

NAME

1. The name of the incorporated association is AUSTRALIAN INDONESIAN ASSOCIATION OF VICTORIA INCORPORATED (in these rules called “the Association”).¹

INTERPRETATION

2. (1) In these rules, unless the contrary intention appears:–

“Committee” means the Committee of Management of the Association.

“Financial Year” means the year ending on 30th June.

“General Meeting” means a general meeting of members convened in accordance with Rule 11.

“Member” means a member of the Association.

“Ordinary Member of the Committee” means a member of the Committee who is not an officer of the Association under Rule 21

“The Act” means the Associations Incorporation Act 1981

“The Regulations” means the regulations under the Act.

“Household” means people resident at the same address.

In these Rules, a reference to the secretary of an Association is a reference:

where a person holds office under these Rules as secretary of the Association – to that person; and

in any other case, to the public office of the Association.

Words or expressions contained in these rules shall be interpreted in accordance with the provisions of the Interpretation of Legislation Act 1984 and the Act as in force from time to time.

APPLICATION FOR MEMBERSHIP

3. (1) A natural person or organisation or household who is nominated and approved for membership as provided in these rules is eligible to be a member of the Association.
 - (2) A person who is not a member of the Association at the time of incorporation of the Association (or who was such a member at that time but has ceased to be a member) shall not be admitted to membership unless that person’s admission as a member is approved by the Committee.
 - (3) An application for membership of the Association:-
 - (a) shall be made in writing in the form set out in Appendix 1; and
 - (b) shall be lodged with the secretary of the Association,
 - (c) shall be accompanied by payment of the sum payable under these rules as the first year’s annual subscription,
 - (d) in the case of an organisation the name of a nominated representative shall be stated on the application form,
 - (e) in the case of household membership the names of all people covered by the membership shall be entered on the application form and the first-named person shall hold voting rights
-

- 1 An incorporated association must have the word “incorporated” as the last word in its name
- (4) As soon as practicable after the receipt of an application, the secretary shall refer the application to the Committee.
 - (5) Upon an application being referred to the Committee, the Committee shall determine whether to approve or reject the application.
 - (6) (a) Upon an application being approved by the Committee, the Secretary shall, with as little delay as possible, notify the applicant in writing of approval of membership of the Association.

(b) If an applicant is not approved the Secretary shall, with as little delay as possible, notify the applicant in writing of the non-approval for membership and return the fees paid.
 - (7) The Secretary shall the applicant’s name in the register of members kept by the Secretary and, upon the name being entered, the applicant becomes a member of the Association.
 - (8) A right, privilege, or obligation of a person by reason of membership of the association is:-
 - (a) not capable of being transferred or transmitted to another person,
 - (b) terminates upon the cessation of membership whether by death or resignation or otherwise.

ENTRANCE FEE AND ANNUAL SUBSCRIPTION

4. (1) The annual subscription for Ordinary Members is the amount determined by the Committee and is payable in advance on or before the 1st day of March in each year.
- (2) The annual subscription for Health Care Card Holders, Full Time Students and persons under the age of 16 shall not exceed two thirds of the amount referred to in sub-clause (1) and is payable in advance on or before the 1st day of March in each year.
- (3) Deleted.
- (4) The Executive Committee may appoint persons to be from time to time Patrons and/or Honorary Members of the Association.
- (5) Save for Honorary Members of the Association each person admitted to membership shall pay an initial subscription equivalent to the annual subscription rate appropriate to that person and shall thereafter pay an annual subscription (except that if admitted after the first day of September in any year the subscription for the first following year shall be half of the appropriate annual subscription). The membership of any member whose annual subscription is more than three months in arrears shall lapse
- (6) The annual subscription for Household Membership shall not exceed one hundred and fifty percent of the annual subscription for an ordinary member.

REGISTER OF MEMBERS

- 5 The Treasurer shall keep and maintain a register of members in which shall be entered the full name, address and date of entry of the name of each member and the register shall be available for inspection by members at the address of the Treasurer.

