

MODEL RULES FOR AN INCORPORATED ASSOCIATION

As adapted for, and adopted by, the

AUSTRALIAN STUDENT CHRISTIAN MOVEMENT

Preamble

Representatives of Christian Unions in Universities and Colleges throughout Australasia assembled in convention in Melbourne on June 6th, 1896, recognising a common basis of the Unions and their unity of purpose, adopted a Constitution, and founded the Australasian Student Christian Union, which thereupon applied for affiliation to the World Student Christian Federation, and was duly received as a member thereof.

At a business meeting in Rangiora, New Zealand, in December 1912, it was decided to change the name of the organisation from Union to Movement.

As a result of growth of the Movement, it was decided later to transform the Movement into two independent and co-operating Movements. This was effected in January 1921 by concurrent decisions of conventions in Australia and New Zealand respectively, and the change was endorsed by the World Student Christian Federation.

The Australian Student Christian Movement was incorporated as a Company Limited by Guarantee, the members of which at any given time of the were the members of the current national General Committee. Over time, the reporting and administrative requirements of this form of incorporation became overly burdensome, and in 2003 the ASCM decided to re-incorporate as an Incorporated Association.

These Rules are adapted from the Model Rules and from key elements of the ASCM's historical Constitution, and are presented as they were adopted for the purpose of re-incorporation in July 2003 (**and incorporating minor amendments made from time to time to July 2015**).

1. *Name*

The incorporated association is the Australian Student Christian Movement Association (*in these Rules called "the ASCM Association"*).

2. *Definitions*

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

"Act" means the Associations Incorporation Act 1981;

"ASCM Association" means the Australian Student Christian Movement

Association;

“**ASCM**” (without the word “Association”) refers to the movement generally, including local branches and state-wide Area Councils that may be unincorporated or incorporated independently of the ASCM Association as well as the ASCM Association

"**committee**" means the General Committee of the ASCM Association and the Executive Committee of the ASCM Association, unless the context otherwise requires;

"**financial year**" means the year ending on 31 May;

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

"**member**" means a member of the ASCM Association;

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

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

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

“**visitor**” means a visitor welcomed by the committee under Rule 20.

(2) ~~In these Rules, a reference to the Secretary of the ASCM Association is a reference-~~

~~(a) if a person holds office under these Rules as Minutes Secretary of the ASCM Association -- to that person; and~~

~~(b) in any other case, to the public officer of the ASCM Association.~~

3 *Alteration of the rules*

These Rules and the statement of purposes of the ASCM Association must not be altered except in accordance with the Act.

Explanatory note: As at July 2003, the Act requires a 3/4 majority vote in a General Meeting, called with 21-days notice in the appropriate form of the special resolution to amend the Rules.

3A *The nature of the ASCM Association*

(1) The ASCM welcomes into a community of study, worship and service, all

students, teachers and others who seek the truth by which to live.

- (2) Aims of the ASCM Association:
 - a. To worship and serve God in the world, especially among students
 - b. To follow Jesus Christ and communicate the Gospel in word and act
 - c. To encourage radical testing of Christian faith and life
 - d. To strive for new truth and life within the academic community
 - e. To work for peace, justice and mutual aid among the nations
 - f. To share in the mission of the whole Church and seek its unity and renewal.
- (3) The basis of the movement: Faith in the living God – the Holy Trinity – who speaks to us through the Scriptures and in the life of the Church and the world.

