



Spina Bifida Hydrocephalus
Queensland

CONSTITUTION

1.12.2002

1 NAME OF THE ASSOCIATION

The name of the Association is SBH Queensland Inc.

2 OBJECTS OF THE ASSOCIATION

The general objective of the Association is the care, welfare, support, treatment, education and advancement of people with spina bifida and/or hydrocephalus. The Association also may extend disability support services to other people with disabilities and support persons to live enriched, valued and respected lives:-

- 2.1 establish, conduct and assist clinics, support groups, camps and other programs to assist them and their families and carers;
- 2.2 provide, and assist and encourage the provision of, facilities for their diagnosis, treatment, care, rehabilitation, education, training, employment and advancement;
- 2.3 provide assistance for them and their families and carers, collectively or individually;
- 2.4 collect and distribute information about their treatment, care, rehabilitation, education, training, employment and advancement;
- 2.5 inform and educate the public about their abilities and problems;
- 2.6 promote and maintain the exchange of information about research and developments relevant to them;
- 2.7 promote, conduct, assist and encourage research and experimental work relevant to them;
- 2.8 liaise with government and other organisations about things relevant to them;
- 2.9 do anything incidental or conducive to these objects.
- 2.10 Provide fee-for-services wherein specific funding is not able to be sourced to cover the services listed in the prior clauses

3 POWERS OF THE ASSOCIATION

The Association has the powers of an individual and may also:-

- 3.1 take over the funds, assets and liabilities of the previous unincorporated Association known as "Spina Bifida Association of Queensland";
- 3.2 issue secured and unsecured notes, debentures and debenture stock for the Association.

4 CLASSES OF MEMBERSHIP

4.1 The Association has the following classes of Members:-

- 4.1.1 Ordinary Members (including Life Members);
- 4.1.2 Honorary Members;
- 4.1.3 Corporate Members.

4.2 Ordinary Membership is open to anyone of good repute, over the age of 18 years and wishing to further the objects of the Association.

4.3 The Board may award Life Membership to any Ordinary Member whom the Board considers:-

- 4.3.1 has rendered outstanding service to the Association; or
- 4.3.2 in special circumstances, should be awarded Life Membership.

4.4 The Board may award Honorary Membership to any person whom the Board considers should be awarded Honorary Membership, for service to the Association or its objects. An Honorary Member may not:-

- 4.4.1 vote on any business of the Association;
- 4.4.2 nominate or vote for a candidate for election as a Director; or
- 4.4.3 be a Director.

- 4.5 Corporate Membership is open to any body corporate or incorporated association of good repute and wishing to further the objects of the Association. A Corporate Member is entitled to one vote as a Member and to have one representative nominated as a Director.
- 4.6 A person who was a member of the unincorporated association when it incorporated, and who had agreed in writing to become a Member of the Association:-
- 4.6.1 has the same class of membership in the Association as that Member had in the unincorporated association; and
- 4.6.2 is not liable to pay any further membership fee to the Association in respect of any period for which a subscription has been paid to the unincorporated association.
- 4.7 The number of Members in any class is unlimited.

5 MEMBERSHIP FEES

The membership fee for each class of membership:-

- 5.1 is the amount decided by the Board;
- 5.2 is payable as and when the Board decides;
- 5.3 is not refundable, despite any subsequent resignation or termination of membership; and
- 5.4 may be waived by the Board, upon request by a person whom the Board decides is unable to pay the membership fee.

6 APPLICATION FOR MEMBERSHIP

- 6.1 An application for membership must be:-
- 6.1.1 in the form, and contain those particulars, required by the Board;
- 6.1.2 accompanied by the membership fee for the current financial year (or a request that payment be waived); and

6.1.3 considered and decided by the Board at its next meeting after receipt.

6.2 As soon as practical after the Board decides the application, the Secretary must give the applicant written notice of the applicant's acceptance or rejection. If the application is rejected, the Secretary must enclose a copy of clause 7 with the notice.

7 APPEAL AGAINST REJECTION OF MEMBERSHIP

7.1 Within 1 month after receiving written notice of rejection of membership, the applicant may appeal against the Board's decision, to a General Meeting, by giving written notice of appeal to the Secretary.

7.2 The Secretary must convene a General Meeting, to be held at a reasonable time within 3 months after the Secretary receives the notice of appeal.

7.3 At the General Meeting, before the appeal is decided, the applicant and the Board must be given a reasonable opportunity to show why the application should be accepted and rejected, respectively.

