

# **Fitzroy Legal Service Inc.**

Registration No: A2808B

Australian Business No: 46 187 177 143

**CONSTITUTION**

**Amended on 21<sup>st</sup> June 2007**

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## 1. NAME AND OBJECTIVES

- (1) The name of the incorporated organisation is Fitzroy Legal Service Inc.
- (2) **Statement of Purpose**—The objectives of the organisation are:
  - (a) To provide free and readily accessible legal service to people in necessitous circumstances who qualify under the Service's eligibility criteria, who live, study or work in the City of Yarra and the Carlton area and to such other persons as the organisation may identify from time to time.
  - (b) To advocate and lobby for policy change and development of new policies in areas as identified by the community and the organisation.
  - (c) To facilitate community participation in recognition, understanding and solution of people's own legal and related problems.
  - (d) To initiate, participate in and establish law reform activities, community legal education programs and social action programs using a community development framework.

## 2. DEFINITIONS

- (1) In these Rules, unless the contrary intention appears—

**"Act"** means the **Associations Incorporation Act 1981**;

**"committee"** means the Management Committee of the organisation;

**"financial year"** means the year ending on 30 June;

**"general meeting"** means a general meeting of members convened in accordance with rule 12;

**"member"** means a member of the organisation;

**"ordinary member of the committee"** means a member of the committee who is not an officer of the organisation under Rule 21;

**"Regulations"** means regulations under the Act;

**"relevant documents"** has the same meaning as in the Act.

- (2) In these Rules, a reference to the Secretary of the organisation is a reference–
- (a) if a person holds office under these Rules as Secretary of the organisation, to that person; and
  - (b) in any other case, to the public officer of the organisation.

### **3. ALTERATION OF THE RULES**

- (1) These Rules and the statement of purposes of the organisation must not be altered except in accordance with the Act.

### **4. MEMBERSHIP, ENTRY FEES AND SUBSCRIPTION**

- (1) A person who applies and is approved for membership as provided in these Rules is eligible to be a member of the organisation on payment of the annual subscription fee payable under these Rules.
- (2) A person who is not a member of the organisation at the time of the incorporation of the Fitzroy Legal Service (or who was a member at that time but has ceased to be a member) must not be admitted to membership unless–
- (a) he or she applies for membership in accordance with sub-rule (3); and
  - (b) the admission of the member is approved by the Management Committee.
- (3) An application of a person for membership of the organisation must be made in writing and lodged with the Secretary of the organisation.
- (4) As soon as practicable after the receipt of an application, the Secretary must refer the application to the Management Committee.

- (5) The Management Committee must determine whether to approve or reject the application.
- (6) If the Management Committee approves an application for membership, the Secretary must, as soon as practicable—
  - (a) notify the applicant in writing of the approval; and
  - (b) request payment within 28 days after receipt of the notification of the sum payable under these Rules for the first year's membership fees.
- (7) The Secretary must, within 28 days after receipt of the amounts referred to in sub-rule (6), enter the applicant's name in the register of members.
- (8) An applicant for membership becomes a member and is entitled to exercise the rights of membership when his or her name is entered in the register of members.
- (9) If the Management Committee rejects an application, the Management Committee must, as soon as practicable, notify the applicant in writing that the application has been rejected.
- (10) A right, privilege, or obligation of a person by reason of membership of the organisation—
  - (a) is not capable of being transferred or transmitted to another person; and
  - (b) terminates upon the cessation of membership whether by death or resignation or otherwise.
- (11) The membership fee is the relevant amount set out in Appendix 3 and is payable in advance on or before 1 July in each year.

## **5. REGISTER OF MEMBERS**

- (1) The Secretary must keep and maintain a register of members containing—
  - (a) the name and address of each member; and
  - (b) the date on which each member's name was entered in the register.

- (2) The register is available for inspection free of charge by any member upon request.
- (3) A member may make a copy of entries in the register.

