



VETERANS CENTRE MID-NORTH COAST

BYLAWS

25 September 2013

Contents	2
Part 1 - Preliminary	
1. Definitions	5
2. Force and precedence	5
3. Implementation of objects	5
Part 2 - Membership	
4. Classes of membership	6
5. Administration of membership application	6
6. Membership application fee	7
7. Annual subscription	7
8. Capitation	7
9. Cessation of membership	8
10. Resignation of membership	8
11. Register of members	8
12. Limits of use of member information	9
13. Members' liabilities	9
14. Resolution of disputes	9
15. Disciplining of members	10
16. Right of appeal of disciplined member	11
Part 3 – The Committee	
17. Powers of the committee	12
18. Composition and membership of committee	12
19. Election of committee members	12
20. Casual vacancy	13

21. Secretary	14
22. Treasurer	14
23. Committee meetings and quorum	15
24. Delegation by committee to sub-committee	16
25. Removal of member of committee	16
Part 4 – General Meetings	
26. Annual general meetings – holding of	17
27. Annual general meetings – calling of and business at	17
28. Special general meetings – calling of	18
29. Notice of meeting	18
30. Presiding member	19
31. Quorum for general meetings	19
32. Quorum for general meetings – not present	19
33. Adjournment	19
34. Quorum for adjourned meetings	20
35. General meetings – limit on transaction of business	20
36. Voting	20
37. Making of decisions - general	20
38. Making of decisions – show of hands	20
39. Making of decisions – written ballot	21
40. Making of decisions – electronic ballot	21
41. Special resolutions – passing of	22
42. Proxy votes not permitted	22

Part 5 - Miscellaneous

43. Head office	23
44. Public officer	23
45. Financial year	23
46. Not for profit	23
47. Service of notices	23
48. Inspection of books etc	23
49. Change of name, objects and constitution	24
50. Dissolution	24
Appendix 1 – Application for membership of association	25
Appendix 2 – Nomination for office	26
Appendix 3 – Electronic ballot paper	27

Part 1 - Preliminary

1. Definitions

- (1) The definitions applicable to these bylaws are found in the association's constitution.

2. Force and precedence

- (1) With the proviso in subclause 2.(2), these by-laws:
 - (a) must be read in conjunction with, and
 - (b) have the same force as the provisions in the constitution,
- (2) The provision at subclause 2.(1) notwithstanding if any conflict or inconsistency whatsoever should exist the constitution has precedence over these bylaws.

3. Implementation of objects

- (1) The object of the association, which applies inalienably to these bylaws, is found in the association's constitution.
- (2) The objects have been written at a high level of abstraction. The intent of the objectives is to identify as concisely as possible the association's core intentions.
- (3) How the objects are implemented has a legislative and regulatory context: the due diligence obligations the association must observe. The association's essentially unalterable good governance obligations are to be found in the constitution. Amendment of the constitution requires the approval of the Director General.
- (4) These bylaws complement the constitution. They detail the association's discretionary due diligence obligations. The association may amend its bylaws without reference to the legislative regulator. But to avoid capricious or wilful amendment the vote at a special general meeting of the majority of members prescribed in the constitution is required.
- (5) How the objects are to be implemented is found in the Five Year Rolling Strategic Plan. The Plan details the objectives, timeframe for achievement, intended outcomes, and the periodicity of review.
- (6) The strategic plan is, in turn, complemented by annual business plans and budgets, which together identify the specific actions to be taken, timeframe in which they are to be completed, the financial and other

resources allocated, the person(s) responsible for the action(s), and the key performance indicators.

Part 2 - Membership

4. *Classes of membership*

- (1) The classes of membership shall be as prescribed in the constitution.
- (2) The association may by the vote of the majority of members present at a special general meeting limit the number of members in the constituted classes of membership.
- (3) Subject to subclause 4.(2) the limiting number of members follows:
 - (a) Ordinary Members: All financial members of an affiliated ESO.
 - (b) Ordinary Members (Unaffiliated): Unlimited.
 - (c) Honorary Member: Three at any one time.