3B *The organisation of the ASCM Association*

- (1) The ASCM Association organises its members into local Branches and regional Area Councils.
- (2) A general meeting of the ASCM Association may recognise as an ASCM Branch any group of people that has carried on, for a period of at least six months, effective work in line with the nature and Aims of the ASCM Association. In order to protect the ecumenical identity of the ASCM Association, a Branch must not operate under a name that suggests it is affiliated either with a particular denomination or with an agency or affiliate of a denomination.
- (3) There shall be one Area Councils for each State and Territory in Australia (excluding the Antarctic Territory). All Branches in each State or Territory shall be represented on the relevant Area Council.
- (4) The functions of each Area Council are to:
 - a. act as a channel of communication between the General Committee and the local organisation of the ASCM in the area concerned and to assist the General Committee in carrying out the policy of the ASCM Association
 - b. stimulate and co-ordinate the activities of the ASCM in the area concerned, receive regular reports from the representatives of all sections of its work, and advise the General Committee thereon
 - c. make arrangements for visits to the area by staff of the ASCM and

other suitable persons

- d. determine, in consultation with the General Committee, how best to support fundraising for the ASCM Association, and be responsible for funding local projects of its own initiation
 - e. appoint such committees as it may deem necessary to give special attention to any phase of its work
- (5) Each Branch and Area Council may adopt its own Constitution or Rules, not inconsistent with these Rules, and may be incorporated under those Rules independently of the ASCM Association.

4 *Membership, entry fees and subscriptions*

- (1) The membership of the ASCM Association shall be open to all who are willing to engage in an exploration of the Christian faith and to abide by these Rules.

- (2) A person may be accepted as a member of the ASCM Association either by:
- a. the National Co-ordinator, if the National Co-ordinator is satisfied that the person is a member of an Area Council or a recognised Branch
 - b. the General Committee, following written application by the person

The General Committee or a general meeting of the ASCM Association may overrule the National Co-ordinator's determination under rule 4 (2)a., in which case the committee must give notice in accordance with rule 4 (9).

- (3) An application of a person for membership of the ASCM Association made to the General Committee must-
- (a) be made in writing in the form set out in Appendix 1;
 - (b) be lodged with the National Co-ordinator of the ASCM Association.
- (4) As soon as practicable after the receipt of an application, the National Co-ordinator must refer the application to the committee.
- (5) The committee must determine whether to approve or reject the application.
- (6) If the committee approves an application for membership, the National Co-ordinator must, as soon as practicable-
- (a) notify the applicant in writing of the approval for membership: and

(b) request payment within 28 days after receipt of the notification of the sum payable under these Rules as the entrance fee and the first year's annual subscription. [*Currently this fee is NIL*]

- (7) The National Co-ordinator must, within 28 days after receipt of the amounts referred to in sub-rule(6), enter the applicant's name in the register of members.
- (8) An applicant for membership becomes a member and is entitled to exercise the rights of membership when his or her name is entered in the register of members.
- (9) If the committee rejects an application, the committee must, as soon as practicable, notify the applicant in writing that the application has been rejected.
- (10) A right, privilege, or obligation of a person by reason of membership of the ASCM Association-
 - (a) is not capable of being transferred or transmitted to another person; and
 - (b) terminates upon the cessation of membership whether by death or resignation or otherwise.
- (11) The entrance fee is the relevant amount set out in Appendix 2. [*currently NIL*]
- (12) The annual subscription is the relevant amount set out in Appendix 2 and is payable in advance on or before 1 July in each year. [*currently NIL*]

5. *Register of members*

- (1) The National Co-ordinator must keep and maintain a register of members of the ASCM Association containing-
 - (a) the name, address and (where given) email address of each member;
 - (b) the date on which each member's name was entered in the register;
 - (c) the Branch or Area Council to which the member belongs, if any; and
 - (d) a list of all Branches recognised by the ASCM Association, the date at which each Branch was initially recognised, and the date of any subsequent determination by the ASCM Association that the Branch ceased to function as a recognised Branch.
- (2) The register is available for inspection free of charge by any member upon request.

- (3) A member may make a copy of entries in the register.
- (4) It is the responsibility of each member to keep the National Co-ordinator informed of any change of address or of their branch/Area Council membership.