RESIGNATION AND EXPULSION OF MEMBERS

- 6 (1) A member of the Association who has paid all money due and payable by him to the

Association may resign from the Association by first giving one month's notice in writing to

the secretary of the member's intention to resign and upon the expiration of that period of notice, the member shall cease to be a member.

- (2) Upon the expiration of a notice given under sub-clause (1), the secretary shall make in the register of members an entry recording the date on which the member by whom the notice was given, ceased to be a member.
7. (1) Subject to these Rules, the Committee may by resolution:-
- (a) expel a member from the Association
 - (b) suspend a member from membership of the Association for a specified period; or
 - (c) fine a member in accordance with The Regulations,² if the Committee is of the opinion that the member:-
 - (i) has refused or neglected to comply with these rules; or
 - (ii) has been guilty of conduct unbecoming a member or prejudicial to the interests of the Association.
- (3) A resolution of the Committee under sub-clause (1):-
- (a) does not take effect unless the Committee, at a meeting held not earlier than 14 and not later than 28 days after the service on the member of a notice under sub-clause (3) confirms the resolution in accordance with this clause; and
 - (b) where the member exercises a right of appeal to the Association under this clause does not take effect unless the Association confirms the resolution in accordance with this clause.
- (4) Where the committee passes a resolution under sub-clause (1), the secretary shall, as soon as practicable, cause to be served on the member a notice in writing:-
- (a) setting out the resolution of the Committee and the grounds on which it is based;
 - (b) stating that the member may address the Committee at a meeting to held not earlier than 14 and not later than 28 days after service of the notice;
 - (c) stating the date, time and place of that meeting;
 - (d) informing the member that the member may do one or more of the following:-
 - (i) Attend that meeting;
 - (ii) Give to the Committee before the date of that meeting a written statement seeking the revocation of the resolution;
 - (iii) Not later than 24 hours before the date of the meeting, lodge with the Secretary a notice to the effect that the member wishes to appeal to the Association in general meeting against the resolution.
- (5) At a meeting of the Committee held in accordance with sub-clause (2) the Committee:-

² The Regulations provide that the Committee of an incorporated association may impose a fine not exceeding \$20.00 on a member who commits a breach of the rules of the incorporated association.

- (a) shall give the member an opportunity to be heard;
 - (b) shall give due consideration to any written statement submitted by the member; and
 - (c) shall by resolution determine whether to confirm or to revoke the resolution.
- (5) Where the secretary receives a notice under sub-clause (3), the Secretary shall notify the Committee and the Committee shall convene a general meeting of the Association to be held within 21 days after the date on which the Secretary received the notice.
- (6) At a general meeting of the Association convened under sub-clause (5):-
- (a) no business other than the question of the appeal shall be transacted;
 - (b) the Committee may place before the meeting details of the grounds for the resolution and the reasons for the passing of the resolution;
 - (c) the member shall be given an opportunity to be heard; and
 - (d) the members present shall vote by secret ballot on the question whether the resolution should be confirmed or revoked.
- (7) If at the general meeting:-
- (a) two-thirds of the members vote in person or by proxy in favour of the confirmation of the resolution, the resolution is confirmed; and
 - (b) in any other case, the resolution is revoked.

ANNUAL GENERAL MEETING

8. (1) The Association shall within 5 months of the end of the financial year convene an annual general meeting of its members³
- (2) The annual general meeting shall be held on such day as the Committee determines.
- (3) The annual general meeting shall be specified as such in the notice convening it.
- (4) The ordinary business of the annual general meeting shall be:-
- (a) to confirm the minutes of the last preceding annual general meeting and of any general meeting held since that meeting;
 - (b) to receive from the President or the Secretary an Annual Report and by the Treasurer statements of the accounts of the Association over the twelve month period up to the 30th day of June last prior to the date of the meeting;
 - (c) to elect officers of the Association and the ordinary members of the Committee ; and
 - (d) to receive and consider the statement submitted by the Association in accordance with section 30 (3) of the Act.

