

Veterans Centre Mid North Coast Inc

trading as

VETERANS WELLBEING NETWORK MID NORTH COAST

CONSTITUTION



Contents				
Prea	Preamble			
Part 1 - Preliminary				
1.	Definitions	6		
2.	Objects	8		
Part 2 - Membership				
3.	Membership generally	9		
4.	Classes of membership	10		
5.	Application for membership	11		
6.	Membership entitlements not transferable	11		
7.	Resignation of membership	11		
8.	Cessation of membership	12		
9.	Register of members	12		
10.	Fees and subscriptions	12		
11.	Members' liabilities	12		
12.	Resolution of disputes	13		
13.	Disciplining of members	13		
14.	Right of appeal of disciplined member	13		
Part 3 – The Committee				
15.	Powers of the committee	13		
16.	Composition and membership of committee	14		
17.	Election of committee members	14		
18.	Casual vacancies	15		
19.	Secretary	15		

20. Treasurer	15		
21. Committee meetings and quorum	15		
22. Delegation by committee to sub-committee	15		
23. Voting and decisions	16		
24. Vacation of office	16		
25. Removal of committee members	17		
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	17		
29. Properly constituted meeting	18		
30. Notice	18		
31. Quorum for general meetings	18		
32. Presiding member	19		
33. Making of decisions	19		
34. Voting	19		
35. Special resolutions	19		
36. Proxy votes not permitted	20		
37. Electronic ballots	20		
38. Adjournment	20		
Part 5 - Miscellaneous			
39. Bylaws	20		
40. Change of name, objects and constitution	21		

41. Public officer	21
42. Vacant	21
43. Financial year	21
44. Funds – source	21
45. Not for Profit	22
46. Funds – management	22
47. Custody of books	22
48. Inspection of books etc	23
49. Insurance	23
50. Service of notices	23
51. Audit	24
52. Compliance with relevant legislation	24
53. Dissolution	25

PREAMBLE

Over a century of conflict has engendered an ethos in the Australian community: the priceless value of support provided by caring volunteers to the personnel and their families who have served their Country in both peace and war, and the widow(er)s, and dependents who have been left bereaved when those who have served have paid the supreme sacrifice through their service. The Veterans Wellbeing Network Mid North Coast is dedicated to continuing that tradition.

The Veterans Wellbeing Network Mid North Coast is a collaborative initiative by ESOs located in Local Government Areas across the Mid North Coast Region of New South Wales. The Network has been formed as a result of these regional ESOs' wish to maximise the likelihood that veterans, ex-ADF personnel and their dependents will receive the full entitlements and support that veterans' and other legislation provide for them.

The members of the Network are deeply concerned and motivated volunteers, many of whom have served, others who have supported those who served, and others again who simply care enough to want to help. Mark Donaldson VC has honoured us by dedicating the Network in his name. We, in turn, dedicate ourselves to helping those countless individuals whose unrecognized daily heroisms in all their forms allow us to remain free.

We know from experience how much is given, not only by those who serve their Country, but also by their families. They who have given so much of themselves can be assured that we are here to support them as they transition, adjust to life with an injury or chronic illness or without a loved one, rehabilitate, or simply get on with life.

The experience of our founders and those who have preceded us in other Ex-Service Organisations, is that support offered freely and without any motivation other than caring can fundamentally change the lives of those helped. It is our privilege and honour to be able to give to those who need support, in just the same way that we and our kin were supported by volunteers who preceded us.

Veterans Wellbeing Network Mid North Coast is dedicated to serving those who have served and their families.