6. *Ceasing membership*

- (1) A member of the ASCM Association who has paid all moneys due and payable by a member to the ASCM Association may resign from the ASCM Association by giving one month's notice in writing to the National Co-ordinator of his or her intention to resign.
- (2) After the expiry of the period referred to in sub-rule (1)-
 - (a) the member ceases to be a member; and
 - (b) the National Co-ordinator must record in the register of members the date on which the member ceased to be a member.
- (3) Membership shall lapse automatically after a period of three years from the date that the membership is registered, but may be renewed (in accordance with Rule 4) any number of times.

7. *Discipline, suspension and expulsion of members*

- (1) Subject to these Rules, if the committee is of the opinion that a member has refused or neglected to comply with these Rules, has been guilty of conduct unbecoming a member or prejudicial to the interests of the ASCM Association, or cannot after reasonable efforts be contacted at their registered address, the committee may by resolution-
 - (a) suspend that member from membership of the ASCM Association for a specified period; or
 - (b) expel that member from the ASCM Association.
- (2) A resolution of the committee under sub-rule (1) does not take effect unless-
 - (a) at a meeting held in accordance with sub-rule (3), the committee confirms the resolution; and
 - (b) if the member exercises a right of appeal to a general meeting of the ASCM Association under this rule, the general meeting confirms the resolution in accordance with this rule.
- (3) A meeting of the committee to confirm or revoke a resolution passed

under sub-rule (1) must be held not earlier than 14 days, and not later than 28 days, after notice has been given to the member in accordance with sub-rule (4).

- (4) For the purposes of giving notice in accordance with sub-rule (3), the National Co-ordinator must, as soon as practicable, cause to be given to the member a written notice-
 - (a) setting out the resolution of the committee and the grounds on which it is based: and
 - (b) stating that the member, or his or her representative, may address the committee at a meeting to be held not earlier than 14 days and not later than 28 days after the notice has been given to that member; and
 - (c) stating the date, place and time of that meeting; and
 - (d) informing the member that he or she may do one or both of the following-
 - (i) attending that meeting;
 - (ii) give to the committee before the date of that meeting a written statement seeking the revocation of the resolution;
 - (e) informing the member that, if at that meeting, the committee confirms the resolution, he or she may not later than 48 hours after that meeting, give the National Co-ordinator a notice to the effect that he or she wishes to appeal to the ASCM Association in general meeting against the resolution.
- (5) At a meeting of the committee to confirm or revoke a resolution passed under sub-rule (1), the committee must-
 - (a) give the member, or his or her representative, an opportunity to be heard; and
 - (b) give due consideration to any written statement submitted by the member; and
 - (c) determine by resolution whether to confirm or to revoke the resolution.
- (6) If at the meeting of the committee, the committee confirms the resolution, the member may, not later than 48 hours after that meeting, give the National Co-ordinator a notice to the effect that he or she wishes to appeal to the ASCM Association in general meeting against the resolution.
- (7) If the National Co-ordinator receives a notice under sub-rule (6), he or she must notify the committee and the committee must convene a general meeting of the ASCM Association to be held within 21 days after the date on which the National Co-ordinator received the notice.

- (8) At a general meeting of the ASCM Association convened under sub-rule (7)-
- (a) no business other than the question of the appeal may be conducted; and
 - (b) the committee may place before the meeting details of the grounds for the resolution and the reasons for the passing of the resolution; and
 - (c) the member, or his or her representative, must be given an opportunity to be heard; and
 - (d) the members present must vote by secret ballot on the question whether the resolution should be confirmed or revoked.
- (9) A resolution is confirmed if, at the general meeting, not less than two-thirds of the members present vote in favour of the resolution. In any other case, the resolution is revoked.