7.4 The Secretary must refund any amount paid by a rejected applicant who does not appeal within the time prescribed or whose appeal is unsuccessful.

8 RESIGNATION OF MEMBERSHIP

8.1 A Member may resign from the Association by giving written notice to the Secretary. The resignation is effective from the date the notice is received by the Secretary or the later date (if any) specified in the notice.

8.2 A Member is taken to have resigned if the Member does not:-

8.2.1 pay the membership fee; or

8.2.2 apply for and obtain a waiver of payment of the membership fee,

within 2 months after the membership fee is due. The resignation is effective from the date to which the membership fee has been paid or previously waived.

9 TERMINATION OF MEMBERSHIP

9.1 The Board may terminate the membership of a Member who:-

9.1.1 is convicted of an indictable offence;

9.1.2 does not comply with this Constitution; or

9.1.3 engages in conduct which the Board considers adversely affects the character or interests of the Association.

9.2 However, before doing so, the Member must be given a reasonable opportunity to show the Board why the membership should not be terminated.

9.3 If the Board resolves to terminate the membership, the Secretary must give the Member written notice of termination and enclose a copy of clause 10.

10 APPEAL AGAINST TERMINATION OF MEMBERSHIP

10.1 Within 1 month after receiving written notice of termination of membership, the Member may appeal against the Board's decision, to a General

Meeting, by giving written notice of appeal to the Secretary.

- 10.2 The Secretary must convene a General Meeting, to be held at a reasonable time within 3 months after the Secretary receives the notice of appeal.
- 10.3 At the General Meeting, before the appeal is decided, the applicant and the Board must be given a reasonable opportunity, to show why the membership should be continued and terminated, respectively.

11 REGISTER OF MEMBERS

- 11.1 The Secretary must keep a register of Members and include:-
- 11.1.1 names, addresses and the dates of admission of Members;
 - 11.1.2 particulars of any resignation, termination and reinstatement of membership; and
 - 11.1.3 any further particulars required by the Board;
- 11.2 Any Member may inspect the register at all reasonable times, upon application to the Secretary.

12 BOARD OF DIRECTORS

- 12.1 The Board consists of between 4 and 9 Directors, elected by Members at a General Meeting.
- 12.2 A Director must:-
- 12.2.1 be an Ordinary Member or the representative of a Corporate Member; and
 - 12.2.2 not be an Employee or a member of an Employee's immediate family.
- 12.3 At each Annual General Meeting, all Directors must retire from office, but are eligible for re-election.
- 12.4 The Board must elect a President, Vice-President, Secretary and

Treasurer from among themselves, at a Board meeting to be held within 1 month after the election of Directors. Until a new President is elected, the former President (or, if not available, the former Vice-President) must act as president and chair the first Board meeting.

13 ELECTION OF THE BOARD OF DIRECTORS

The election of Directors is conducted as follows:-

- 13.1 The Secretary must act as the returning officer.
- 13.2 The Board must appoint at least 2 scrutineers.
- 13.3 At least 1 month before the Annual General Meeting, the Secretary must invite Members to nominate eligible candidates for election as Directors.
- 13.4 Each nomination must be:-
 - 13.4.1 in writing;
 - 13.4.2 in the form required by the Board;
 - 13.4.3 signed by at least 2 Members;
 - 13.4.4 signed by or on behalf of the nominated candidate; and
 - 13.4.5 received at the Association's office at least 20 days before the Annual General Meeting.
- 13.5 Upon receipt, the Secretary must mark all nomination forms with the time and date of receipt.
- 13.6 If less than 4 candidates are nominated, the Chairperson of the Annual General Meeting must declare them elected and the Annual General Meeting may:
 - 13.6.1 adjourn the meeting and allow further nominations in due form by a date fixed by the meeting; or