³ Section 30 of the Act provides that an incorporated association shall, at least once in each calendar year, convene a general meeting, to be called an annual general meeting.

- (e) Deleted.
- (5) The annual general meeting may transact special business of which notice is given in accordance with these rules.
- (6) The quorum at an annual general meeting shall be **ten** persons. The President shall ordinarily act as Chairman at any annual general meeting of the Association and when presiding and acting as Chairman shall have a second or casting vote. In the absence of the President or if though present the President does not for any reason act as Chairman then the Chairman shall be a Vice-President (if available) to be chosen by the drawing of lots or finally a Member chosen by the Meeting. Questions arising at any annual general meeting shall be decided by simple majority vote of those persons present and voting.
- (7) The annual general meeting shall be in addition to any other general meetings that may be held in the same year.

SPECIAL GENERAL MEETING

9. All general meetings other than the annual general meeting shall be called special general meetings.
10. (1) The Committee may, whenever it thinks fit, convene a special general meeting of the Association and, where, but for this sub-clause, more than 15 months would lapse between annual general meetings, shall convene a special general meeting before the expiration of that period.
- (2) A General Meeting of members of the Association shall be called by the Executive Committee upon receipt by the Secretary of a requisition in writing signed by at least twenty members of the Association and setting out business which such members propose to be conducted thereat. The Executive Committee shall appoint the time, place and date for the holding of the meeting, such date to be not later than two calendar months from the date of receipt by the Secretary of the requisition.
- (3) The requisition for a special general meeting shall state the objects of the meeting and shall be signed by the members making the requisition and be sent to the address of the Secretary and may consist of several documents in a like form, each signed by one or more of the members making the requisition.
- (4) If the Committee does not cause a special general meeting to be held within two calendar months after the date on which the requisition is sent to the address of the Secretary, the members making the requisition, or any of them, may convene a special general meeting to be held not later than 3 calendar months after that date.
- (5) A special general meeting convened by members in pursuance of these rules shall be convened in the same manner as nearly as possible as that in which those meetings are convened by the Committee and all reasonable expenses incurred in convening the meeting shall be refunded by the Association to the persons incurring the expenses.
- (6) The quorum at any general meeting of members shall be **ten** persons. The President shall ordinarily act as Chairman at any general meeting of members of the Association and when presiding and acting as Chairman shall have a second or casting vote. In the absence of the President or if though present the President does not for any reason act as Chairman then the Chairman shall be a Vice-President (if available) to be chosen by the drawing of lots or finally a Member chosen by the Meeting. Questions arising at any general meeting of

members of the Association shall be decided by simple majority vote of those persons present and voting.

NOTICE OF MEETING

11. (1) The Secretary of the Association shall, at least 21 days before the date fixed for holding a general meeting of the Association, cause to be sent to each member of the Association at the member's address appearing in the register of members, a notice by pre-paid post stating the place, date and time of the meeting and the nature of the business to be transacted at the meeting.
- (2) No business other than that set out in the notice convening the meeting shall be transacted at the meeting.
- (3) A member desiring to bring any business before a meeting may give notice of that business in writing to the Secretary, who shall include the business in the notice calling the next general meeting after the receipt of the notice.