8. *Disputes and mediation*

- (1) The grievance procedure set out in this rule applies to disputes under these Rules between-
- (a) a member and another member; or
 - (b) a member and the ASCM Association.
- other than disputes concerning allegations of sexual abuse or criminal conduct
- (2) The parties to the dispute must meet and discuss the matter in dispute, and, if possible, resolve the dispute within 14 days after the dispute comes to the attention of all of the parties.
- (3) If the parties are unable to resolve the dispute at the meeting, or if a party fails to attend that meeting, then the parties must, within 10 days, hold a meeting in the presence of a mediator.
- (4) The mediator must be-
- (a) a person chosen by agreement between the parties; or
 - (b) in the absence of agreement –
 - (i) in the case of a dispute between a member and another member, a person appointed by the committee of the ASCM Association; or
 - (ii) in the case of a dispute between a member and the ASCM 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 ASCM 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.

9. *Annual general meetings*

- (1) The committee may determine the date, time and place of the annual general meeting of the ASCM Association.
- (2) The notice convening the annual general meeting must specify that the meeting is an annual general meeting.
- (3) The ordinary business of the annual general meeting shall be-
 - (a) to confirm the minutes of the previous annual general meeting and of any general meeting held since that meeting; and
 - (b) to receive from the committee reports upon the transactions of the ASCM Association during the last preceding financial year; and
 - (c) to elect officers of the ASCM Association and the ordinary members of the committee;
 - (d) to receive and consider the statement submitted by the ASCM Association in accordance with section 30(3) of the Act; and
 - (e) to review the list of recognised Branches, determining whether any additional Branches should be added to the register or whether any

Branch has ceased to function as a Branch of the ASCM Association (according to rule 3B(2)) for a period of at least six months; **and**

(f) to appoint (or reappoint) a Secretary.

Explanatory note: section 30(3) of the Act refers to an annual financial statement of the Association.

- (4) The annual general meeting may conduct any special business of which notice has been given in accordance with these Rules.

10. *Special general meetings*

- (1) In addition to the annual general meeting, any other general meeting may be held in the same year.
- (2) All general meetings other than the annual general meeting are special general meetings.
- (3) The committee may, whenever it thinks fit, convene a special general meeting of the ASCM Association.
- (4) If, but for this sub-rule, more than 15 months would elapse between annual general meetings, the committee must convene a special general meeting before the expiration of that period.
- (5) On the request in writing of at least 5 members or of members representing not less than 5 per cent of the total number of members (whichever is greater), the committee must convene a special general meeting of the ASCM Association.
- (6) The request for a special general meeting must-
- (a) state the objects of the meeting; and
 - (b) be signed by the members requesting the meeting; and
 - (c) be sent to the address of the National Co-ordinator.
- (7) If the committee does not cause a special general meeting to be held within one month after the date on which the request is sent to the address of the National Co-ordinator, the members making the request, or any of them, may convene a special general meeting to be held not later than 3 months after that date.
- (8) If a special general meeting is convened by members in accordance with this rule, all reasonable expenses incurred in convening the special general meeting must be refunded by the ASCM Association to the persons incurring the expenses.

- (9) A special general meeting may be convened as a teleconference.

11. *Special business*

All business that is conducted at a special general meeting and all business that is conducted at the annual general meeting, except for business conducted under the rules as ordinary business of the annual general meeting, is deemed to be special business.

12. *Notice of general meetings*

- (1) The National Co-ordinator of the ASCM Association, at least 14 days, or if a special resolution has been proposed at least 21 days, before the date fixed for holding a general meeting of the ASCM Association, must cause to be sent to each member of the ASCM Association, a notice stating the place, date and time of the meeting and the nature of the business to be conducted at the meeting.
- (2) Notice may be sent as specified in Rule 34.
- (3) No business other than that set out in the notice convening the meeting may be conducted at the meeting.
- (4) A member intending to bring any business before a meeting may notify in writing, or by electronic transmission, the National Co-ordinator of that business, who must include that business in the notice calling the next general meeting.