## **6. CEASING MEMBERSHIP**

- (1) A member of the organisation who has paid all moneys due and payable by a member to the organisation may resign from the organisation by giving notice in writing to the Secretary of his or her intention to resign.
- (2) On receiving the notice in writing referred to in sub-rule (1)–
  - (a) the member ceases to be a member; and
  - (b) the Secretary must record in the register of members the date on which the member ceased to be a member.

## **7. DISCIPLINE, SUSPENSION AND EXPULSION OF MEMBERS**

- (1) Subject to these Rules, if the Management Committee is of the opinion that a member has refused or neglected to comply with these Rules, or has been guilty of conduct unbecoming of a member or has acted in a manner prejudicial to the interests of the organisation, the committee may by resolution–
  - (a) suspend that member from membership of the organisation for a specified period;  
or
  - (b) expel that member from the organisation.
- (2) A resolution of the Management Committee under sub-rule (1) does not take effect unless–
  - (a) at a meeting held in accordance with sub-rule (3), the Management Committee confirms the resolution; and

- (b) if the member exercises a right of appeal to the organisation under this rule, the organisation confirms the resolution in accordance with this rule.
- (3) A meeting of the Management Committee to confirm or revoke a resolution passed under sub-rule (1) must be held not earlier than 14 days, and not later than 28 days, after notice has been given to the member in accordance with sub-rule (4).
- (4) For the purposes of giving notice in accordance with sub-rule (3), the Secretary must, as soon as practicable, cause to be given to the member a written notice–
- (a) setting out the resolution of the Management Committee and the grounds on which it is based; and
  - (b) stating that the member, or his or her representative, may address the Management Committee at a meeting to be held not earlier than 14 days and not later than 28 days after the notice has been given to that member; and
  - (c) stating the date, place and time of that meeting; and
  - (d) informing the member that he or she may do one or both of the following–
    - (i) attend that meeting;
    - (ii) give to the Management Committee before the date of that meeting a written statement seeking the revocation of the resolution;
  - (e) informing the member that, if at that meeting, the Management Committee confirms the resolution, he or she may, not later than 48 hours after that meeting, give the Secretary a notice to the effect that he or she wishes to appeal to the organisation in general meeting against the resolution.
- (5) At a meeting of the Management Committee to confirm or revoke a resolution passed under sub-rule (1), the committee must–
- (a) give the member, or his or her representative, an opportunity to be heard; and
  - (b) give due consideration to any written statement submitted by the member; and
  - (c) determine by resolution whether to confirm or to revoke the resolution.

- (6) If at the meeting of the committee, the Management Committee confirms the resolution, the member may, not later than 48 hours after that meeting, give the Secretary a notice to the effect that he or she wishes to appeal to the organisation in general meeting against the resolution.
- (7) If the Secretary receives a notice under sub-rule (6), he or she must notify the Management Committee and the Management Committee must convene a General Meeting of the organisation to be held within 21 days after the date on which the Secretary received the notice.
- (8) At a General Meeting of the organisation convened under sub-rule (7)–
  - (a) no business other than the question of the appeal may be conducted; and
  - (b) the Management Committee may place before the meeting details of the grounds for the resolution and the reasons for the passing of the resolution; and
  - (c) the member, or his or her representative, must be given an opportunity to be heard; and
  - (d) the members present must vote by secret ballot on the question whether the resolution should be confirmed or revoked.
- (9) A resolution is confirmed if, at the General Meeting, not less than two-thirds of the members vote in person, or by proxy, in favour of the resolution. In any other case, the resolution is revoked.

## **8. DISPUTES AND MEDIATION**

- (1) The grievance procedure set out in this rule applies to disputes under these Rules between–
  - (a) a member and another member; or
  - (b) a member and the organisation.

