Rules for the Incorporated Association of South Australian Network of Drug and Alcohol Services "SANDAS"

Annexure-A

This is the annexure , marked "A" referred to in the statutory declaration of David Calvert
Made on the …… day of …….. 200…
Before me (Justice of the peace signature)……..

Table of Contents:

1. Name Page 3
2. Definitions 3
3. Objects of the association 3
3.1 Vision 3
3.2 Mission/Purpose 3
3.3 Roles/Objectives 3
3.4 In carrying out these objects… 4
4. Powers of the association 4
5. Membership 4
5.1 Types of membership 4
5.2 Subscriptions 6
5.3 Resignations 6
5.4 Expulsion of a member 6
5.5 Register of members 7
6. The Committee 8
6.1 Powers and duties of the Committee 8
6.2 Appointment 8
6.3 Proceedings of the Committee 9
6.4 Disqualification of Committee members 10
7. The seal 10
8. General meetings 10
8.1 Annual general meetings 10
8.2 Special general meetings 11
8.3 Notice of general meetings 11
8.4 Proceedings at general meetings 12
8.5 Voting at general meetings 12
8.6 Poll at general meetings 12
8.7 Special and ordinary resolutions 13
8.8 Proxies 13
9. Minutes 13
10. Dispute resolution 13
10.1 The dispute resolution procedure 13
10.2 The parties to the dispute 13
10.3 The parties are unable to resolve 13
10.4 Appeal 13
11. Financial reporting 14
12. Prohibition against securing profits for members 15
13. Winding up the association 15
14. Application of surplus assets 15
15. Rules 15
16. Duties of office bearers 16
16.1 Chairperson 16
16.2 Treasurer 16
16.3 Secretary 16

1. Name
   1.1. The name of the incorporated association is South Australian Network of Drug and Alcohol Services, or otherwise known as "SANDAS", referred to herein as "the association".

2. Definitions

   "AOD" means Alcohol and Other Drugs

   "Committee" means the committee of management of the association

   "core business" the primary or main type of business conducted by an organization.

   "drugs" means either illicit drugs, or prescription drugs which are used outside of prescription.

   "general meeting" means the general meeting of members of the association convened in accordance with these rules

   "member" means a member of the association

   "Minister" means any minister of the Commonwealth or South Australian state governments, or their authorized agents or staff.

   "month" shall mean a calendar month

   "NGO" means Non-Government Organisation

   "objects" means the objects of the association as set out in these rules.

   "program" means a specific, distinct and identifiable program and/or service, which may be provided at one or more sites within an organization.

   "senior employee" means the employee of highest delegated authority in the association.

   "special resolution" means a special resolution defined by the Act

   "the Act" means the Associations Incorporation Act 1985

3. Objects of the association

   3.1. Vision

      3.1.1. To enhance community well being and reduce the harms associated with alcohol and drug use through a state network of non-government organisations working in the alcohol and other drug sector.

   3.2. Mission / Purpose

      3.2.1. To provide independent, state wide representation and advocacy for non-government organisations working in the alcohol and other drug sector and to support and enhance efficacy through networking and policy development.

   3.3. Roles / Objectives

      3.3.1. As the peak body for non-government organisations in the alcohol and other drug sector, key objectives will include:

         3.3.1.1. To provide strong, independent representation and advocacy for NGO's to governments and key policy making bodies.

3.3.1.2. To develop strategic affiliations, alliances and partnerships with key stakeholders.

3.3.1.3. To provide significant networking opportunities and enhance communication and the sharing of information throughout the AOD sector.

3.3.1.4. To inform quality service delivery and workforce development for NGO's in the AOD sector.

3.3.1.5. To enable NGO's to play an active role in the development of policies related to AOD in the community.

3.3.1.6. To contribute to a South Australian community that is well informed about issues related to alcohol and other drugs.

3.3.1.7. To respect the diversity of experience and viewpoint within the community of South Australian NGO's working in the AOD sector.

3.4. In carrying out these objects, the peak body must base its practice on:

3.4.1. The principles of social justice, equity, reconciliation and cultural inclusiveness.

3.4.2. A social view of AOD usage that recognizes structural inequalities and the wide range of factors that influence AOD usage including poverty, gender, culture, violence and personal disability.