Part 1 - Preliminary

1. Definitions

(1) In this constitution and related bylaws:

affiliated ESO means an ex-service organisation that enters into a memorandum of understanding by which it formally entrusts its advocates to coordinated service delivery by VWNMNC and receives an advocacy-workload-determined proportion of the funding received from the Department of Veterans' Affairs, other Federal, State or Local Government agencies, sponsors and donors.

accreditation means holding a Statement of Attainment on completion of a designated module in the ASQA-accredited Course in Military Advocacy.

authorisation means the action taken in writing by the members of the association at a general meeting to permit a member to deliver advocacy services to the clients in the advocacy category and at the level annotated on the Statement of Attainment.

client means:

- (a) a person who is a veteran, ex-defence force personnel, defence or war widow or widower, or the dependent of the preceding persons, and
- (b) that person is eligible to claim benefits pursuant to the *Veterans Entitlements*Act 1986, Safety Rehabilitation and Compensation (Defence-related Claims) Act
 1988 and/or Military Compensation Act 2004 and their preceding and/or
 successor Acts, and
- (c) that person seeks services and/or support delivered by the association's practitioners.

committee means the office-bearers of the association acting together.

continuing professional development means the program undertaken annually by a practitioner to broaden and deepen the professional knowledge, skills and ethos required to delivery high-quality advocacy services to clients.

current means the practitioner is meeting fully the continuing professional development obligations stipulated by the responsible organisation.

Director-General means the Director-General of the Department of Services, Technology and Administration.

ESO means an ex-service organisation or a branch or sub-branch of an exservice organisation or any other group of veterans, ex-defence force personnel, defence and/or war widow(er)s and their dependents located or resident in the Mid-North Coast region of New South Wales or elsewhere.

member means a person who has been approved for membership of the association pursuant to clause 4.

mid-north coast region of New South Wales means the geographic area encompassed by the relevant boundaries of the Local Government Areas determined by the Office of Local Government.

office bearer means a member of the association who has been elected at a general meeting of the association to hold office under this constitution.

practitioner means a member who:

- (a) has been accredited in one or more Units of Competency in the ASQA-accredited Course in Military Advocacy, and
- (b) is current in accordance with the continuing professional development requirements stipulated by the relevant organisation, and
- (c) has been authorised by a general meeting of the association to provide services and/or support, and
- (d) is providing services and/or support in a manner consistent with the VITA accreditation protocol and the profession's code of ethics.

present means any member who attends in person, or participates in by appropriate technology, any meeting of the association.

secretary means:

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

services means the delivery by a practitioner or wellbeing support officer of:

- (a) advice about wellbeing support, connection with wellbeing support service providers, monitoring the timeliness and quality of support received, and advocating on behalf of the client; and/or
- (b) the facilitation of claims and applications, and/or requests for review or reconsideration, and/or preparation of submissions to and representation of the client to the Veterans Review Board and the Administrative Appeals Tribunal, and/or advocacy on behalf of a client.

Statement of Attainment means the certificate awarded by the organisation duly registered by the Australian Skills Quality Authority to accredit trainees that have been assessed competent on completion of a Unit of Competency in the Course in Military Advocacy.

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

support means the receipt by a client of the services of a practitioner or external wellbeing service provider.

wellbeing means the quality of life the client enjoys having received the services relevant to the domains identified by the Australian Institute of Health and Welfare in the Veteran-Centred Wellbeing Model.

wellbeing support officer means a person that is not accredited but trained to the satisfaction of and authorised by the Association to support the client.

the Act means the Associations Incorporation Act 2009.

the Regulation means the Associations Incorporation Regulation 2010.

- (2) In this constitution and the related bylaws:
 - (a) a reference to a function includes a reference to a power, authority and duty, and
 - (b) a reference to the exercise of a function includes, if the function is a duty, a reference to the performance of the duty.
- (3) The provisions of the *Interpretation Act 1987* apply to and in respect of this constitution and the related bylaws in the same manner as those provisions would so apply if this constitution were an instrument made under the Act.