- (2) The parties to the dispute must meet and discuss the matter in dispute, and, if possible, resolve the dispute within 14 days after the dispute comes to the attention of all of the parties.
- (3) If the parties are unable to resolve the dispute at the meeting, or if a party fails to attend that meeting, then the parties must, within 10 days, hold a meeting in the presence of a mediator.
- (4) The mediator must be—
  - (a) a person chosen by agreement between the parties; or
  - (b) in the absence of agreement—
    - (i) in the case of a dispute between a member and another member, a person appointed by the Management Committee of the organisation; or
    - (ii) in the case of a dispute between a member and the organisation, a person who is a mediator appointed or employed by the Dispute Settlement Centre of Victoria (Department of Justice).
- (5) A member of the organisation can be a mediator.
- (6) The mediator cannot be a member who is a party to the dispute.
- (7) The parties to the dispute must, in good faith, attempt to settle the dispute by mediation.
- (8) The mediator, in conducting the mediation, must—
  - (a) give the parties to the mediation process 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 to the dispute throughout the mediation process.
- (9) The mediator must not determine the dispute.

- (10) If the mediation process does not result in the dispute being resolved, the parties may seek to resolve the dispute in accordance with the Act or otherwise at law.

## **9. ANNUAL GENERAL MEETINGS**

- (1) The Management Committee may determine the date, time and place of the Annual General Meeting of the organisation.
- (2) The notice convening the Annual General Meeting must specify that the meeting is an Annual General Meeting.
- (3) The ordinary business of the Annual General Meeting shall be—
- (a) to confirm the minutes of the previous Annual General Meeting and of any General Meeting held since that meeting; and
  - (b) to receive from the Management Committee reports upon the financial reports of the organisation during the last preceding financial year; and
  - (c) to elect the ordinary members of the Management Committee; and
  - (d) to receive and consider the statement submitted by the organisation in accordance with section 30(3) of the Act.
- (4) The Annual General Meeting may conduct any special business of which notice has been given in accordance with these Rules.
- (5) The Annual General Meeting shall elect the Management Committee. The Management Committee shall consist of up to 9 members.
- (a) In electing the Management Committee the Annual General Meeting shall endeavour to adhere to the following principles:
    - (i) the committee members will have significant experience within the organisation;
    - (ii) the Management Committee shall have a balance of females and males;

- (iii) the Management Committee shall have a balance of lawyers and non-lawyers;
  - (iv) the Management Committee shall represent the different facets of the organisation;
  - (v) the Management Committee shall represent the interest of service users and user organisations;
  - (vi) the Management Committee is to include a qualified accountant.
- (6) The Executive Officer is an ex-officio (non-voting) member of the Management Committee.
- (7) The Annual General Meeting shall elect a publication committee. The publication committee shall consist of up to 9 members (maximum) and casual vacancies on that committee shall be filled by election at the first General Meeting after the vacancy occurring.

## **10. SPECIAL GENERAL MEETINGS**

- (1) In addition to the Annual General Meeting, any other General Meetings may be held in the same year.
- (2) All General Meetings other than the Annual General Meeting are Special General Meetings.
- (3) The Management Committee may, whenever it thinks fit, convene a Special General Meeting of the Association.
- (4) If, but for this sub-rule, more than 15 months would elapse between Annual General Meetings, the Management Committee must convene a Special General Meeting before the expiration of that period.
- (5) The Management Committee must, on the request in writing of members representing not less than 5 per cent of the total number of members, convene a Special General Meeting of the organisation.

- (6) The request for a Special General Meeting must–
  - (a) state the objects of the meeting; and
  - (b) be signed by the members requesting the meeting; and
  - (c) be sent to the address of the Secretary.
- (7) If the Management Committee does not cause a Special General Meeting to be held within one month after the date on which the request is sent to the address of the Secretary, the members making the request, or any of them, may convene a Special General Meeting to be held not later than 3 months after that date.

## **11. SPECIAL BUSINESS**

- (1) All business that is conducted at a Special General Meeting and all business that is conducted at the Annual General Meeting, except for business conducted under the rules as ordinary business of the Annual General Meeting, is deemed to be special business.

## **12. NOTICE OF GENERAL MEETINGS**

- (1) The Secretary of the organisation, at least 14 days – or, if a special resolution has been proposed, at least 21 days – before the date fixed for holding a General Meeting of the organisation, must cause to be sent to each member of the organisation a notice stating the place, date and time of the meeting and the nature of the business to be conducted at the meeting.
- (2) Notice may be sent–
  - (a) by prepaid post to the address appearing in the register of members; or
  - (b) if the member requests, by facsimile transmission or electronic transmission.