12A. *Use of technology*

- (1) A member not physically present at a meeting may be permitted to participate in the meeting by the use of technology that allows that member and the members present at the meeting to clearly and simultaneously communicate with each other.**
- (2) A member participating in a meeting as permitted under subrule (1) is taken to be present at the meeting and, if the member votes at the meeting, is taken to have voted in person.**

13. *Quorum at general meetings*

- (1) No item of business may be conducted at a general meeting unless a quorum of members of the ASCM Association is present at the time when the meeting is considering that item.
- (2) Seven members constitute a quorum for the conduct of the business of a general meeting.

- (3) If, within half an hour after the appointment time for the commencement of a general meeting, a quorum is not present-
 - (i) in the case of a meeting convened upon the request of members- the meeting must be dissolved; and
 - (ii) in any other case- the meeting shall stand adjourned to the same day in the next week at the same time and (unless another place is specified by the Chairperson at the time of the adjournment or by written notice to members given before the day to which the meeting is adjourned) at the same place.
- (4) If at the adjourned meeting the quorum is not present within half an hour after the time appointed for the commencement of the meeting, the members personally present (being not less than four) shall be a quorum.

14. *Presiding at general meetings*

- (1) The National Co-ordinator shall preside as Chairperson at each general meeting of the ASCM Association.
- (2) If the National Co-ordinator is absent from a general meeting, or is unable to preside, the members present must select one of their number to preside as Chairperson.

15. *Adjournment of meetings*

- (1) The person presiding may, with the consent of a majority of members present at the meeting, adjourn the meeting from time to time and place to place.
- (2) No business may be conducted at an adjourned meeting other than the unfinished business from the meeting that was adjourned.
- (3) If a meeting is adjourned for 14 days or more, notice of the adjourned meeting must be given in accordance with rule 12.
- (4) Except as provided in sub-rule (3), it is not necessary to give notice of an adjournment or of the business to be conducted at an adjourned meeting.

16. *Voting at general meetings*

- (1) Upon any question arising at a general meeting of the ASCM Association, a member has one vote only.
- (2) In the case of an equality of voting on a question, the Chairperson of the

meeting is entitled to exercise a second or casting vote.

- (3) A member is not entitled to vote at a general meeting unless all moneys due and payable by the member to the ASCM Association have been paid, other than the amount of the annual subscription payable in respect of the current financial year.

17. *Poll at general meetings*

- (1) If at a meeting a poll on any question is demanded by not less than 3 members, it must be taken at that meeting in such manner as the Chairperson may direct and the resolution of the poll shall be deemed to be a resolution of the meeting on that question.
- (2) A poll that is demanded on the election of a Chairperson or on a question of an adjournment must be taken immediately and a poll that is demanded on any other question must be taken at such time before the close of the meeting as the Chairperson may direct.

18. *Manner of determining whether resolution carried*

If a question arising at a general meeting of the ASCM Association is determined on a show of hands –

(a) a declaration by the Chairperson that a resolution has been-

- (i) carried; or
- (ii) carried unanimously; or
- (iii) carried by a particular majority; or
- (iv) lost; and

(b) an entry to that effect in the minute book of the ASCM Association-
is evidence of the fact, without proof of the number or proportion of the votes recorded in favour of, or against, that resolution.

19. *Proxies*

Proxy votes (ie. absentee votes) are not permitted at any meeting of the ASCM Association.

19A. Secretary

- (1) The Secretary need not be a member of the ASCM and is not a member of the Committee (unless also elected to hold a second role that is part of the Committee)**
- (2) The Secretary must perform any duty or function required under the Act to be performed by the secretary of an incorporated association.**

Example

Under the Act, the secretary of an incorporated association is responsible for lodging documents of the association with the Registrar.