2. Objects

- (1) The object of the association is to provide timely, high quality wellbeing support and advocacy services to clients by:
 - (a) maintaining a pool of practitioners and wellbeing support officers that collaborate to deliver support and services,
 - (b) ensuring the association's practitioners are covered by professional indemnification insurance by:
 - (i) taking membership in VITA,
 - (ii) paying the annual insurance premium pursuant to the policy and schedule of cover of the VITA insurer,
 - (iii) providing an annual program of continuing professional development targeting the individual practitioner 's needs and the broader needs of the military advocacy profession, and
 - (iv) authorising practitioners pursuant to the VITA Protocols;

- (c) coordinating the availability of practitioners to meet the needs of clients to the maximum reasonable extent, where and as required;
- (d) providing:
 - (i) safe and secure locations for practitioners' to conduct confidential interviews and maintain records;
 - (ii) a secure client management system accessible by all practitioners,
 - (iii) a secure information-communications system linking all practitioners;
 - (iv) facilities and expertise for training, mentoring, and on-thejob training of inexperienced practitioners;
 - a schedule of regular professional activities for practitioners as a community of practice;
 - (vi) recreation and relaxation and internet and social media facilities for members and clients;
 - (vii) other services and support for members and clients as shall be resolved by the members from time to time;
 - (viii) services and support with and for ex-service organisation as shall be resolved by the members from time to time; and
- (e) securing the financial and other means required to provide the services and the support.

Part 2 - Membership

3. Membership generally

- (1) A person is eligible to be a member of the association the person if:
 - (a) a natural person; and
 - (b) a member of an Ex-Service Organisation; or

- (c) is the dependent of a member of an Ex-Service Organisation; and
- (d) has an active interest in advancing the care and support of clients and potential clients; and
- (e) is not less than 18 years of age; and
- (f) has been registered as a member of the association in accordance with clause 5.
- (2) A person is taken to be a member of the association if the person was one of the individuals on whose behalf an application for registration under section 6 (1) (a) of the Act was made.

4. Classes of Membership

- (1) Membership may take one of the following classes:
 - (a) Ordinary Member:
 - (i) An ordinary member is either an accredited military wellbeing or compensation advocate or trained wellbeing support officer that is:
 - (aa) bound by the Association's Code of Professional Practice, and
 - (bb) authorised to deliver advocacy services within the limits of authorisation under this constitution, and
 - (cc) is undertaking a formal program of continuing professional development, or
 - (dd) is undertaking a relevant advocacy training and development program including mentoring and on-thejob training that will lead to accreditation pursuant to sub-clause (1)(a)(i)(aa); or
 - (ii) An ordinary member (affiliated) is a person who is a member of an ESO and is not a practitioner and whose membership would:
 - (aa) support their rehabilitation, and/or
 - (bb) be demonstrably advantageous to the association; and
 - (iii) pays the annual membership fee, and
 - (iv) shall be entitled to all the rights, obligations, privileges and benefits of membership including specifically the right to:

- (aa) nominate or accept nomination for office; and
- (bb) where the member is a member of the executive of an affiliated ESO he/she shall have the right to have placed on the agenda for and have transacted as business at any meeting of the association any matter that is of concern to his/her parent ESO; and
- (cc) vote on the business transacted during the association's ordinary, annual and special general meetings.
- (b) Honorary member. An honorary member shall:
 - (i) be a person identified by members whose membership would bring critical skills to and/or reinforce the credibility and/or enhance the public profile of the association, and
 - (ii) be a person for whom membership would be meaningful and helpful to the association, and
 - (iii) be voted to hold honorary membership by not less than the majority of members entitled to vote and present at a special general meeting as prescribed in the Act, and
 - (iv) hold honorary membership for a period of three years and may be considered for re-conferral of honorary membership at the end of a three-year period, and
 - (v) not pay an annual membership fee, and
 - (vi) be entitled to participate in all association activities on a costrecovery basis, but
 - (vii) not be entitled to vote.

5. Application for membership

- (1) An application by a person for membership must be made in accordance with the bylaws.
- (2) As soon as practicable after receiving an application for membership, the secretary must take the actions prescribed in the bylaws.

6. Membership entitlements not transferable

(1) A right, privilege, obligation and entitlement prescribed in this constitution:

- (a) shall not be transferrable or transmissible to another person, and
- (b) shall terminate on the cessation of membership.