- (3) No business other than that set out in the notice convening the meeting may be conducted at the meeting.
- (4) A member intending to bring any business before a meeting may notify the Secretary of that business in writing, or by electronic transmission, and the Secretary must include that business in the notice calling the next General Meeting.

### **13. QUORUM AT GENERAL MEETINGS**

- (1) No item of business may be conducted at a General Meeting unless a quorum of members entitled under these Rules to vote is present at the time when the meeting is considering that item.
- (2) Twelve members personally present (being members entitled under these Rules to vote at a General Meeting) constitute a quorum for the conduct 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—
  - (a) in the case of a meeting convened upon the request of members – the meeting must be dissolved; and
  - (b) in any other case – the meeting shall stand adjourned to the same day in the next week at the same time and (unless another place is specified by the Chairperson at the time of the adjournment or by written notice to members given before the day to which the meeting is adjourned) at the same place.
- (4) If at the adjourned meeting the quorum is not present within half an hour after the time appointed for the commencement of the meeting, the members personally present (being not less than 5) shall be a quorum.

#### **14. PRESIDING AT GENERAL MEETINGS**

- (1) At each General Meeting members shall select a Chairperson and Deputy Chairperson, who shall not be members of the Management Committee, to act at the next General Meeting.
- (2) In the absence of the Chairperson the Deputy Chairperson shall have the powers of the Chairperson.

#### **15. ADJOURNMENT OF MEETINGS**

- (1) The person presiding may, with the consent of a majority of members present at the meeting, adjourn the meeting from time to time and place to place.
- (2) No business may be conducted at an adjourned meeting other than the unfinished business from the meeting that was adjourned.

#### **16. VOTING AT GENERAL MEETINGS**

- (1) Upon any question arising at a General Meeting of the organisation, a member has one vote only.
- (2) All votes must be given personally or by proxy.
- (3) In the case of an equality of voting on a question, the Chairperson of the meeting is entitled to exercise a second or casting vote.
- (4) A member is not entitled to vote at a General Meeting unless all moneys due and payable by the member to the organisation have been paid, other than the amount of the annual subscription payable in respect of the current financial year.
- (5) No member attending their first General Meeting, including an Annual General Meeting held under this Constitution, shall be entitled to vote.

## **17. POLL AT GENERAL MEETINGS**

- (1) If at a meeting a poll on any question is demanded by not less than 12 members, it must be taken at that meeting in such manner as the Chairperson may direct and the resolution of the poll shall be deemed to be a resolution of the meeting on that question.
  
- (2) A poll that is demanded on the election of a Chairperson or on a question of an adjournment must be taken immediately, and a poll that is demanded on any other question must be taken at such time before the close of the meeting as the Chairperson may direct.

## **18. MANNER OF DETERMINING WHETHER RESOLUTION IS CARRIED**

- (1) If a question arising at a General Meeting of the organisation is determined on a show of hands—
  - (a) a declaration by the Chairperson that a resolution has been—
    - (i) carried; or
    - (ii) carried unanimously; or
    - (iii) carried by a particular majority; or
    - (iv) lost; and
  - (b) an entry to that effect in the minute book of the organisation—

is evidence of the fact, without proof of the number or proportion of the votes recorded in favour of, or against, that resolution.

## **19. PROXIES**

- (1) Each member is entitled to appoint another member as a proxy by notice given to the Secretary no later than 24 hours before the time of the meeting in respect of which the proxy is appointed.
- (2) The notice appointing the proxy must be–
  - (a) for a meeting of the organisation convened under rule 7(7), in the form set out in Appendix 1; or
  - (b) in any other case, in the form set out in Appendix 2.