3.4.3. The importance of working to promote both individual health and well being and the conditions needed at all levels of society to address barriers to reducing AOD usage.

3.4.4. The participation of member organisations in the decision making process to ensure the peak body reflects the views of its members.

3.4.5. Valuing diversity: that is, the importance of working appropriately with people from different organisations, with people from different philosophical positions on AOD issues and with people from small and large organisations.

4. Powers of the association:

4.1. The association shall have all of the powers conferred by Section 25 of the Act.

5. Membership

5.1. Types of membership;

5.1.1. The association shall consist of voting members (individual or organisational members), and non-voting members (associate members).

5.1.1.1. Voting members will reside in South Australia.

5.1.1.2. A voting member shall be a natural person.

5.1.2. Individual members

An Individual member shall be;

5.1.2.1. A person who has applied in writing for membership, agreed to accept the above objects (section 3 of these rules) and paid the prescribed membership fee, and;

5.1.2.2. Demonstrates an interest in and involvement with prevention and reduction of harms associated with alcohol or other drug use.

5.1.2.3. Individual memberships shall be limited in number so that the ratio of individual to organisational members does not exceed one to four.

5.1.3. Organisational members

An Organisational member shall be an organisation that;

5.1.3.1.1. Has applied in writing for membership, and;

5.1.3.1.2. Has agreed to accept the above objects, (section 3 of these rules), and;

5.1.3.1.3. Has paid the prescribed membership fee, and;

5.1.3.1.4. Demonstrates an interest in and involvement with the prevention and reduction of harms associated with alcohol or other drug use.

5.1.3.2. Is a non-government not-for-profit organization, or;

5.1.3.3. Is a non-government for-profit organisation *(that is engaged in direct service provision to the community and/or individuals within an AOD context as its core business.)*, or;

5.1.3.4. Is a local or state government organisation that has a community representative board (ie not appointed by the Minister), which provides a direct client service *(ie. that is engaged in direct service provision to the community and/or individuals within an AOD context as its core business.)* and which is not a funding body for non-government organisations.

5.1.4. An organisation that has more than one discreet program or operates separate services in more than one location can apply for membership of each program to a maximum of three (3) memberships per organisation.

5.1.5. Organisations that have been granted membership by the association shall nominate a representative for (each) membership granted under these rules.

5.1.6. Associate members (non-voting members)

An associate member can be an individual or organisation that has;

5.1.6.1.1. Applied in writing for associate membership, and;

5.1.6.1.2. Agreed to accept the above objects, and;

5.1.6.1.3. Paid the prescribed membership fee, and;

5.1.6.2. Is employed by a government alcohol and other drug organisation, or a government department or statutory authority, or an organisation of health or health related professionals, or;

5.1.6.3. Is a government alcohol and other drug organisation, or a government department or statutory authority, or an organisation of health or health related professionals or a consumers organisation in alcohol and other drug or health and health related issues.

5.1.7. Applications to join the association either as voting or associate members shall be forwarded to the Committee, which shall admit new members by a majority vote of those present.

5.1.7.1. The Committee may ask a specially constituted sub-committee (membership committee) to review an application and advise.

5.1.7.2. The Committee has the absolute right to accept or reject any application for membership.

5.2. Subscriptions

5.2.1. Membership Fees

5.2.1.1. Members shall pay such fees (including joining fees) as are determined by the association from time to time in general meeting.

5.2.1.2. The subscription fees shall fall due and be payable annually on 1 July or at such other time as the Committee shall determine.

5.2.1.3. Any member whose subscription is outstanding for more than three months after the due date for payment shall cease to be a member of the association, provided always that the Committee may reinstate such a person's/association's membership on such terms it thinks fit.

5.2.2. Schedule of fees;

5.2.2.1. Individual voting member:

5.2.2.2. Organisational voting member:

5.2.2.3. Associate non-voting member:

5.3. Resignations

5.3.1. Members of the association may resign from the association in accordance with the resignation procedure established by the Committee

5.3.1.1. A member may resign from membership of the association by giving written notice thereof to the secretary or public officer of the association.