7. Resignation of membership

- (1) A member may resign membership as prescribed in the bylaws.
- (2) Whenever a member ceases membership the secretary must annotate the register of members in accordance with the bylaws.

8. Cessation of membership

- (1) A person ceases to be a member of the association if the person:
 - (a) dies, or
 - (b) resigns membership, or
 - (c) is expelled from the association, or
 - (d) fails to pay the annual membership fee under clause 9 (2) within 3 months after the fee is due.

9. Register of members

- (1) The association must establish and maintain a register of members of the association recording the information prescribed in the bylaws.
- (2) Information about a member other than the member's name shall not be made available to another member or other person or agency unless:
 - (a) the member concerned authorises its release; and
 - (b) the information the member concerned has authorised to be released is recorded in the register of members, and
 - (c) only the information authorised by the member concerned is released, or
 - (d) in the circumstances prescribed by law.
- (3) A member to whom information about another member is released from the register must not use the information in any other way than as permitted in *Privacy and Personal Information Protection Act 1998* (NSW).

10. Fees and Subscriptions

(1) A person must on application for membership and annually pay to the association the subscription fees prescribed in the bylaws.

11. Members' liabilities

(1) The liability of a member of the association to contribute towards the payment of the debts and liabilities of the association or the costs charges and expenses of winding up the association is limited to the amount if any unpaid by the member in respect of membership of the association as required by clause 10.

12. Resolution of disputes

- (1) Any dispute between members and the association is to be resolved:
 - (a) in the first instances by mediation in a community justice centre as prescribed in the bylaws, and
 - (b) if unresolved by mediation as shall be prescribed in the bylaws.

13. Disciplining of members

- (1) Except as provided specifically in sub-clause 13 (4) any member or client may make a complaint to the committee against a member of the association as prescribed in the bylaws.
- (2) The committee is to deal with all complaints as prescribed in the bylaws.
- (3) Following investigation of a complaint the committee is empowered to take action as prescribed in the bylaws.
- (4) Where a client complains that he/she has suffered an actual loss arising from an association practitioner's alleged mishandling of a claim or appeal for compensation or rehabilitation or wellbeing support, the complainant is to be referred immediately and directly to the VITA Secretariat.

14. Right of appeal of disciplined member

- (1) Except for sub-clause 13(4), a member may appeal against a resolution of the committee under clause 13 as prescribed in the bylaws.
- (2) The committee shall deal with the appeal as prescribed in the bylaws.
- (3) Should a general meeting convened to resolve an appeal by a disciplined member be unable to resolve the appeal, the matter shall:
 - (a) constitute a dispute, and
 - (b) be referred as prescribed in this constitution and the bylaws.

Part 3 - The committee

15. Powers of the committee

- (1) Subject to the Act, the Regulation and this constitution and the bylaws and to any resolution passed by the association in general meeting, the committee:
 - (a) is to control and manage the affairs of the association, and
 - (b) may exercise all such functions as may be exercised by the association, other than those functions that are required by this constitution to be exercised by a general meeting of members of the association, and
 - (c) has power to perform all such acts and do all such things as appear to the committee to be necessary or desirable for the proper management of the affairs of the association.

16. Composition and membership of committees

- (1) The committee is to comprise the office-bearers of the association.
- (2) The minimum number of committee members is to be 3.
- (3) The maximum number of committee members is to be 9.
- (4) The office-bearers of the association are as follows:
 - (a) the president,
 - (b) up to three vice-presidents,
 - (c) the treasurer,
 - (d) the secretary,
 - (e) up to three practitioners.

- (5) The committee shall be constituted by members nominated from not less than three of the affiliated ESOs.
- (6) A committee member may hold up to 2 offices other than both the president and vice-president offices.
- (7) Any two of the offices at sub-clause 16(4) may be held by more than one person, with the proviso that the second person elected to an office:
 - (a) shall be the deputy to the primary office holder, and
 - (b) as required, shall be mentored by the primary office holder.
- (8) Every member of the committee is subject to this constitution to hold office until the conclusion of the annual general meeting following the date of the member's election but is eligible for re-election.