## **20. MANAGEMENT COMMITTEE**

- (1) The affairs of the organisation shall be managed by the Management Committee.
- (2) The Management Committee, subject to the provisions of sub-rule (3)–
  - (a) shall control and manage the business and affairs of the organisation ; and
  - (b) may, subject to these Rules, the Act and the Regulations, exercise all such powers and functions as may be exercised by the organisation other than those powers and functions that are required by these Rules to be exercised by General Meetings of the members of the organisation ; and
  - (c) subject to these Rules, the Act and the Regulations, has power to perform all such acts and things as appear to the Management Committee to be essential for the proper management of the business and affairs of the organisation.
- (3) Any decision of the Management Committee which has the consequence of a significant restructure of the organisation shall not take effect unless that proposed decision is passed by the members at a duly convened Annual General Meeting or Special General Meeting.

- (4) Without limiting the provision of sub-rule (3), a decision which has the consequence of a significant restructure of the organisation will include but is not limited to:
  - (a) a change of name;
  - (b) relocation of the organisation outside the catchment area;
  - (c) amalgamation/merger or closure of the main services of the organisation.

## **21. OFFICE HOLDERS**

- (1) The officers of the organisation shall be—
  - (a) a Convenor
  - (b) a Treasurer; and
  - (c) a Secretary.
- (2) The Management Committee will nominate and elect the officers of the organisation at the first Management Committee meeting after the Annual General Meeting.
- (3) Each officer of the organisation shall hold office until the Annual General Meeting next after the date of his or her election, but is eligible for re-election.
- (4) In the event of a casual vacancy in any office referred to in sub-rule (1), the Management Committee may appoint one of its members to the vacant office and the member appointed may continue in office up to and including the conclusion of the Annual General Meeting next following the date of the appointment.

## **22. ORDINARY MEMBERS OF THE MANAGEMENT COMMITTEE**

- (1) Subject to these Rules, each ordinary member of the Management Committee shall hold office until the Annual General Meeting next after the date of election, but is eligible for re-election.

- (2) In the event of a casual vacancy occurring in the office of an ordinary member of the Management Committee, the Management Committee may appoint a member of the organisation to fill the vacancy and the member appointed shall hold office, subject to these Rules, until the conclusion of the Annual General Meeting next following the date of the appointment.

### **23. ELECTION OF OFFICERS AND ORDINARY COMMITTEE MEMBERS**

- (1) Nominations of candidates for election as ordinary members of the Management Committee must be–
  - (a) made in writing, signed by two members of the organisation and accompanied by the written consent of the candidate (which may be endorsed on the nomination form); and
  - (b) delivered to the Secretary of the organisation not less than 7 days before the date fixed for the holding of the Annual General Meeting.
- (2) A candidate may only be nominated as an ordinary member of the Management Committee prior to the Annual General Meeting.
- (3) If insufficient nominations are received to fill all vacancies on the Management Committee, the candidates nominated shall be deemed to be elected and further nominations may be received at the Annual General Meeting.
- (4) If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated shall be deemed to be elected.
- (5) If the number of nominations exceeds the number of vacancies to be filled, a ballot must be held.
- (6) The ballot for the election of ordinary members of the Management Committee must be conducted at the Annual General Meeting in such manner as the Management Committee may direct.

## **24. VACANCIES**

- (1) The office of an officer of the organisation, or of an ordinary member of the Management Committee, becomes vacant if the officer or member—
  - (a) ceases to be a member of the organisation; or
  - (b) resigns from office by notice in writing given to the Secretary.

## **25. MEETINGS OF THE MANAGEMENT COMMITTEE**

- (1) The Management Committee must meet at least 10 times in a year at such place and such times as the Management Committee may determine.
- (2) Special meetings of the Management Committee may be convened by the Convenor or by any 5 members of the Management Committee.
- (3) The Management Committee meeting shall be open to any member of the organisation.
- (4) If a member of the Management Committee does not attend three consecutive meetings without apologies that person ceases to be a member of the Management Committee.

## **26. NOTICE OF MANAGEMENT COMMITTEE MEETINGS**

- (1) Written notice of each Management Committee meeting must be given to each member of the Management Committee at least 2 business days before the date of the meeting.
- (2) Written notice must be given to members of the Management Committee of any special meeting, specifying the general nature of the business to be conducted, and no other business may be conducted at such a meeting.