- 13.6.2 decide to accept further nominations orally from the meeting and proceed, as for due original nominations, to fill the remaining vacancies.
- 13.7 If between 4 and 9 candidates are nominated, the Chairperson of the Annual General Meeting must declare them elected. In addition, if less than 9 candidates are nominated, the Annual General Meeting may decide to accept further nominations orally from the meeting and proceed, as for due original nominations, to fill the remaining vacancies.
- 13.8 If more than 9 candidates are nominated, a secret ballot must be held to elect 9 of them.
- 13.9 If a secret ballot is required, at least 10 days before the Annual General Meeting, the Secretary must send to every Member:-
- 13.9.1 an inner envelope;
- 13.9.2 a larger outer envelope on which is printed the Association's address and a place for the Member to sign;
- 13.9.3 a voting paper which lists the candidates' names alphabetically and states that 9 of them are to be elected to the Board.
- 13.10 To cast a valid vote, a Member must:
- 13.10.1 complete the voting paper by placing the numbers 1, 2 and 3 etc opposite the candidates' names, to indicate the Members' order of preference (with the first preference being 1), but the Member need not place a number opposite each name, so long as the numbering is sequential.
- 13.10.2 enclose the voting paper in the smaller inner envelope;
- 13.10.3 enclose the smaller inner envelope (with the voting paper) inside the larger outer envelope;
- 13.10.4 sign the Member's name on the larger outer envelope; and

- 13.10.5 return the larger outer envelope (with enclosures) to the Association's office before 4.00p.m on the day before the Annual General Meeting.
- 13.11 When voting has closed, the scrutineers must satisfy themselves that only Members have voted and that no Member has voted more than once, and then remove and separate the outer envelopes from the inner envelopes.
- 13.12 The election is decided as follows:
- 13.12.1 the candidate with the fewest first preference votes is excluded and that candidate's votes are distributed to the remaining candidates according to each voter's next preference;
- 13.12.2 This process of excluding the candidate with the fewest votes, and distributing that candidate's votes to the remaining candidates according to each voter's next preference, is repeated until only 9 candidates remain; and
- 13.12.3 if, on any count, 2 or more candidates have an equal number of votes, and one of them must be excluded:-
- 13.12.3.1 the candidate with the fewest first preference votes is excluded; and
- 13.12.3.2 if 2 or more of them have the same number of first preference votes, the scrutineers must determine the exclusion by lot.
- 13.13 The scrutineers must state the result of the election in writing to the Chairperson, who must declare it to the meeting.

14 VACANCIES ON THE BOARD OF DIRECTORS

- 14.1 The Board may appoint any person eligible to be a Director, either to fill a casual vacancy on the Board, or as an additional Director (but only if the number of Directors does not then exceed 9), until the next Annual General Meeting
- 14.2 The continuing Directors may act despite a casual vacancy on the Board.

14.3 However, if the number of Directors is less than a quorum for a Board meeting, the continuing Directors may only:-

14.3.1 increase the number of Directors; or

14.3.2 convene a General Meeting.

15 RESIGNATION OF DIRECTOR

15.1 A Director may resign from the Board by giving written notice to the Secretary. The resignation is effective from the date the notice is received by the Secretary or the later date (if any) specified in the notice.

15.2 A Director who is absent, without the Board's permission, from 3 consecutive regular Board meetings may be asked by the Board to explain those absences. In the absence of a satisfactory explanation, the Director is taken to have resigned.

16 REMOVAL OF DIRECTOR

A Director may be removed from office at a General Meeting. However, before a decision is made, the Director must be given a reasonable opportunity to show why the Director should not be removed from office.

17 POWERS OF THE BOARD OF DIRECTORS

17.1 Subject to this Constitution and any resolution of the Members, the Board:

17.1.1 has the general control and management of the affairs, business, operations, property and funds of the Association;

17.1.2 has and may exercise all the powers and functions of the Association;

17.1.3 has authority to interpret this Constitution and any thing relating to the Association on which this Constitution is silent;

17.1.4 may constitute, reconstitute and dissolve any Subcommittees, as the Board considers appropriate;

- 17.1.5 may employ, engage, dismiss and remunerate any person for services to the Association, on terms the Board considers appropriate (and that person must act in accordance with this Constitution and any directions of the Board);
 - 17.1.6 may delegate any of its powers and duties to any person, on terms the Board considers appropriate (and the delegate must exercise those powers and duties in accordance with this Constitution and any directions of the Board);
 - 17.1.7 may make, amend, repeal and substitute rules not inconsistent with this Constitution, for the conduct of its meetings and the internal management of the Association.
- 17.2 A resolution of Members does not invalidate any prior act of the Board which was valid when it was done.
- 17.3 An act of the Board or a Director is taken to be validly performed, even if:-
- 17.3.1 the appointment of a Director was defective; or
 - 17.3.2 a Director was disqualified from being a Director.