17. Election of committee members

- (1) Only a member of the association may be nominated as a candidate for election as an office-bearer.
- (2) Nominations of candidates for election as an office-bearer must be made in accordance with the bylaws.
- (c) The election of office-bearers shall be as prescribed in the bylaws.

18. Casual vacancies

(1) Should a casual vacancy occur in the offices of the committee the committee shall subject to this constitution act in the way prescribed in the bylaws.

19. Secretary

(1) The duties of the secretary shall be prescribed in the bylaws.

20. Treasurer

- (1) The treasurer is to:
 - (a) maintain the association's books and accounts to the high level of completeness and accuracy and probity prescribed by the authority relevant to the nature and source of the assets and funds, and

- (b) report on the association's books and accounts to the high level of completeness and accuracy and probity prescribed by the authority relevant to the nature and source of the assets and funds, and
- (c) act as prescribed in the bylaws.

21. Committee meetings and quorum

- (1) The committee must meet in the manner prescribed in the bylaws not less than 4 times in each twelve month period.
- (2) A quorum shall exist at a committee meeting if three or more officebearers are present within 30 minutes of the appointed time of the meeting.

22. Delegation by committee to a sub-committee

- (1) The committee may by instrument in writing delegate to a subcommittee the power to exercise the functions specified in the instrument other than:
 - (a) this power of delegation, and
 - (b) a function which is a duty imposed on the committee by the Act or by any other law.
- (2) Any act or thing done or suffered or purported to have been done or suffered by a sub-committee in exercising a delegation has the same force and effect as if it had been done or suffered by the committee.
- (3) The committee may despite delegation to a sub-committee continue to exercise any function with the proviso that the sub-committee is to be advised that the committee intends to exercise the function.
- (4) The committee may by instrument revoke wholly or in part any delegation under this clause.
- (5) The instrument of delegation and revocation shall be as prescribed in the bylaws.

23. Voting and decisions

(1) Matters arising at a meeting of the committee or of any sub-committee appointed by the committee shall be determined by a majority of the votes of members of the committee or sub-committee present.

- (2) Each member present including the person presiding at the meeting is entitled to one vote with the proviso that in the event of a tied vote the person presiding may exercise a second or casting vote.
- (3) Subject to this constitution and the bylaws the committee or a subcommittee may act despite any vacancy.
- (4) Any act or thing done or suffered or purporting to have been done or suffered by the committee or by duly appointed a sub-committee is valid and effectual despite any defect that may afterwards be discovered in the appointment or qualification of any member of the committee or sub-committee.

24. Conflict of Interest - Vacation of office

(1) Without limiting the operation of clauses 23 and 25 of this constitution or the bylaws, the office of a committee member shall become vacant for the period that a conflict of interest exists.

25. Removal of committee members

- (1) The association may remove a committee member only by resolution in special general meeting.
- (2) Removal of a committee member shall be done as prescribed in the bylaws.
- (3) A committee member to whom subclause 25(1) applies may as prescribed in the bylaws appeal the resolution to remove from office.

Part 4 - General meetings

26. Annual general meetings - holding of

- (1) The association must hold its annual general meetings:
 - (a) within 6 months after the close of the association's financial year, or
 - (b) at a later time as:
 - (i) the Director-General my allow, or
 - (ii) is prescribed by the Regulation.

27. Annual general meetings - calling of and business at

- (1) The association's annual general meeting is subject to the Act and clause24 of this constitution and the bylaws.
- (2) The convening notice and business to be transacted shall be as prescribed in the bylaws.

28. Special general meetings - calling of

- (1) The committee:
 - (a) may convene a special general meeting whenever it thinks fit; and
 - (b) must convene a special general meeting to resolve each of the matters so prescribed in the bylaws; and
 - (c) must convene a special general meeting:
 - (i) on the written requisition by the proportion of the membership prescribed in the bylaws, and
 - (ii) within one month of the lodgement of the members' requisition.
- (2) If the committee fails to convene a special general meeting as prescribed in subclause 28(1)(b) and (c)(i) and (ii), any one or more of the requisitioning members may give notice to all members to convene a special general meeting to be held not later than 3 months after the notice.