PROCEEDINGS AT MEETINGS

12. (1) All business that is transacted at a special general meeting and all business that is transacted at the annual general meeting with the exception of that specially referred to in these rules as being the ordinary business of the annual general meeting shall be deemed to be special business.
 - (2) No item of business shall be transacted at a general meeting unless a quorum of members entitled under these rules to vote is present during the time when the meeting is considering that item.
 - (3) **10** members personally present (being members entitled under these rules to vote at a general meeting) constitute a quorum for the transaction of the business of a general meeting.
 - (4) If within half an hour after the appointed time for the commencement of a general meeting, a quorum is not present, the meeting if convened upon the requisition of members shall be dissolved and in any other case shall stand adjourned to the same day in the next week at the same time and (unless another place is specified by the Chairman at the time of adjournment or by written notice to members given before the day to which the meeting is adjourned) at the same place and 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 present (being not less than **five**) shall be a quorum.
13. (1) The President, or in the President's absence, one of the Vice-Presidents, shall preside as Chairman at each general meeting of the Association.
 - (2) If the President and the Vice Presidents are absent from a general meeting, the members present shall elect one of their number to preside as Chairman at the meeting.
14. (1) The Chairman of a general meeting at which a quorum is present may, with the consent of the meeting, adjourn the meeting from time to time and place to place, but no business shall be transacted at the adjourned meeting other than the business left unfinished at the meeting at which the adjournment took place
 - (2) Where a meeting is adjourned for 14 days or more, a like notice of the adjourned meeting shall be given as in the case of the general meeting.

- (a) Except as provided in sub-clauses (1) and (2), it is not necessary to give notice of an adjournment or of the business to be transacted at an adjourned meeting.
15. A question arising at a general meeting of the Association shall be determined on a show of hands unless before or on the declaration of the show of hands a poll is demanded, a declaration by the Chairman that a resolution has, on a show of hands, been carried or carried unanimously or carried by a particular majority or lost, and an entry to that effect in the Minute Book of the Association is evidence of the fact, without proof of the number or proportion of the votes recorded in favour of, or against, that resolution.
16. (1) Upon any question arising at a general meeting of the Association, a member has one vote only.
- (2) All votes shall be given personally.
- (3) In the case of an equality of voting on a question, the Chairman of the meeting is entitled to exercise a second or casting vote.
17. (1) If at a meeting a poll on any question is demanded by not less than twenty members, it shall be taken at that meeting in such manner as the Chairman 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 Chairman or on a question of an adjournment shall be taken forthwith and a poll that is demanded on any other question shall be taken at such time before the close of the meeting as the Chairman may direct.
18. A member is not entitled to vote at any general meeting unless all moneys due and payable by him to the Association have been paid, other than the amount of the annual subscription payable in respect of the current financial year.
19. (1) Each member shall be entitled to appoint another member as 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 shall be in the form set out in Appendix 2.

COMMITTEE OF MANAGEMENT

20. (1) The affairs of the Association shall be managed by a Committee of Management constituted as provided in Rule 22 (1).
- (2) The committee:-
- (a) shall control and manage the business affairs of the Association;
- (b) may, subject to these rules, the regulations and the Act, exercise all such powers and functions as may be exercised by the Association other than those powers and functions that are required by these rules to be exercised by general meetings or the members of the Association; and
- (c) subject to these rules, the regulations and the Act, has power to perform all such acts and things as appear to the Committee to be essential for the proper management of the business and affairs of the Association.
21. (1) The officers of the Association shall be:-

- (a) a President
 - (b) two Vice-Presidents. Where possible one Vice-President shall be of Indonesian nationality and the other shall be of Australian citizenship;
 - (c) a Treasurer;
 - (d) a Secretary.
- (2) The provisions of Rule 23 so far as they are applicable and with the necessary modifications, apply to and in relation to the election of persons to any of the offices in sub-clause (1).
 - (3) Each officer of the Association shall hold office until the second annual general meeting next after the date of the officer's election but is eligible for re-election.
 - (4) In the event of a casual vacancy in any office referred to in sub-clause (1), the Committee may appoint one of its members to the vacant office and the member so appointed may continue in office up to and including the conclusion of the annual general meeting next following the date of the date of this appointment.
22. (1) Subject to section 23 of the Act, the Committee shall consist of:-
- (a) The officers of the Association and seven (7) ordinary committee members all of whom shall be Honorary.
 - (b) Of the seven ordinary members, where possible three shall be of Indonesian nationality and at least three shall be of Australian citizenship
- each of whom shall be elected at the annual general meeting of the Association in each year.
- (2) Each ordinary member of the Committee shall, subject to these rules, hold office until the annual general meeting next after the date of the member's election but is eligible for re-election.
 - (3) In the event of a casual vacancy occurring in the office of an ordinary member of the Committee, the Committee may appoint a member of the Association to fill the vacancy and the member so appointed shall hold office, subject to these rules, until the conclusion of the annual general meeting next following the date of the member's appointment.
 - (4) The Executive Committee may co-opt to its membership such additional persons from members of the Association as it may decide from time to time.