- (3) The Secretary must—**
 - (a) maintain the register of members in accordance with rule 18; and**
 - (b) keep custody of the common seal (if any) of the Association and, except for the financial records referred to in rule 70(3), all books, documents and securities of the Association in accordance with rules 72 and 75; and**
 - (c) subject to the Act and these Rules, provide members with access to the register of members, the minutes of general meetings and other books and documents; and**
 - (d) perform any other duty or function imposed on the Secretary by these Rules.**
- (4) If the position of Secretary becomes vacant for any reason, the Committee must appoint an interim Secretary within 14 days, to hold office until the next Annual General Meeting.**
- (5) The Secretary must give to the Registrar notice of his or her appointment within 14 days after the appointment.**

20. *General Committee*

- (1) The affairs of the ASCM Association shall be managed by the General Committee.
- (2) The General Committee-
 - (a) shall control and manage the business and affairs of the ASCM Association; and
 - (b) may, subject to these Rules, the Act and the Regulations, exercise all such powers and functions as may be exercised by the ASCM Association other than those powers and functions that are required by these Rules to be exercised by general meetings of the members of the ASCM Association; and
 - (c) subject to these Rules, the Act and the Regulations, 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

ASCM Association.

- (3) Subject to section 23 of the Act, the committee shall consist of:
 - (a) the officers of the ASCM Association;
 - (b) one representative from each Area Council (being a member of that Area Council); and
 - (c) one representative from each Branch (being a member of that Branch),each of whom shall be elected at the annual general meeting of the ASCM Association in each year.
- (4) The general committee may also welcome additional persons as visitors. Subject to these rules, visitors welcomed by the committee may participate fully in the meeting. The staff members of the ASCM Association shall have the privileges of visitors unless the committee otherwise decides.

Explanatory note: see Rule 29 for decision making procedures.

21. *Office holders*

- (1) The officers of the ASCM Association shall be:
 - (a) a National Co-ordinator;
 - (b) a Treasurer;
 - (c) a Minutes Secretary;
 - (d) a World Student Christian Federation Liaison Officer;
 - (e) a Women's Project Officer; and
 - (f) a Men's Project Officer
- (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 other offices referred to in sub-rule (1).
- (3) Each officer of the ASCM Association shall hold office until the annual general meeting next after the date of his or her election but is eligible for re-election.
- (5) In the event of a casual vacancy in any office referred to in sub-rule (1), the general or executive committee may appoint a member of the ASCM Association to the vacant office and the member appointed may continue in office up to and including the conclusion of the annual general meeting next following the date of the appointment.

21A. *Executive Committee*

- (1) The executive committee shall consist of
 - a. the National Co-ordinator;
 - b. the Minutes Secretary;
 - c. the National Treasurer;
 - d. the Women's Project Officer; and
 - e. the representative of each Area Council to the general committee .
- (2) The executive committee-
 - (a) shall control and manage the business and affairs of the ASCM Association in between meetings of the general committee; and
 - (b) may, subject to these Rules, the Act and the Regulations, exercise all such powers and functions as may be exercised by the ASCM Association other than those powers and functions that are required by these Rules to be exercised by general meetings of the members of the ASCM Association or by the general committee; and
 - (c) subject to these Rules, the Act and the Regulations, 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 ASCM Association.
- (3) Rules 25 (meetings of the committee), 26 (notice of meetings), 27 (quorum), 28 (presiding) and 29 (voting) apply to the executive committee.

22. *Ordinary members of the committee*

- (1) Subject to these Rules, each ordinary member of the committee shall hold office until the annual general meeting next after the date of election but is eligible for re-election.
- (2) In the event of a casual vacancy occurring in the office of an ordinary member of the committee, the general or executive committee may appoint a member of the ASCM Association who is also a member of the relevant Area Council or Branch to fill the vacancy. The member appointed shall hold office, subject to these Rules, until the conclusion of the annual general meeting next following the date of the appointment.