5. *Administration of membership application*

- (1) An application for membership must:
 - (a) be made on the form at Appendix 1; and
 - (b) be lodged with the secretary; and
 - (c) include the membership fee stipulated in the by-laws.
- (2) As soon as practicable after receiving an application for membership, the secretary must take the following actions:
 - (a) enter or cause to be entered the nominee's name in the register of association members; and
 - (b) on the name being entered the applicant becomes a member of the association; and
 - (c) notify the nominee in writing that the nomination has been registered, and
- (3) Should the secretary on receiving an application for membership be concerned about the applicant's bona fides the secretary is to forward the application to the committee for its consideration.

- (4) Should the committee after due consideration be unable to cause the applicant to be registered as a member of the association it is to direct the secretary to include the application on the notice for the next general meeting of the association.
- (5) Should the majority of members present at a general meeting be unable to recommend the applicant's name be registered the secretary is to notify in writing that the application has not been registered.
- (6) In the event that an application is not registered the secretary is to return the applicant's application fee in full to the applicant

6. *Membership application fee*

- (1) The membership application fee shall be as determined from time to time by the committee.
- (2) The current membership application fee is \$20.

7. *Annual subscription*

- (1) The annual subscription shall be as determined from time-to-time by:
 - (a) the committee,
 - (b) in consultation with the ordinary and ESO members.
- (2) A member of the association must pay to the association on 1 July in each calendar year the current annual subscription of \$20 except as provided by sub-clauses 9.(3)(a) and (b).
- (3) If the member becomes a member:
 - (a) on or after 30 September but before or on 30 December in any calendar year the subscription shall be \$15; and
 - (b) on or after 1 January but before or on 30 March in any calendar year the subscription shall be \$10.
- (4) A member who fails to make payment of the annual subscription before 1 September of the year in which payment is due shall be un-financial.

8. *Capitation*

- (1) The association may by resolution of a special general meeting and subject to an agreement with the affiliated ESO pay a capitation fee for each ordinary member to his/her affiliated ESO equal to the annual membership fee of the affiliated ESO.

9. Cessation of membership

- (1) In the event a member is deemed un-financial the membership shall be ceased.
- (2) Before the secretary takes action to cease a membership, on advice by the treasurer the secretary shall endeavour by all reasonable means to advise the member that the subscription fee is due.
- (3) If an un-financial member fails to pay the annual membership subscription when the secretary has taken the action at subclause 8.(2), the secretary shall advise the person of the cessation of membership by notice to the address in the register of members.

10. Resignation of membership

- (1) A member who wishes to resign from membership of the association is to give the secretary written notice of at least one month or such other period as the committee may determine of a member's intention to resign.
- (2) On the expiration of the period of notice the member ceases to be a member.
- (3) At the expiry of the period of notice the secretary must make an entry in the register of members recording the date on which the member ceased to be a member.

11. Register of members

- (1) The register of members of the association is to specify for each member of the association their:
 - (a) name, and
 - (b) postal or residential address, and
 - (c) date on which the person became a member, and
 - (d) the class of membership, and
 - (e) the information in the register that the secretary may release to another member without the approval of the member concerned, and
 - (f) date on which the member ceases to be a member.

- (2) The register of members must be kept in New South Wales:
 - (a) at the main premises of the association, or
 - (b) if the association has no premises at the association's official address.
- (3) Subject to subclause 10.(5) the register of members is open for inspection by any member of the association at any reasonable hour free of charge.
- (4) A member of the association may obtain a copy of any part of the register that may be released as prescribed in the constitution on payment of a fee of \$1 for each page copied.
- (5) If a member requests that any information contained on the register other than the member's name not be available for inspection that information must not be made available for inspection.

12. Limits of use of member information

- (1) Pursuant to the *Privacy and Personal Information Protection Act 1998 (NSW)* a member to whom information from the register about another member has been released must not use the information to contact or send material to the member other than for the purposes of sending:
 - (a) a newsletter, or
 - (b) a notice in respect of a meeting or other event relating to the association, or
 - (c) other material relating to the association, or
 - (d) a requirement in compliance with the Act or the Regulation.

13. Members' liabilities

- (1) The liability of a member of the association is prescribed in the constitution.

14. Resolution of disputes

- (1) A dispute between a member and is to be referred to a community justice centre for mediation subject to the *Community Justice Centres Act 1983*.