ELECTION OF OFFICERS AND VACANCIES

23. (1) Nominations of candidates for election as officers of the Association or as ordinary members of the Committee:-
- (a) shall be made in writing, signed by two members of the Association and accompanied by the written consent of the candidate (which may be endorsed on the form of nomination); and
 - (b) shall be delivered to the secretary of the Association not less than 14 days before the date fixed for the holding of the annual general meeting.

- (2) If insufficient nominations are received to fill all vacancies on the Committee, the candidates nominated shall be deemed to be elected and further nominations shall be received at the annual general meeting.
 - (3) 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.
 - (4) If the number of nominations exceeds the number of vacancies to be filled, a ballot shall be held.
 - (5) The elections shall be conducted by secret ballot of those members present at the meeting. The President or Chairman of the meeting for the time being shall conduct the election. There shall be no distribution or allocation of preferences. No proxies shall be allowed. The President or the said Chairman may vote but shall not have any casting vote. Those persons receiving the greatest number of votes shall be declared elected. In the event of a tie in the voting the result shall be determined by the drawing of lots. If any dispute arises concerning the conduct of the election the dispute shall be decided by the President or the Chairman whose decision shall be final and conclusive.
 - (6) A nomination of a candidate for election under this clause is not valid if that candidate has been nominated for another office for election at the same election.
24. For the purpose of these rules, the office of an officer of the Association or of an ordinary member of the Committee becomes vacant if the officer or member:-
- (a) ceases to be a member of the Association;
 - (b) becomes an insolvent under administration within the meaning of the Corporations Act 1989; or
 - (c) resigns from office by notice in writing given to the secretary.

PROCEEDINGS OF COMMITTEE

25. (1) The Committee shall meet at least once every three months at such place and such times as the Committee may determine, the first of its meetings during any term to be held no later than six weeks from the date of the general meeting at which the Executive Committee was elected.
- (2) Special meetings of the Committee may be convened by the President, or by the Secretary, or by any 4 members of the Committee.
 - (3) Notice shall be given to members of the Committee of any special meeting specifying the general nature of the business to be transacted and no other business shall be transacted at such a meeting.
 - (4) Any 4 members of the Committee constitute a quorum for the transaction of the business of a meeting of the Committee.
 - (5) No business shall be transacted unless a quorum is present and if within half an hour of the time appointed for the meeting a quorum is not present the meeting shall stand adjourned to the same place and at the same hour of the same day in the following week unless the meeting was a special meeting in which case it lapses.

- (6) At meetings of the Committee:-
 - (a) the President or in the President's absence one of the Vice-Presidents shall preside; or
 - (b) if the President and the Vice-Presidents are absent, such one of the remaining members of the Committee as may be chosen by the members present shall preside.
- (7) Questions arising at a meeting of the Committee or of any sub-committee appointed by the Committee shall be determined on a show of hands or, if demanded by a member, by a poll taken in such manner as the person presiding at the meeting may determine.
- (8) Each member present at a meeting of the Committee or of any sub-committee appointed by the Committee (including the person presiding at the meeting) is entitled to one vote and, in the event of an equality of votes on any question, the person presiding may exercise a second or casting vote.
- (9) Written notice of each committee meeting shall be served on each member of the Committee by delivering to the member at a reasonable time before the meeting or by sending it by pre-paid post addressed to the member at the member's usual address or last known place of abode at least two business days before the date of the meeting.
- (10) Subject to sub-clause (4) the Committee may act notwithstanding any vacancy on the Committee.

SECRETARY

- (3) The secretary of the Association shall keep minutes of the resolutions and proceedings of each general meeting and each committee meeting in books provided for that purpose together with a record of the names of persons present at committee meetings.