29. Properly constituted meeting

- (1) A meeting is properly constituted if as prescribed in this constitution and the bylaws:
 - (a) the secretary has given the requisite notice, and
 - (b) a quorum is present at the meeting.

30. Notice

(1) Except for the specific circumstances prescribed in the bylaws the secretary must give at least the following notice before the date fixed for the holding of a general meeting:

(a) for normal business: 14 days.

(b) for a special resolution: 21 days.

(c) for an annual general meeting: 28 days.

- (2) A member wishing to bring any business before a general meeting shall give the notice in an acceptable form to the secretary who must include that business in the notice of the next general meeting.
- (3) The notice is to specify the information and business to be transacted as prescribed in the bylaws.

31. Quorum for general meetings

- (1) Meetings shall be convened as prescribed in the bylaws.
- (2) The following number of members entitled to vote and present within 30 minutes of the appointed time for the commencement of the meeting shall constitute a quorum for the transaction of business:

(a) annual general meeting: 25% of ordinary members.

(b) special general meeting: 25% of ordinary members.

(3) No meeting is to transact any item of business unless a quorum is present throughout the period the meeting considers the item.

32. Presiding member

- (1) The president or in the president's absence the vice-president is to preside as chairperson at each general meeting of the association.
- (2) If the president and the vice-president are absent or unwilling to act the members present must elect one of their number to preside as chairperson at the meeting.

33. Making of decisions

(1) A matter arising at a general meeting shall be determined as prescribed in the bylaws.

34. Voting

 A member shall not vote at any meeting unless he/she is financial as prescribed in the bylaws.

- (2) A member has one vote only on each matter arising at a general meeting.
- (3) Should an equality of votes occur the person presiding shall exercise a second and casting vote.

35. Special resolutions

- (1) A special resolution may only be passed by the association in accordance with section 39 of the Act.
- (2) With respect to subclause 29(1) the Act prescribe that:
 - (a) the notice must specify the terms of the special resolution, and
 - (b) the resolution is intended to be passed as a special resolution, and
 - (c) passage of the special resolution shall require the vote of 75% of the members present and entitled to vote as prescribed in the constitution.

36. Proxy votes not permitted

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

37. Electronic ballots

- (1) The association may hold an electronic ballot to determine any issue or proposal other than an appeal under clause 13 and subclause 25(3).
- (2) An electronic ballot is to be conducted as prescribed in the bylaws.

38. Adjournment

- (1) The person presiding may adjourn a meeting as prescribed in the bylaws only if:
 - (a) the meeting is properly constituted, and
 - (b) the majority of members present and entitled to vote consent to the adjournment.

Part 5 - Miscellaneous

39. Bylaws

- (1) The association may, by the vote of the majority of members present at a special general meeting, resolve to create, amend or rescind the bylaws as necessary to ensure the good governance of the association.
- (2) The bylaws shall have the same force and effect as this constitution with the proviso that should an inconsistency exist this constitution has precedence to the extent of the inconsistency.

40. Change of name, objects and constitution

- (1) Change of the association's name, objects or constitution shall:
 - (a) be resolved only at a special general meeting; and
 - (b) require the majority prescribed in this constitution.
- (2) An application shall be made to the Director-General in accordance with section 10 of the Act for registration of a change in the association's:
 - (a) name, or
 - (b) objectives, or
 - (c) constitution.
- (3) Notify the Australian Charities and Not-for-profit Commission of a change in the associations:
 - (a) legal name,
 - (b) responsible person, and/or
 - (c) governing documents

41. Public Officer

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

42. Vacant

43. Financial year

(1) The association's financial year is the 12 month period starting on 1 January after the expiration of the previous financial year and ending on 31 December.