5.3.1.2. Any member so resigning shall be liable for any outstanding subscriptions or other charges the member has incurred from the association which may be recovered as a debt due to the association.

5.4. Expulsion of a member

5.4.1. The Committee may remove from the register of members of the association any member of the association who:

5.4.1.1. No longer complies with the membership requirements of the association, or;

5.4.1.2. Acts in a manner that is contrary to the constitution of the association.

5.4.2. Subject to giving a member an opportunity to be heard or make a written submission, the Committee may resolve to expel a member upon a charge of misconduct detrimental to the interests of the association.

5.4.2.1. Particulars of the charge shall be communicated to the member one month before the meeting of the Committee at which the matter will be determined.

5.4.3. The determination of the Committee shall be communicated to the member, and in the event of an adverse determination the member shall, (subject to 5.4.4 below), cease to be a member 14 days after the Committee has communicated its determination to the member.

5.4.4. Any member of the association who feels aggrieved by a decision of the Committee pursuant to clause 5.4.2 of this constitution may by notice in writing to the association within 30 (thirty) days from the date of notification of the decision appeal against such decision.

5.4.4.1. Such notice shall state the ground of the appeal and such appeal shall be heard by an appeals tribunal comprising 3 (three) members of the association who are not current members of the Committee**,** drawn from a panel of 6 (six) members who are elected at the annual general meeting of the association.

5.4.4.2. The 3 (three) members comprising any appeals tribunal shall be drawn by lot by the chairperson of the association or his or her nominee.

5.4.4.3. A member of the pool referred to in clause 5.4.4.1 above shall not be eligible for an appeals tribunal hearing where he or she has a clear conflict of interest in the particular appeal case.

5.4.4.4. The appeals tribunal shall hear the appeal within 30 (thirty) days of the Committee receiving such notice as referred to in 5.4.4 hereof.

5.4.4.5. On hearing of any such appeal the member who feels aggrieved shall be afforded a full opportunity of being heard.

5.4.4.6. During the hearing and determination of any appeal the decision to expel the member shall remain in force until and unless it is set aside.

5.4.4.7. The Committee, acting on the recommendations of the appeal tribunal, may set aside the expulsion of the member.

5.4.4.8. The chairperson shall include in his or her report to the annual general meeting the results of all appeal tribunal recommendations and related final Committee decisions.

5.5. Register of members

5.5.1. A register of financial members shall be kept, for inspection by members of the association.

5.5.2. A register of members must contain:

5.5.2.1. The name and address of each member.

5.5.2.2. The date on which the member was admitted to the association, and:

5.5.2.3. If applicable, the date of, and reason(s) for, termination of membership.

6. The Committee

6.1. Powers and duties of the Committee;

6.1.1. The affairs of the association shall be managed and controlled by a Committee which in addition to any powers and authorities conferred by these rules may exercise all such powers and do all such things as are within the objects of the association, and are not by the Act or by these rules required to be done by the association in general meeting.

6.1.2. The Committee has the management and control of the funds and other property and assets of the association.

6.1.3. The Committee shall have the authority to interpret the meaning of these rules and any other matter relating to the affairs of the association on which these rules are silent.

6.1.4. The Committee shall appoint a public officer as required by the Act.

6.1.4.1. Notice of appointment is to be lodged with the appropriate government authority within the time prescribed by the Act.

6.1.5. The Committee shall have the power to recommend the policy priorities of the association.

6.1.6. The Committee shall establish such standing working parties and sub-committees as it sees fit consistent with the furtherance of the objects of the association.

6.1.7. The Committee may appoint sub-committees of members and non-members (and in the case of non-members such persons must accept the objects of the association) for specific purposes or projects, which shall meet as they see fit or as directed by the Committee and who shall report to the Committee.

6.1.8. The Committee may appoint an executive sub-committee of officer bearers of the association who shall carry out the routine and/or administrative business delegated by the Committee and who shall report to the subsequent Committee meeting.

6.1.8.1. The executive sub-committee shall consist of the chairperson, the secretary, the senior employee of the association, and one other Committee member.