- (2) If a dispute is not resolved by mediation within 3 months of the referral to a community justice centre the dispute is to be referred to arbitration subject to the *Commercial Arbitration Act 1984*.

15. Disciplining of members

- (1) A member may make a complaint to the committee only on the grounds that another member:
 - (a) has refused or neglected to comply with a provision or provisions of the constitution or these bylaws, or
 - (b) has acted willfully in a manner prejudicial to the interests of the association, or
 - (c) as a practitioner has provided services or support in a manner contrary to the VITA protocols resulting in alleged financial loss.
- (2) Except for a complaint made pursuant to subclause 12.(1) (c) the committee may refuse to deal with a complaint if it considers the complaint to be trivial or vexatious in nature.
- (3) If the committee decides to deal with a complaint under subclauses 14.(1) (a) or (1) (b) the committee must:
 - (a) give notice of the complaint to the member concerned, and
 - (b) give the member at least 14 days from the time the notice is served within which to make submissions to the committee in connection with the complaint, and
 - (c) take into consideration any submissions made by the member in connection with the complaint.
- (4) If a complaint is made pursuant to subclause 14.(1) (c) the committee must:
 - (a) advise the VITA Committee of the matter immediately; and
 - (b) give notice of the complaint to the practitioner concerned, and
 - (c) seize and protect the practitioner's case file and case notes including all electronic case records;
 - (d) encourage the practitioner to prepare a written submission in connection with the complaint, and
 - (e) encourage the complainant to prepare a written complaint detailing how the advice and/or support provided by the practitioner led to an actual financial loss, and

- (f) forward the submissions and case files and notes and records to the VITA Committee.
- (5) To deal appropriately with a complaint the committee must observe the member's right to natural justice. The committee must as a minimum abide by the provisions in clauses 14.(3) or 14.(4) as relevant.
- (6) The committee may by resolution:
 - (a) expel a member against whom a complaint has been substantiated, or
 - (b) suspend a member against whom a complaint has been substantiated for the period of time determined by the committee.
- (7) If the committee resolves to expel or suspend a member the secretary must within 7 days after the action is taken give written notice to the member, identifying:
 - (a) the action taken,
 - (b) the reasons given by the committee for having taken that action, and
 - (c) the member's right of appeal under clause 13.
- (8) The expulsion or suspension does not take effect:
 - (a) until the expiration of the period within which the member is entitled to appeal against the resolution; or
 - (b) if within that period the member exercises the right of appeal, unless and until the association confirms the resolution under subclause 13.(5) whichever is the later.

16. *Right of appeal of disciplined member*

- (1) A member may appeal to a general meeting of the association against a committee resolution of expulsion or suspension under clause 12. The member must lodge the appeal with the secretary within 7 days after receipt of the notice of the resolution.
- (2) The notice may but need not be accompanied by a statement of the grounds on which the member intends to appeal.
- (3) On receipt of a notice from a member under subclause 13.(1), the secretary must notify the committee which is to convene a general meeting to be held within 28 days after the date on which the secretary received the notice.

- (4) At a general meeting convened under subclause 13.(3):
 - (a) no business other than the appeal is to be transacted, and
 - (b) the committee and the member must be given the opportunity to state their respective cases orally or in writing or both, and
 - (c) pursuant to subclause 13.(5) members are to vote by secret ballot whether the resolution should be confirmed or revoked.
- (5) The appeal is to be determined by a simple majority of votes cast by members present and entitled to vote.

Part 3 - The committee

17. Powers of the committee

- (1) The powers of the committee are prescribed in the constitution.

18. Composition and membership of committee

- (1) The composition of the committee is to be prescribed in the constitution.
- (2) On resolution by the majority of members of the committee a member may be invited by the presiding member to:
 - (a) observe the proceedings of the meeting, and
 - (b) address the committee on any matter before it.