## **27. QUORUM FOR MANAGEMENT COMMITTEE MEETINGS**

- (1) Any 5 members of the Management Committee constitute a quorum for the conduct of the business of a meeting of the Management Committee.
- (2) No business may be conducted unless a quorum is present.
- (3) If within half an hour of the time appointed for the meeting a quorum is not present—
  - (a) in the case of a special meeting – -the meeting lapses;
  - (b) in any other case – the meeting shall stand adjourned to the same place and the same time and day in the following week.
- (4) The Management Committee may act notwithstanding any vacancy on the Management Committee.

## **28. PRESIDING AT MANAGEMENT COMMITTEE MEETINGS**

- (1) If the Convenor is unable to preside at a meeting of the Management Committee, the members present must choose one of their number to preside.

## **29. VOTING AT MANAGEMENT COMMITTEE MEETINGS**

- (1) Questions arising at a meeting of the Management Committee or at a meeting of any sub-committee appointed by the Management Committee shall be determined on a show of hands or, if a member requests, by a poll taken in such manner as the person presiding at that meeting may determine.
- (2) Each member present at a meeting of the Management Committee or at a meeting of any sub-committee appointed by the Management Committee (including the person presiding at the meeting), is entitled to one vote and, in the event of an equality of votes on any question, the person presiding may exercise a second or casting vote.

### **30. REMOVAL OF MANAGEMENT COMMITTEE MEMBER**

- (1) The organisation in general meeting may, by resolution, remove any member of the Management Committee before the expiration of the member's term of office and appoint another member in his or her place to hold office until the expiration of the term of the first-mentioned member.
- (2) A member who is the subject of a proposed resolution referred to in sub-rule (1) may make representations in writing (not exceeding a reasonable length) to the Secretary or Convenor of the organisation, and may request that the representations be provided to the members of the organisation.
- (3) The Secretary or the Convenor may give a copy of the representations to each member of the organisation or, if they are not so given, the member may require that they be read out at the meeting.

### **31. MINUTES OF MEETINGS**

- (1) The Secretary of the organisation must keep minutes of the resolutions and proceedings of each General Meeting, and each Management Committee meeting, together with a record of the names of persons present at such meetings.

### **32. FUNDS**

- (1) The Treasurer of the organisation or his or her delegate must—
  - (a) collect and receive all moneys due to the organisation and make all payments authorised by the organisation ; and
  - (b) keep correct accounts and books showing the financial affairs of the organisation with full details of all receipts and expenditure connected with the activities of the organisation.

- (2) All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments must be signed by two members nominated by the members of the Management Committee.
- (3) The funds of the organisation shall be derived from annual subscriptions, donations and such other sources as the Management Committee determines.

### **33. SEAL**

- (1) The common seal of the organisation must be kept in the custody of the Secretary.
- (2) The common seal must not be affixed to any instrument except by the authority of the Management Committee and the affixing of the common seal must be attested by the signatures either of two nominated members of the Management Committee or of one member of the Management Committee and the Secretary of the organisation..

### **34. NOTICE TO MEMBERS**

- (1) Except for the requirement in rule 12, any notice that is required to be given to a member, by or on behalf of the organisation, under these Rules may be given by—
  - (a) delivering the notice to the member personally; or
  - (b) sending it by prepaid post addressed to the member at that member's address shown in the register of members; or
  - (c) facsimile transmission, if the member has requested that the notice be given to him or her in this manner; or
  - (d) electronic transmission, if the member has requested that the notice be given to him or her in this manner.

### **35. WINDING UP AND NON-PROFIT**

- (1) If upon the winding up or dissolution of the organisation there remains, after the satisfaction of all its debts and liabilities, any property or money whatsoever, the remaining assets shall not be paid or distributed to the members but shall be given or distributed to some other fund, authority or institution determined in

general meeting or failing which by a Judge of the Supreme Court of Victoria having objects or purposes similar to the purposes of the organisation and which is a named fund, authority or institution known to have been approved under sub-division 30-B of the Income Tax Assessment Act 1997 or to any fund, authority or institution falling under one or more of the items listed in the tables in sub-division 30-B.