6.2. Appointment

6.2.1. The office bearers of the association shall be the chairperson, the secretary and the treasurer. The office bearers shall be elected from amongst the members of the Committee by its members at a the first Committee meeting held following the annual general meeting.

6.2.1.1. Not less than 7 (seven) voting members or not more than 11 (eleven) voting members who shall comprise the Committee. The Committee members shall be elected by the members present and voting at the annual general meeting.

6.2.1.2. At least two-thirds of the membership of the Committee shall be comprised of representatives of organisations who are voting members of the association.

6.2.1.3. The Committee shall contain no more than 1 (one) member from each member organisation.

6.2.1.4. The Committee membership shall aim to have and actively seek a composition that reflects the diversity of the sector including members with a culturally and linguistically diverse background, an Indigenous background and a resident outside of metropolitan Adelaide.

6.2.2. A Committee member shall be a natural person.

6.2.3. The first Committee of the association shall be appointed from the promoters of the association, or be comprised of such persons as hold office prior to incorporation. The first Committee shall hold office until the first annual general meeting after incorporation. At this time, one half of the members of the Committee, who shall be chosen by ballot, shall retire from the Committee. At each subsequent annual general meeting one half of the members of the Committee, being the longest serving members, shall retire.

6.2.4. A retiring Committee member shall be eligible to stand for re-election without nomination. No other person shall be eligible to stand for election unless a member of the association has nominated that person at least 28 days before the general meeting by delivering the nomination of that person to the secretary of the association. The nomination shall be signed by the proposer and by the nominee.

6.2.5. Notice of persons seeking election to the Committee shall be given to all members of the association with the notice calling the meeting at which the election is to take place.

6.2.6. The Committee may appoint a person to fill a casual vacancy, and such a Committee member shall hold office until the next annual general meeting of the association and shall be eligible for election to the Committee without nomination.

6.3. Proceedings of the Committee

6.3.1. The Committee shall meet together for the dispatch of business at least monthly

6.3.2. Questions arising at any meeting of the Committee shall be decided by a majority of votes, and in the event of equality of votes the chairperson shall have a casting vote in addition to a deliberative vote.

6.3.3. A quorum for a meeting of the Committee shall be one half of the members of the Committee.

6.3.3.1. Where an organisational member of the Committee is unavailable for a Committee meeting the organisation may be represented by a proxy provided that the executive officer of the member organisation forwards the name of the proxy in writing to the secretary of the association prior to the commencement of the Committee meeting.

6.3.4. A member of the Committee having a direct or pecuniary interest in a contract or proposed contract, with the association must disclose the nature and extent of that interest to the Committee as required by the Act, and shall not vote with respect to that contract or proposed contract. The member must disclose the nature and extent of his or her interest in the contract at the next annual general meeting of the association.

6.3.5. The Committee may function validly notwithstanding any vacancies so long as its number is not reduced below four (4) voting members.

6.3.6. Committee members shall upon election or appointment become members in their own right and shall not in their capacity as Committee members act as representatives of another organisation.

6.4. Disqualification of Committee members

6.4.1. The office of a Committee member shall become vacant if a Committee member is;

6.4.1.1. Disqualified from being a Committee member by the Act.

6.4.1.2. Expelled as a member under these rules.

6.4.1.3. Permanently incapacitated by ill health.

6.4.1.4. Absent without acceptable apology from more than three meetings in a financial year.

6.4.1.5. Is not available to fulfill role as Committee member.

6.4.1.6. No longer the duly appointed representative of an organisational member.

7. The Seal

7.1. The association shall have a common seal upon which the corporate name shall appear in legible characters.

7.2. The seal shall not be used without the express authorization of the Committee, and every use of the seal shall be recorded in the minute book of the association.

7.3. The affixing of the seal shall be witnessed by the chairperson and the public officer.

7.4. The chairperson is responsible for the safe keeping of the seal of the association, and shall surrender the seal immediately to the new chairperson upon retirement from office.

8. General meetings

8.1. Annual general meetings

8.1.1. The Committee shall call an annual general meeting in accordance with the Act and these rules.

8.1.2. The first annual general meeting shall be held within eighteen (18) months after the incorporation of the association, and thereafter within five (5) months after the end of its financial year.