19. Election of committee members

- (1) A candidate's nomination for election as an office-bearer or councillor must be made on the nomination form at Appendix 2 and must:
 - (a) be signed by 2 members, and
 - (b) bear the signature of the candidate as proof of consent to the nomination, and
 - (c) be received by the secretary at least 7 days before the date of the annual general meeting at which the election is to take place.
- (2) If the secretary receives insufficient nominations to fill all vacancies on the committee except as provided in subclause 16.(3):
 - (a) the candidates nominated are taken to be elected, and

- (b) additional nominations are to be received at the annual general meeting;
- (3) Pursuant to subclause 16.(2)(b) if sufficient additional nominations are not received at the annual general meeting any remaining vacancies are taken to be casual vacancies.
- (5) If the number of nominations received is equal to the number of vacancies to be filled the persons nominated are taken to be elected.
- (6) If the number of nominations received exceeds the number of vacancies to be filled a ballot is to be held.
- (7) The ballot for the election of office-bearers is to be conducted in such usual and proper manner as the committee may direct.

20. Casual vacancies

- (1) A casual vacancy in the committee occurs if an office bearer:
 - (a) ceases to be a member pursuant to the constitution, or
 - (b) is removed from office as prescribed in the constitution, or
 - (c) is absent without the consent of committee from 3 consecutive meetings of the committee, or
 - (d) becomes an insolvent under administration within the meaning of the *Corporations Act 2001 (Commonwealth)*, or
 - (e) becomes a mentally incapacitated person, or
 - (f) is convicted of an offence involving fraud or dishonesty for which the maximum penalty on conviction is imprisonment for not less than 3 months, or
 - (g) is prohibited from being a director of a company under Part 2D.6 of the *Corporations Act 2001 (Commonwealth)*.
- (2) Should a casual vacancy occur in committee, subject to the constitution and the bylaws:
 - (a) the committee may appoint ordinary or ESO member to fill the vacancy; and
 - (b) the member so appointed shall hold office until the conclusion of the annual general meeting following the date of appointment.

21. Secretary

- (1) The secretary is also appointed by the committee to be the association's public officer he/she must as soon as practicable after being elected as secretary formally advise the Director General of his/ her name and address.
- (2) The secretary has, in addition to the duties stipulated elsewhere in the bylaws, the duty to:
 - (a) keep minutes of:
 - (i) all appointments of office-bearers, and
 - (ii) the names of office-bearers present at a committee meeting or a general meeting, and
 - (iii) all proceedings at committee meetings and general meetings; and
 - (b) communicate to members by the appropriate means the result of electronic voting; and
 - (c) cause the proceedings of all sub-committee meetings to be entered into the minutes.
- (3) Minutes of proceedings at a meeting must be:
 - (a) circulated in draft to office bearers and the committee and sub-committee members within 7 days of the closure of the meeting; and
 - (b) when accepted as a true and accurate record of proceedings, signed by the chairperson of the meeting or by the chairperson of the next meeting.

22. Treasurer

- (1) The duty of the treasurer includes but is not limited to ensuring that:
 - (a) the highest level of probity is maintained in the association's financial affairs; and
 - (b) all money due to the association is collected and received; and
 - (c) all payments authorised by the association are made; and
 - (d) correct books and accounts are kept, recording full and accurate details of:
 - (i) the financial affairs of the association, and

- (ii) all receipts and expenditure related to the association's business activities.

23. Committee meetings and quorum

- (1) The committee may:
 - (a) meet when and where the committee decides, and
 - (b) convene additional meetings as determined by:
 - (i) the president, or
 - (ii) either vice-president, or
 - (iii) the secretary, or
 - (iv) the treasurer, and
 - (c) use any technology that reasonably enables office bearers' participation in the proceedings.
- (2) The secretary must give to each member of the committee a notice of meeting:
 - (a) at least 48 hours in advance, or
 - (b) another period unanimously agreed from time to time by the members concerned.
- (3) The notice of meeting:
 - (a) will preferably be written but may be oral; and
 - (b) must:
 - (i) nominate the time and location of the meeting, and
 - (ii) specify the business and order of business to be transacted, and
 - (iii) include the written submissions to be considered by the committee.
- (4) The business transacted at the meeting must be:
 - (a) the business in the notice of meeting, or
 - (b) agreed unanimously by the members present to be additional business that must be dealt with at that meeting.
- (5) A quorum of the committee is present and business may be transacted only if the quorum prescribed in the constitution is present.

