phrase is given a particular meaning, other parts of speech and grammatical forms of that word or phrase have corresponding meanings;

13.12.7 headings and bold text are for convenience only and do not affect its interpretation; and

- 13.12.8 a Member is to be taken to be present at a general meeting if the Member is present in person or by proxy or attorney.

**13.13 Model Rules**

The model rules under the Act are expressly displaced by this Constitution.

**13.14 Interpretation subject to Act and Relevant Laws**

- 13.14.1 This Constitution is to be interpreted subject to the Act and the Relevant Laws. If there is any inconsistency, Relevant Laws prevail.
- 13.14.2 To the extent that Relevant Laws require this Constitution to include provisions so that the Association can hold a registration or exemption status, those provisions are taken to form part of this Constitution.

**APPENDIX 1**

**APPLICATION FOR FULL MEMBERSHIP  
Women With Disabilities ACT Incorporated  
(incorporated under the *Associations Incorporation Act 1991 (ACT)*)**

I.....  
(full name of applicant)

of.....  
(address)

I identify as a:

- (a) woman with disability; or
- (b) gender diverse person with disability,

and live in the Australian Capital Territory (or its surrounding regions). I believe in the values, mission and purposes of the Association.

I hereby apply to become a full member of **Women With Disabilities ACT Incorporated**.

I do/do not (please circle or delete as appropriate) have a conflict of interest as outlined in the Constitution.

In the event of my admission as a member, I agree to be bound by the rules and by-laws of the Association.

.....  
(signature or indication of applicant)

Dated: .....



**APPENDIX 2**

**APPLICATION FOR ASSOCIATE MEMBERSHIP  
Women With Disabilities ACT Incorporated  
(incorporated under the *Associations Incorporation Act 1991 (ACT)*)**

I.....  
(full name of applicant)

of.....  
(address)

I live in the Australian Capital Territory (or its surrounding regions) and believe in the values, mission and purposes of the Association.

I hereby apply to become an associate member of **Women With Disabilities ACT Incorporated**.

I do/do not (please circle or delete as appropriate) have a conflict of interest as outlined in the Constitution.

In the event of my admission as a member, I agree to be bound by the rules and by-laws of the Association.

.....  
(signature or indication of applicant)

Dated: .....

**APPENDIX 3**

**NOMINATION FOR BOARD  
Women With Disabilities ACT Incorporated  
(incorporated under the *Associations Incorporation Act 1991 (ACT)*)**

I.....  
(full name of applicant)

of.....  
(address)

am a full member of Women With Disabilities ACT Incorporated (**Association**) and:

- (c) am over the age of 18 years;
- (d) am not prohibited or disqualified or otherwise prevented from being a Board Member under the Act or Relevant Laws (as defined in the Constitution of the Association); and
- (e) am not an employee of the Association.

I hereby wish to nominate for a position on the Board of the Association and if elected, consent to my appointment.

I do/do not (please circle or delete as appropriate) have a conflict of interest as outlined in the Constitution.

In the event of my admission or election as a Board Member, I agree to be bound by the rules and by-laws of the Association.

.....  
(signature or indication of applicant)

Dated: .....