TREASURER

27. (1) The Treasurer of the Association:-
 - (a) shall collect and receive all moneys due to the Association and make all payments authorised by the Association; and
 - (b) shall keep correct accounts and books showing the financial affairs of the Association with full details of all receipts and expenditure connected with the activities of the Association.
- (3) The accounts and books referred to in sub-clause (1)(b) shall be available for inspection by members.

REMOVAL OF MEMBER OF COMMITTEE

28. (1) The Association in general meeting may by resolution remove any member of the Committee before the expiration of the member's term of office and appoint another member in that member's stead to hold office until the expiration of the term of the first-mentioned member.
- (2) Where the member to whom a proposed resolution referred to in sub-clause (1) makes representations in writing to the Secretary or the President of the Association (not exceeding a reasonable length) and requests that they be notified to the members of the Association, the

Secretary or the President may send a copy of the representations to each member of the Association or, if they are not so sent, the member may require that they be read out at the meeting.

CHEQUES

29. All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments shall be signed by two members of the Committee.

SEAL

30. (1) The Common Seal of the Association shall be kept in the custody of the Secretary.
- (2) The Common Seal shall not be affixed to any instrument except by the authority of the Committee and the affixing of the Common Seal shall be attested by the signature either of two members of the Committee or of one member of the Committee and of the Public Officer of the Association.

ALTERATION OF RULES AND STATEMENT OF PURPOSE

31. These rules and the statement of purpose of the Association shall not be altered except in accordance with the Act.⁴

NOTICES

32. (1) A notice may be served by or on behalf of the Association upon any member either personally or by sending it by post to the member at the member's address shown in the Register of Members.
- (2) Where a document is properly addressed pre-paid and posted to a person as a letter, the document shall, unless the contrary is proved, be deemed to have been given to the person at the time at which the letter would have been delivered in the ordinary course of post.

WINDING UP OR CANCELLATION

33. In the event of the winding up or cancellation of the incorporation of the Association, the assets of the Association shall be disposed of in accordance with the provision of the Act.⁵

CUSTODY OF RECORDS

34. Except as otherwise provided in these Rules, the Secretary shall retain custody of or control over all books, documents and securities of the Association.

FUNDS

35. The funds of the Association shall be derived from annual subscriptions, donations and such other sources as the Committee determines.

4 Section 22 of the Act provides that an incorporated association may, by special resolution, alter its statement of purposes or its rules. Section 29 of the Act defines a special resolution.

5 See Part VIII of the Act for Winding Up and Cancellation.

Appendix 1

Application for membership of
(Name of association)

I,
(Full name of applicant)

of
(Address)

.....
(Occupation)

desire to become a member of
(Name of the association)

In the event of my admission as a member, I agree to be bound by the rules of the Association for the time being in force.

.....
Signature of Applicant

Date.....

Appendix 2

FORM OF APPOINTMENT OF PROXY

I,
of
being a member of
(Name of Incorporated Association)

hereby appoint
of

being a member of that Incorporated Association, as my proxy to vote for me on my behalf at the general meeting of the Association (annual general meeting or special general meeting, as the case may be) to be held on the day of20 and at any adjournment of that meeting.

My proxy is authorised to vote in favour of/against (delete as appropriate) the resolution (insert details).

Signed

The day of20 ...

[Because the Rules as amended at the 2000 Annual General Meeting do not comply with Section 6(a)(i) of the Associations Incorporation Act in that they do not provide for a grievance procedure as per Rule 8 of the Model Rules, in accordance with Section 21 (3) of the Act Model Rule 8 is deemed to apply. Model Rule 8 is as follows:]

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 Association.
- (2) The parties of 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 or 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 committee of the Association; or
 - (ii) in the case of a dispute between a member and the Association, a person who is a mediator appointed or employed by the Dispute Settlement Centre of Victoria (Department of Justice).
- (5) A member of the Association 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 otherwise at law.