- (6) If a quorum of the committee is not present as prescribed in the constitution:
 - (a) the meeting is to be adjourned to the same place and time on the same day in the following week; and
 - (b) if a quorum as prescribed in the constitution is not present at the adjourned meeting the meeting is to be dissolved.
- (7) The president, or the vice-president in the president's absence, is to preside at a committee meeting.

24. Delegation by committee to a sub-committee

- (1) The instrument of delegation must:
 - (a) be in writing, and
 - (b) name the sub-committee, and
 - (c) nominate the association member(s) and other persons with specialised knowledge and/or skills that comprise the sub-committee, and
 - (d) specify the terms of delegation, including:
 - (i) committee function(s) the sub-committee is to exercise, and
 - (ii) conditions or limitations on the exercise of the function(s) delegated, or
 - (iii) time or circumstances in which the delegation is to be exercised.
- (2) A sub-committee may:
 - (a) while the delegation remains unrevoked exercise the delegation from time to time in accordance with the terms of delegation, and
 - (b) meet and adjourn as it thinks proper.

25. Removal of members of committee

- (1) The members of the committee may only by resolution at a special general meeting:
 - (a) remove any office bearer from office before the expiration of the member's term of office, and
 - (b) appoint another member to hold office until the expiration of the term of office of the member so removed.

- (2) An office bearer to whom subclause 22.(1)(a) relates who wishes to appeal the resolution to remove from office shall:
 - (a) make representation to the secretary; and
 - (b) the representation is:
 - (i) to be in writing, and
 - (ii) not to exceed a reasonable length, and
 - (iii) to be lodged not less than 7 days before the special general meeting convened to consider the resolution; and
 - (c) if the committee member requests that the members of the association be notified of the representation, the secretary must send a copy of the representation to every member not less than 7 days before the special general meeting convened to consider the resolution.

Part 4 - General meetings

26. *Annual general meetings - holding of*

- (1) The association must hold its annual general meetings as prescribed in the constitution.

27. *Annual general meetings - calling of and business at*

- (1) Subject to the Act and the constitution, the annual general meeting shall be convened on the date and at the place and time the committee nominates.
- (2) The business of an annual general meeting is to include the following:
 - (a) confirm the minutes of the last preceding annual general meeting and of any special general meeting held since that meeting, and
 - (b) receive committee reports on the activities of the association during the last preceding financial year, and
 - (c) elect the association office-bearers, and
 - (d) authorise practitioner(s) as prescribed by the VITA protocols, and
 - (e) receive and consider any financial statement or report required to be submitted to members under the Act, and

- (f) any other business the presiding member shall accept from the members present.
- (3) The secretary shall:
 - (a) dispatch the convening notice of the annual general meeting not less than 28 days before the nominated date; and
 - (b) include notice of the business to be transacted including:
 - (i) the names of nominees for office, and
 - (ii) the names of members to be authorised as practitioners, and
 - (iii) the papers on all matters to be considered.

28. *Special general meetings - calling of*

- (1) Pursuant to the constitution the committee must convene a special general meeting on written requisition by at least 5 per cent of the number of members entitled to vote.
- (2) The written requisition:
 - (a) must state the purpose(s) of the meeting, and
 - (b) must be signed by all members making the requisition, and
 - (c) must be lodged with the secretary, and
 - (d) may comprise several documents in a similar form each signed by one or more of the members making the requisition.
- (3) A special general meeting convened by a member or members should be convened as nearly as practicable to the manner prescribed in subclauses 27.(1) and 27.(2) of these bylaws.

29. *Notice of meeting*

- (1) The secretary must:
 - (a) give to each member the notice prescribed in the constitution; and
 - (b) specify in the notice:
 - (i) the place, date and time of the meeting, and
 - (ii) the nature of the business proposed to be transacted at the meeting; and
 - (c) if the business requires a special resolution, specify additionally the intention to propose the resolution as a special resolution.

- (2) If a meeting is to be convened electronically, the secretary shall give such notice and period of time for consideration of the papers and deadline for receipt of ballot papers as the committee shall decide.

30. Presiding member

- (1) The presiding member shall be as prescribed in the constitution.

31. Quorum for general meetings

- (1) The quorum for general meetings shall be prescribed in the constitution.