23. *Election of officers and ordinary committee members*

- (1) Nominations of candidates for election of officers of the ASCM Association or as ordinary members of the committee may be-
 - (a) made in writing, signed by two members of the ASCM Association and accompanied by the written consent of the candidate (which may be endorsed on the form of nomination); and
 - (b) delivered to the National Co-ordinator of the ASCM Association not less than 7 days before the date fixed for the holding of the annual general meeting.
- (2) A candidate may be nominated for an office, or as an ordinary member of the committee, “from the floor” during the annual general meeting.
- (3) If insufficient nominations are received to fill all vacancies on the committee, the candidates nominated shall be deemed to be elected.
- (4) If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated shall be deemed to be elected.
- (5) If the number of nominations exceeds the number of vacancies to be filled, a ballot must be held.
- (6) The ballot for the election of officers and ordinary members of the committee must be conducted at the annual general meeting in such manner as the committee may direct.

24. *Vacancies*

The office of an officer of the ASCM Association, an ordinary member of the committee, **or the Secretary**, becomes vacant if that person-

- (a) ceases to be a member of the ASCM Association (except **in the case of the Secretary, or** where their membership lapses under Rule 6(3) and is immediately renewed); or
- (b) becomes an insolvent under administration within the meaning of the Corporations Law; or
- (c) resigns from office by notice in writing given to the National Co-ordinator.

25. *Meetings of the committee*

- (1) The committee must meet in person at least once in each year at such place and such times as the committee may determine. The committee may

conduct additional meetings by telephone conference or any other means of simultaneous interaction.

- (2) Special meetings of the committee may be convened by the National Co-ordinator or by any 4 members of the committee.

26. *Notice of committee meetings*

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

27. *Quorum for committee meetings*

- (1) Any four members of the committee constitute a quorum for the conduct of the business of a meeting of the committee.
- (2) No business may be conducted unless a quorum is present.
- (3) If within half an hour of the time appointed for the meeting a quorum is not present-
 - (i) in the case of a meeting convened upon the request of members- the meeting must be dissolved; and
 - (ii) in any other case- the meeting shall stand adjourned to the same day in the next week at the same time and (unless another place is specified by the Chairperson at the time of the adjournment or by written notice to members given before the day to which the meeting is adjourned) at the same place.
- (4) The committee may act notwithstanding any vacancy on the committee.

28. *Presiding at committee meetings*

At meetings of the committee-

- (a) the National Co-ordinator presides; or
- (b) if the National Co-ordinator is absent, or is unable to preside, the members present must choose one of their number to preside.

29. *Voting at committee meetings*

- (1) On any question requiring a decision by the committee, the committee shall strive to reach a decision by consensus (that is, all members and visitors present accept that it is better to make the proposed decision than not to make it).
- (2) If the committee has discussed a particular agenda item or sub-item for six hours (not including any breaks), the person presiding at that meeting shall, in their discretion:
 - a. put the matter to a vote; or
 - b. defer the discussion to a subsequent meeting; or
 - c. extend the discussion (either immediately or at another specified time during the meeting).
- (3) The committee may, at any time, reach a decision by consensus to put a matter to a vote.
- (4) Where a matter is put to a vote:
 - a. each member of the committee, including the person presiding at the meeting, is entitled to one vote;
 - b. if there are visiting members (including staff) present from a Branch or Area Council in addition to the member representing that Branch or Area Council, the representative and visitors must reach consensus among themselves within a reasonable time before the member (or a visitor designated by the member) can cast a vote on behalf of that Branch or Area Council;
 - c. the proposal shall be carried only if at least two-thirds of the votes cast are in favour of the proposal; and
 - d. the question shall be determined on a show of hands or, if a member requests, by a poll taken in such manner as the person presiding at that meeting may determine.

30. *Removal of committee member or Secretary*

- (1) The ASCM Association in general meeting may, by resolution, remove any member of the committee **or the Secretary** before the expiration of the member's term of office and appoint another member in his or her place to hold office until the expiration of the term of the first-mentioned member.
- (2) A member who is the subject of a proposed resolution referred to in sub-rule (1) may make representations in writing to the National

Co-ordinator of the ASCM Association (not exceeding a reasonable length) and may request that the representations be provided to the members of the ASCM Association.