- (2) The income and property of the organisation must be applied solely towards the promotion of the objectives of the organisation as set out in these rules and no portion of it is to be paid or transferred directly or indirectly by way of profit to members. This does not prevent the payment in good faith:
  - (a) of remuneration to any officers or servants of the organisation in return for any services rendered to the organisation;
  - (b) for goods supplied in the ordinary and usual course of business;
  - (c) of interest at a reasonable and proper rate on money borrowed from any member; or
  - (d) of reasonable and proper rent for premises demised or let by any member to the organisation.

### **36. CUSTODY AND INSPECTION OF BOOKS AND RECORDS**

- (1) Except as otherwise provided in these Rules, the Secretary must keep in his or her custody or under his or her control all books, documents and securities of the organisation.
- (2) All accounts, books, securities and any other relevant documents of the organisation must be available for inspection free of charge by any member upon request.
- (3) A member may make a copy of any accounts, books, securities and any other relevant documents of the organisation.

**THE END**

**APPENDIX 1**

**FORM OF APPOINTMENT OF PROXY FOR MEETING OF  
FITZROY LEGAL SERVICE CONVENED UNDER RULE 7(7)**

I, .....  
(name)

of .....  
(address)

being a member of .....  
(name of Incorporated Association)

appoint .....  
(name of proxy holder)

of .....  
(address of proxy holder)

being a member of that Incorporated Association, as my proxy to vote for me on my behalf at  
the appeal to the general meeting of the organisation convened under rule 7(7), to be held on  
.....  
(date of meeting)

and at any adjournment of that meeting.

I authorise my proxy to vote on my behalf at their discretion in respect of the following  
resolution (insert details of resolution passed under rule 7(1)).

.....

Signed

Date

**APPENDIX 2**

**FORM OF APPOINTMENT OF PROXY**

I, .....  
(name)

of .....  
(address)

being a member of .....  
(name of Incorporated Association)

appoint .....  
(name of proxy holder)

of .....  
(address of proxy holder)

being a member of that Incorporated Association, as my proxy to vote for me on my behalf at the annual/special\* general meeting of the organisation to be held on

.....  
(date of meeting)

and at any adjournment of that meeting.

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

.....

Signed

Date

\* Delete if not applicable

**APPENDIX 3**

**SCHEDULE OF FEES**

| <i>Fee</i>              | <i>Amount</i>  |
|-------------------------|--|
| Annual subscription fee | <input type="checkbox"/> \$20.00 (F/T employed / Organisations)<br><input type="checkbox"/> \$10.00 (P/T employed)<br><input type="checkbox"/> \$2.00 (unemployed, student, pensioner) |

## NOTES

The organisation will always comply with the minimum Australian Accounting Standards as determined by the Department of Justice.

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### SCHEDULE 1

#### PREPARATION OF FINANCIAL STATEMENTS BY PRESCRIBED ASSOCIATIONS--AUSTRALIAN ACCOUNTING STANDARDS

| <b>Australian Accounting Standard Number</b> | <b>Name of Australian Accounting Standard</b> | <b>Issued</b>  |
|--|---|----------------|
| AASB 1018<br>(replaces AAS 1)                | Statement of Financial Performance            | June 2002      |
| AAS 4  | Depreciation                                  | August 1997    |
| AAS 5  | Materiality                                   | September 1995 |
| AAS 6  | Accounting Policies                           | March 1999     |
| AAS 8  | Events Occurring After Reporting Date         | October 1997   |
| AAS 15                                       | Revenue                                       | June 1998      |
| AAS 17                                       | Leases  | October 1998   |
| AAS 28                                       | Statement of Cash Flows                       | October 1997   |
| AAS 36                                       | Statement of Financial Position               | October 1999   |
| AASB 1041<br>(replaces AAS 38)               | Revaluation of Non-Current Assets             | July 2001      |