32. Quorum for general meetings - not present

- (1) If the quorum prescribed in the constitution is not present the following shall occur:
 - (a) For a special general meeting convened on the requisition of members: Meeting shall be dissolved.
 - (b) For all other meetings: Meeting shall be adjourned as prescribed in these bylaws.

33. Adjournment

- (1) Subject to the constitution the presiding officer must, on adjourning a meeting for less than 14 days:
 - (a) specify the date, time and place of the resumption; and
 - (b) ensure no business is transacted at the resumed meeting other than the business left unfinished at the adjourned meeting.
- (2) If the presiding officer adjourns a general meeting for more than 14 days the secretary must give written notice to each member stating:
 - (a) the place, date and time of the resumption, and
 - (b) the business to be transacted at the resumed meeting.

34. Quorum for adjourned general meetings

- (1) If the quorum is not present as prescribed in the constitution at an adjourned general meeting, five or more members present and entitled to vote shall constitute a quorum.

35. General meetings – limit on transaction of business

- (1) No business other than that in the notice is to be transacted at a general meeting.

36. Voting

- (1) Voting by a member shall be as prescribed in the constitution.

37. Making of decisions - general

- (1) A matter arising at a general meeting shall be determined by either:
 - (a) a show of hands, or
 - (b) a written ballot:
 - (i) on the motion of the chairperson, or
 - (ii) if 5 or more members present decide the matter should be determined by a written ballot; or
 - (c) electronic ballot as prescribed in these bylaws.

38. Making of decisions – show of hands

- (1) If the matter is determined by a show of hands the presiding member may declare that the resolution has been either:
 - (a) carried, or
 - (b) carried unanimously, or
 - (c) carried by a particular majority, or
 - (d) lost.
- (3) If the matter is declared by a show of hands, an entry in the minute book recording the presiding member's declaration is evidence of the fact without proof of the number or proportion of the votes recorded in favour of or against that resolution.

39. Making of decisions – written ballot

- (1) If the matter is to be determined by a written ballot:
 - (a) the members shall appoint a returning officer and two scrutineers, and

- (b) the scrutineers shall open and examine the ballots and report the result of the voting to the returning officer, and
- (c) the returning officer shall prepare and sign a statement of the vote which shall be tabled at the meeting and incorporated into the minutes, and
- (d) the returning officer after the vote has been announced shall propose a motion that the ballots be destroyed.

40. Making of decisions - electronic ballot

- (1) If the matter is to be determined by an electronic ballot the committee shall appoint a returning officer and a scrutineer:
 - (a) the scrutineer shall be responsible for opening and validating the ballots, and
 - (b) the returning officer shall be responsible for:
 - (i) counting the ballots and preparing a signed statement of the vote; and
 - (ii) advising the secretary in writing of the result of the vote, and
 - (d) destroying the ballots after the vote has been declared.
- (2) An electronic ballot is to be conducted as follows:
 - (a) the returning officer is to:
 - (i) prepare for the ballot in accordance with clauses 1, 2 and 3 of Schedule 3 to the Regulation,
 - (ii) enter in full the proposal on the ballot paper at Appendix 3 pursuant to subclause 3 (3) (b) of Schedule 3 to the Regulation,
 - (iii) save the ballot paper as a portable document format (pdf) file, and
 - (iv) attach the pdf file to an email and send to all members entitled to a vote;

- (b) each member is to:
 - (i) print the ballot paper;
 - (ii) complete the ballot paper in their own hand writing,
 - (iii) scan the completed ballot paper and save as a protected pdf file,
 - (iv) attach the protected pdf file to an email addressed to the scrutineer; and
- (c) the scrutineer is to:
 - (i) print the ballot paper, sign and annotate the date and time of receipt, and
 - (ii) confirm the eligibility to vote of each member who lodges a ballot paper, and
 - (iii) collate and safe-keep the printed ballot papers, and
 - (iv) when all ballot papers have been received forward them by the most appropriate means to the returning officer; and
- (d) the returning officer is to:
 - (i) complete the ballot in accordance with clauses 6 to 10 of Schedule 3 to the Regulation, and
 - (iii) dispatch to the secretary by the most expeditious means the written and signed statement of the vote, and
 - (ii) destroy the ballots after the vote has been declared to members by the secretary.