- (3) The National Co-ordinator may give a copy of the representations to each member of the ASCM Association or, if they are not so given, the member may require that they be read out at the meeting.

31. *Minutes of meetings*

The **Minutes** Secretary of the ASCM Association must keep minutes of the resolutions and proceedings of each general meeting, and each committee meeting, together with a record of the names of persons present at committee meetings, and must forward copies of these for safe keeping by the ~~Public Officer~~ **Secretary**.

32. *Funds*

- (1) The Treasurer of the ASCM Association must-
 - (a) collect and receive all moneys due to the ASCM Association and make all payments authorised by the ASCM Association; and
 - (b) keep correct accounts and books showing the financial affairs of the ASCM Association with full details of all receipts and expenditure connected with the activities of the ASCM Association.
- (2) All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments must be signed by two members of the committee.
- (3) The funds of the ASCM Association shall be derived from entrance fees, annual subscriptions, donations and such other sources as the committee determines.
- (4) The accounts of the ASCM Association must be reviewed annually by an independent accountant.

33. *Seal*

- (1) The common seal of the ASCM Association must be kept in the custody of the ~~Public Officer~~ **Secretary**.
- (2) The common seal must not be affixed to any instrument except by the authority of the committee and the affixing of the common seal must be attested by the signatures of two members of the committee.

34. *Notice to members*

Any notice that is required to be given to a member, by or on behalf of the ASCM Association, under these Rules may be given by-

- (a) delivering the notice to the member personally; or
- (b) sending it by prepaid post addressed to the member at that member's address shown in the register of members; or
- (c) facsimile transmission, if the member has requested that the notice be given to him or her in this manner; or
- (d) electronic transmission to the email address shown in the register of members, if the member has supplied an email address and has not requested that the notice be given to him or her by other means.

35. *Non-profit and winding up provisions*

- (1) The ASCM Association shall not trade or secure pecuniary profit for its members.
- (2) In the event of the winding up or the cancellation of the incorporation of the ASCM Association, any surplus remaining after the debts and liabilities of the ASCM Association have been paid shall be transferred:
 - a. to another non-profit organisation with similar aims to the ASCM Association, as determined by a special resolution of the members at or before the time of winding up; or if no such resolution is passed then
 - b. to the National Council of Churches in Australia or its successor (however named), to use in its discretion for the promotion of ecumenism among youth and students; or if that organisation no longer exists by any name or cannot accept the funds then
 - c. to the World Student Christian Federation's inter-regional office in Geneva (or its successor), however named; or if that organisation no longer exists by any name or cannot accept the funds then
 - d. to some other charitable cause.

36. *Custody and inspection of books and records*

- (1) Except as otherwise provided in these Rules, the ~~Public Officer~~ **Secretary** must keep in his or her custody or under his or her control

all books, documents and securities of the ASCM Association.

- (2) All accounts, books, securities and any other relevant documents of the ASCM Association must be available for inspection free of charge by any member upon request.
- (3) A member may make a copy of any accounts, books, securities and any other relevant documents of the ASCM Association.
- (4)

APPENDIX 1

APPLICATION FOR MEMBERSHIP OF THE A.S.C.M. ASSOCIATION

Refer to Rule 4(2)(b); see also Rule 4(2)(a)

I, _____, of _____,
(name and occupation) desire to become a *(address)*

member of the Australian Student Christian Movement 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.

I [agree / do not agree] to receive notices of meetings by email at my email address:

(email address)

Signature of Applicant

Date

I, _____, a member of the Association,
(name)

nominate the applicant, who is personally known to me, for membership of the Association.

Signature of Proposer

Date

I, _____, a member of the Association, second
(name)

the nomination of the applicant, who is personally know to me, for membership of the Association.

Signature of Seconder

Date

**APPENDIX 2
MEMBERSHIP FEES**

<i>Fee</i>	<i>Amount</i>
Entrance fee	NIL
Annual subscription fee	NIL