8.1.3. The order of business of the annual general meeting shall be;

8.1.3.1. Confirmation of the minutes of the previous annual general meeting.

8.1.3.2. The consideration of the accounts and reports of the Committee and the auditor's report.

8.1.3.2.1. To receive the chairperson's report for the previous financial year.

8.1.3.2.2. To receive the treasurer's report and the audited financial statements for the previous financial year together with the financial budget for the current financial year.

8.1.3.3. The election of Committee members in accordance with these rules.

8.1.3.4. The appointment of auditor(s).

8.1.3.5. Any other business requiring consideration by the association in general meeting.

8.2. Special general meetings

8.2.1. The Committee may call a special general meeting of the association at any time.

8.2.2. A special general meeting for all members to attend shall be called by the secretary within 30 (thirty) days of receipt of a directive from the Committee, or a written request by 3 (three) Committee members, or 6 (six) organisational members, or either 10% (ten per cent) or 10 (ten) individual members whichever is the greater, specifying the business to be conducted at the meeting.

8.2.3. If a special general meeting is not convened within 30 days as specified by 8.2.2 above, the requestors, or at least 50% of their number, may convene a special general meeting. Such a meeting shall be convened in the same manner as nearly as practical as a meeting convened by the Committee, and for this purpose the Committee shall ensure that the requestors are supplied free of charge with particulars of the members entitled to receive notice of meeting. This will be done in a prompt and timely manner. The reasonable expenses of convening and conducting such a meeting shall be borne by the association.

8.3. Notice of general meetings

8.3.1. Subject to 8.3.2, at least 14 days notice of any general meeting shall be given to members. The notice shall set out where and when the meeting will be held, and the particulars of the nature and order of business to be transacted at the meeting.

8.3.1.1. Written notice of not more than 30 (thirty) days and not less than fourteen (14) days of all general meetings shall be displayed at the premises of the association and distributed to all registered members.

8.3.2. Notice of a meeting at which a special resolution is to be proposed shall be given at least 21 days prior to the meeting.

8.3.3. A notice may be given by the association to any member by serving the member with the notice personally, or by sending it by post to the address appearing in the register of members.

8.3.4. Where a notice is sent by post;

8.3.4.1. The service is effected by properly addressing, prepaying and posting a letter or packet containing the notice, and;

8.3.4.2. Unless the contrary is proved, service will be taken to have been effected at the time at which the letter or packet would be delivered in the ordinary course of post.

8.3.4.3. For the purpose of these rules, transmission of notice electronically is not taken as proof of notification.

8.4. Proceedings at general meetings

8.4.1. Twenty members, or two thirds of the membership, whichever is lesser, present personally or by proxy shall constitute a quorum for the transaction of business at any general meeting.

8.4.2. If within 30 minutes after the time appointed for the meeting a quorum of members is not present, a meeting convened upon the request of members as per 8.2.2 above shall lapse. In any other case, the meeting shall stand adjourned to the same day 14 (fourteen) days hence, at the same time and place and if at such adjourned meeting a quorum is not present within 30 minutes of the time appointed for the meeting the members present shall form a quorum.

8.5. Voting at general meetings

8.5.1. Subject to these rules, every member of the association has only one vote at a meeting of the association.

8.5.2. Subject to these rules, a question for decision at a general meeting, other than a special resolution, must be determined by a majority of members who vote in person or, where proxies are allowed, by proxy, at that meeting.

8.5.3. Unless a poll is demanded by at least five members, a question for decision at a general meeting must be determined by a show of hands.

8.6. Poll at general meetings

8.6.1. If a poll is demanded by at least five members, it must be conducted in a manner specified by the person presiding and the result of the poll is the resolution of the meeting on that question.

8.6.2. A poll demanded for the election of a person presiding or on a question of adjournment must be taken immediately, but any other poll may be conducted at any time before the close of the meeting.

8.7. Special and ordinary resolutions

8.7.1. A special resolution is a special resolution as defined in section 3 of the Act.

8.7.2. An ordinary resolution is a resolution passed by a simple majority at a general meeting.

8.8. Proxies

8.8.1. A member shall be entitled to appoint in writing a natural person who is also a member of the association to be their proxy, and attend and vote at a general meeting of the association.