41. *Special resolutions – passing of*

- (1) The passing of a special resolution shall be as prescribed in section 39 of the Act.

42. *Proxy votes not permitted*

- (1) The constitution proscribes proxy voting for all general meetings.

Part 5 - Miscellaneous

43. Head office

- (1) The association's head office shall be located as required by the Act and the constitution at the place the committee may from time to time decide.

44. Public Officer

- (1) The public officer shall be:
 - (a) appointed by the committee, and
 - (b) the point of official contact for the association, and
 - (c) one of the authorised signatories.

45. Financial year

- (1) The association's financial year shall be prescribed in the constitution.

46. Not-for-profit

- (1) The association shall do nothing that may jeopardise its status as a not-for-profit association.

47. Service of notices

- (1) The association may serve on or give to a person or member a notice:
 - (a) by delivering it to the person or member personally; or
 - (b) by sending it by pre-paid post to:
 - (i) the address of the person, or
 - (ii) address of the member recorded in the register of members;or
 - (c) by sending it by an appropriate form of electronic transmission to the electronic address of the person or member.

48. Inspection of books etc

- (1) A member shall be entitled inspect any of the documents identified in the constitution:

- (a) free of charge, and
 - (b) only at an hour the public officer deems reasonable.
- (2) A member may obtain a copy of any of the documents referred to in the constitution on payment of a fee of \$1 for each page copied.

49. *Change of name, objectives and constitution*

- (1) The public officer shall be responsible for lodging any application for registration of a change of the association's name or objectives or constitution.

50. *Dissolution*

- (1) Should the association be dissolved the association shall do nothing before or during or intend to do after the dissolution anything that may jeopardise the association's not-for-profit status.

**Application for membership of
VETERANS CENTRE MID-NORTH COAST ASSOCIATION**

(Clause 4 (1))

Incorporated (incorporated under the *Associations Incorporation Act 2009*)

I,
[full name of applicant]

of
[address]

.....
[ADF Service in which you served, or relationship to ex-ADF member]

hereby apply to become a member of the Veterans Centre Mid-North Coast incorporated association. On my registration as a member, I agree to be bound by the constitution of the association for the time being in force.

.....
Signature of applicant Date

OFFICE USE ONLY

.....
Applicant's Membership Number

.....
Signature of secretary on entry into Register Date

**Nomination for office in
VETERANS CENTRE MID-NORTH COAST ASSOCIATION**

(Clause 16 (1) (a))
(Incorporated under the *Associations Incorporation Act 2009*)

I,
[full name of member making the nomination]

hereby nominate the member of Veterans Centre Mid-North Coast incorporated association identified below to the office of:

.....
[title of office]

.....
Signature of member making the nomination Date

I,
[full name of member seconding the nomination]

a member of the association second the nomination of the member of the association identified below to the office identified above.

.....
Signature of member seconding the nomination Date

I,
[full name of the member accepting the nomination]

accept nomination to the office of the association identified above. In the event of my election to the office identified above, I agree to act always in the best interests of the association, not to abuse my powers as a committee member, to declare all conflicts of interest, and exercise due care, skill and diligence to progress the association’s objects.

.....
Signature of member accepting nomination Date

Electronic ballot paper

Associations Incorporation Regulation 2010 (Schedule 3, clause 3 (3))

Note: Before completing this ballot paper read the "How to vote" section below.

VETERANS CENTRE MID-NORTH COAST ASSOCIATION

(Incorporated under the *Associations Incorporation Act 2009*)

Ballot of members to determine the following proposal:

.....
.....
.....

I,
[full name of member voting in the ballot]

vote as follows on the above proposal (Please write YES or No in the box).

.....
Signature of member voting in the ballot Date

How to vote. Read these instructions and the ballot paper carefully.

1. If:
 - (a) you are in favour of the proposal, write the word "YES" in the box above, or
 - (b) you are not in favour of the proposal, write the word "NO" in the box above.
2. Ensure the ballot paper is completed in full and marked as indicated in para 1 above.
3. Scan the completed ballot paper, save and attach it to an email, and send to the returning officer in accordance with the constitution of the association subclause 33.(1) (b).
4. Ensure the ballot paper is received by the returning officer no later than the date and time advised in the notice relevant to the ballot.