44. Funds - source

- (1) The funds of the association are to be derived from:
 - (a) annual subscriptions,
 - (b) donations,
 - (c) sponsorship,
 - (d) grants,
 - (e) returns on investments,
 - (f) affiliated members' cost-recovery payments,
 - (g) in-kind support, and
 - (h) subject to any resolution passed in general meeting such other sources as the committee determines.

45. Not-for-Profit

- (1) The assets and income of the association:
 - (a) shall be applied solely in furtherance of the objects of the association:
 - (i) as the committee determines in acting in accordance with this constitution, and
 - (ii) subject to any resolution passed in general meeting; and
 - (b) shall not be distributed either in part or in whole or directly or indirectly to members of the association except as bona fide compensation for services rendered or expenses incurred on behalf of the association.

46. Funds - management

- (1) The treasurer shall:
 - (a) as soon as practicable and without deduction deposit all money received by the association to the credit of the association's bank or other authorised deposit-taking institution account; and
 - (b) issue an appropriate receipt.
- (2) All cheques, drafts bills of exchange, promissory notes and other negotiable instruments must be signed by any 2 members of the committee so authorised in the minutes of the annual general meeting at which they were elected to the committee.

(3) All electronic transfers of funds must be authorised by two members of the committee, or by one member of the committee and the public officer, so authorised in the minutes of the annual general meeting at which they were elected to the committee.

46. Custody of books etc

- (1) Except as otherwise provided by this constitution the public officer shall keep in his or her custody or under his or her control all records, books and documents relating to the association.
- (2) The treasurer shall be responsible for the custody and control of the association's financial books and records.

47. Inspection of books etc

- (1) Subject to the bylaws the following shall be open to all member's inspection:
 - (a) the association's records, books and financial documents, and
 - (b) this constitution, and
 - (c) minutes of all general and committee and sub-committee meetings.

48. Insurance

- (1) As a minimum the association is to effect and maintain:
 - (a) public liability and volunteers insurance, and
 - (b) directors and officers indemnification, and
 - (c) practitioners professional indemnification insurance pursuant to the VITA protocols.

49. Service of notices

- (1) Unless the contrary is proved a notice is taken to have been given or served as follows:
 - (a) for a notice given or served personally: on the date it is received by the addressee; and

- (b) for a notice sent by pre-paid post: on the date it would have been delivered in the ordinary course of the post; and
- (c) for a notice sent by any electronic transmission:
 - (i) on the date it was sent; or
 - (ii) if the transmitting machine produces are report indicating a later date, on that date.

50. Audit

- (1) As prescribed by the Regulation, the annual financial statement and revenue account of the association shall be duly audited.
- (2) The auditor shall be independent of the association and shall be appointed at the annual general meeting of the association.
- (3) The auditor shall examine all accounts, vouchers, receipts, books and records as the auditor deems necessary to conduct the audit, and shall:
 - (a) prepare a report for presentation at the annual general meeting; and
 - (b) provide the report to the treasurer not less than fourteen days before the annual general meeting.

51. Compliance with relevant legislation

- (1) The association shall comply with the provisions of the following Acts and the related Regulations that are applicable:
 - (a) Privacy and Personal Information Protection Act 1998 (NSW).
 - (b) Charitable Fundraising Act 1991.
 - (c) Australian Charities and Not For Profit Commission Act 2012.

52. Dissolution

(1) In the event of the association being dissolved the amount that remains after such dissolution and the satisfaction of all debts and liabilities shall be transferred to another organisation with similar purposes that is not carried on for the profit or gain of its individual members.

53. Wind-up or Revocation of DGR Endorsement

- (1) In the event the association is wound up or its endorsement as a deductible gift recipient is revoked (whichever occurs first), any surplus of the following assets shall be transferred to another organisation with similar objects, which is charitable at law, to which income tax deductible gifts can be made:
 - (a) gifts of money or property for the principal purpose of the organisation,
 - (b) contributions made in relation to an eligible fundraising event held for the principal purpose of the organisation,
 - (c) money received by the organisation because of such gifts and contributions.