9. Minutes

9.1. Proper minutes of all proceedings of general meetings of the association and of meetings of the Committee and sub-committees, shall be entered within one month after the relevant meeting in minute books kept for the purpose.

9.2. The minutes kept pursuant to this rule must be confirmed by the members of the association or the members of the committee(s) as a relevant and accurate record at a subsequent meeting.

9.3. The minutes kept pursuant to this rule shall be signed by the chairperson of the meeting at which the proceedings took place, or by the chairperson of the succeeding meeting at which the minutes were confirmed.

9.4. Where minutes are entered and signed they shall, until the contrary is proved, be evident that the meeting was convened and duly held, that all proceedings held at the meeting shall be deemed to have been duly held, and that all appointments made at the meeting shall be deemed to be valid.

10. Dispute resolution

10.1. The dispute resolution procedure set out in this rule applies to disputes under these rules between;

10.1.1. A member and another member

10.1.2. A member and the association

10.2. The parties to the dispute must meet and discuss the matter in dispute, and, if possible resolve the dispute within 14 days after the dispute comes to the attention of all of the parties.

10.3. If the parties are unable to resolve the dispute at the meeting the parties may choose to meet and discuss the dispute before an independent third party agreed to by the parties.

10.3.1. In this rule ‘member’ means any person who was a member not more than six months before the dispute occurred.

10.3.2. Such mediation should occur within 7 days of the action prescribed in 10.2 above.

10.4. Appeal

10.4.1. Any member of the association who feels aggrieved by a decision of the Committee other than expulsion of a member (section 5.4) may by notice in writing to the secretary of the association within 30 (thirty) days from the date of notification of the decision appeal against such decision.

10.4.2. Such notice shall state the grounds of the appeal and such appeal shall be heard by an appeals tribunal comprising 3 (three) members of the association who are not current members of the Committee**,** drawn from a panel of 6 (six) members who are elected at the annual general meeting of the association.

10.4.3. The 3 (three) members comprising any appeals committee shall be drawn by lot by the chairperson of the association or his or her nominee.

10.4.4. A member of the pool referred to in clause 10.4.2 above shall not be eligible for an appeals tribunal hearing where he or she has a clear conflict of interest in the particular appeal case.

10.4.5. The appeals tribunal shall hear the appeal within 30 (thirty) days of the Committee receiving such notice as referred to in 10.4.1 hereof.

10.4.6. On hearing of any such appeal the member who feels aggrieved shall be afforded a full opportunity of being heard.

10.4.7. During the hearing and determination of any appeal the decision of the Committee shall remain in force until and unless it is set aside.

10.4.8. The Committee, acting on the recommendations of the appeal tribunal, may set aside the original decision in dispute.

10.4.9. The chairperson shall include in his or her report to the annual general meeting the results of all appeal tribunal recommendations and related final Committee decisions.

11. Financial reporting

11.1. Financial year, the first financial year of the association shall be the period ending on 30 June following incorporation, and thereafter a period of twelve months commencing on 1 July and ending on 30 June of each year.

11.2. Accounts to be kept, the association shall keep and retain such accounting records as are necessary to correctly record and explain the financial transactions and financial position of the association in accordance with the Act.

11.3. Accounts and reports to be laid before members, the accounts, together with the auditor’s report on the accounts, shall be laid before the members at the annual general meeting.

11.4. Annual return, the annual return shall be lodged with the Office of Consumer and Business Affairs, (or its successor) within six months after the end of each financial year. It must be accompanied by a copy of the accounts, the auditor’s report, the Committee’s statement, and the Committee’s report.

11.5. Appointment of auditor

11.5.1. At each general meeting, the members shall appoint a person to be the auditor of the association.

11.5.2. The auditor shall hold office until the next annual general meeting and is eligible for re-appointment.

11.5.3. If an appointment is not made at the annual general meeting, the Committee shall appoint an auditor for the current financial year.

12. Prohibition against securing profits for members

12.1. The income and capital of the association shall be applied exclusively to the promotion of its objects and no portion shall be paid or distributed directly or indirectly to members or their associates or their organisations except as bona fide remuneration of a member for services rendered or expenses incurred on behalf of the association.

12.2. Persons who by authority accept or incur any pecuniary liability on behalf of the association shall be held indemnified against any personal loss in respect of such liability except for any liability to the association that by law would otherwise attach to that person in respect of any negligence, default breach of duty or breach of trust of which they may be guilty in respect of the association.

13. Winding up, the association may be wound up in the manner provided in the Act.

13.1. The association shall not be dissolved except by the approval of not less than three-quarters of members present and voting at a meeting called for that purpose of which not less than 30 (thirty) days written notice including notice of the proposed dissolution has been distributed to all members.

14. Application of surplus assets

14.1. On dissolution all property remaining after payment of all legal liabilities shall be transferred to such other body for promoting similar objects as shall be approved by the association formed provided that:

14.1.1. Such other body shall also prohibit the distribution of income and property to the members to the extent stated herein.

14.1.2. If the association shall have been approved pursuant to section 78 (1) of the Income Tax Assessment Act then such other body shall also be approved, and;

14.1.3. Such organization or organizations shall be identified and determined by a resolution of members in general meeting.

15. Rules

15.1. These rules may be altered, (including an alteration to the association's name), by a special resolution of the members of the association. This includes recision or replacement by substitute rules.

15.1.1. These rules may be repealed or amended by resolution of three-quarters of members present and voting at a general meeting of which not less than 21 (twenty one) days notice including notice of the proposed repeal or amendments has been distributed to all members.

15.1.2. Rules for the proper administration of meetings or business may be made or repealed or amended by a general meeting or by a Committee meeting subject to subsequent disallowance at a general meeting, provided not less than 21 (twenty one) days written notice including

notice of the proposed new rule, repeal or amendment has been distributed to all members.

15.2. The alteration shall be registered with the Office of Consumer and Business Affairs (or its successor), as required by the Act.

15.3. The registered rules shall bind the association and every member to the same extent as if they have respectively signed and sealed them, and agreed to be bound by all of the provisions thereof.

16. Duties of office bearers

The duties described within this section of the rules describe the primary functions of the offices of the chairperson, the secretary and the treasurer.

16.1. Chairperson

16.1.1. The chairperson shall chair executive, Committee and general meetings except that in the absence of the chairperson or at the request of the chairperson or of a majority of a meeting another member shall be elected as chairperson for that meeting.

16.1.2. The chairperson together with the secretary shall prepare the agenda for the Committee and the general meetings.

16.1.3. The chairperson of a meeting shall encourage full balanced participation by all members and shall decide upon matters of order.

16.1.4. The chairperson shall act as a spokesperson unless an alternative spokesperson has been appointed by the Committee or a general meeting. The spokesperson shall make statements in accordance with the previously agreed policy.

16.2. Treasurer

16.2.1. The treasurer shall ensure that monies received are paid into an account authorised by the Committee in the name of the association. Payments shall be as petty cash, direct debit or cheque signed by 2 (two) authorised signatories of whom there shall be no more than 5 (five) appointed by the Committee or a general meeting. Major or unusual expenditure shall be authorised in advance by the Committee or at a general meeting.

16.2.2. The treasurer shall ensure that the records are kept of all receipts and payments and other financial transactions, which records shall be available for inspection by any member.

16.2.3. The treasurer shall ensure all financial budgets and statements are prepared and shall submit a report on the finances to each Committee meeting.

16.2.4. The treasurer shall present audited accounts to the Annual General meeting.

16.3. Secretary

16.3.1. The secretary shall give notice of any meetings in accordance with the provisions of this constitution.

16.3.2. The secretary shall ensure that records are kept of the association including; the constitution and policies, records of members, a register of minutes of meetings and of notices, a file of correspondence and records of submissions or reports made by or on behalf of the association.

16.3.3. In the absence of the secretary or at the request of the secretary or of a majority of the meeting, another member shall be elected as minute secretary.

16.3.4. The secretary shall ensure that all reports and returns required to be forwarded by the Act, or forwarded to the Commonwealth and/or South Australian tax offices, are prepared in time and available.