18 MEETINGS OF THE BOARD OF DIRECTORS

- 18.1 The Board must meet as and when it decides, but at least once every 2 months, to exercise its functions.
- 18.2 The Secretary must convene a special meeting of the Board, if the Secretary receives a written request signed by at least 33% of the Directors. The request must clearly state why the special meeting is requested and the business to be conducted at the meeting.
- 18.3 The Secretary must give all Directors at least 3 days written notice of any special meeting of the Board. The notice must clearly state the time and place of the meeting, and the business to be conducted at the meeting. Notice of regular meetings is not required.
- 18.4 Up to 3 Directors may, in special circumstances and with the Board's permission, attend and vote at any Board meeting by telephone or any other means of communication decided by the Board. The Chairperson

must implement appropriate measures to facilitate discussions and the exchange of views between all Directors, and the casting of votes, in those circumstances

- 18.5 The number of Directors required to be present to form a quorum for a Board meeting is more than 50% of the number of Directors elected to the Board after the last General Meeting.
- 18.6 If a quorum is not present within 30 minutes after the appointed time for a Board meeting:-
- 18.6.1 If the meeting was requested by the Directors, the meeting lapses.
- 18.6.2 In any other case, the meeting is adjourned to a time and place decided by those Directors present. The Secretary must give all Directors notice of the time and the place to which the meeting is adjourned. If a quorum is not present within 30 minutes after the appointed time for the adjourned meeting, the meeting lapses.
- 18.7 The President must chair each Board meeting. If there is no President, the President is unwilling to act, or the President is not present within 10 minutes after the appointed time, the Vice-President must chair the meeting. If there is no Vice-President, the Vice-President is unwilling to act, or the Vice-President is not present within 10 minutes after the appointed time, the Directors may choose one of them to chair the meeting
- 18.8 Unless otherwise stated, any question, matter or resolution for the decision of the Board is decided by a majority vote of the Directors present. If the votes are equal, the Chairperson has a casting vote as well as a primary vote.
- 18.9 A Director must not vote at a Board meeting in respect of any matter in which that Director, or that Director's immediate family, is interested or has an interest. If the Director purports to do so, that Director's vote is not counted.
- 18.10 Minutes of each Board meeting must be:-

- 18.10.1 taken by the Secretary ;
 - 18.10.2 signed by the Chairperson of that meeting or the next meeting, as a true record;
 - 18.10.3 kept in a minute book maintained by the Secretary; and
 - 18.10.4 open for inspection at all reasonable times, by any Member who applies to the Secretary.
- 18.11 The Board may limit the right to inspect a minute, if the Board considers it appropriate because the minute deals with a sensitive issue. Any Member aggrieved by that decision may appeal against the decision, to a General Meeting, by giving notice to the Secretary. The Secretary must convene a General Meeting, to be held at a reasonable time within 3 months after the Secretary received that notice. At the General Meeting, before a decision is made, the Member and the Board must be given a reasonable opportunity to show why the Board's decision should be overturned and maintained, respectively.
- 18.12 A written resolution signed by each Director entitled to vote is as valid and effectual as if it had been passed at a Board meeting that was properly convened and held. The resolution may consist of several documents in like form, each signed by 1 or more Directors.
- 18.13 In this clause, a reference to Directors being **present** means present in person, or by telephone or other means decided by the Board under clause 18.4.

19 ANNUAL GENERAL MEETING

- 19.1 The Annual General Meeting must be held within 6 months after the end of each financial year.
- 19.2 The business to be conducted at the Annual General Meeting is:-
- 19.2.1 receive the Board's report;
 - 19.2.2 receive the statement of income, expenditure, assets, liabilities, mortgages, charges and securities for the last financial year;

- 19.2.3 receive the Auditor's report on the financial affairs for the last financial year;
 - 19.2.4 elect the Board;
 - 19.2.5 appoint an auditor;
 - 19.2.6 any other business notified in writing by any Member to the Secretary at least 7 days before the Annual General Meeting; and
 - 19.2.7 any other business raised at the meeting, at the Chairperson's discretion.
- 19.3 To convene an Annual General Meeting the Secretary must:-
- 19.3.1 give at least 1 months written notice of the meeting;
 - 19.3.2 at least 7 days before the Annual General Meeting, make available at the Association's office, copies of the reports and statements which are to be presented to the Annual General Meeting; and
 - 19.3.3 if requested by a Member, send that Member copies of the reports and statements which are to be presented to the Annual General Meeting.

20 SPECIAL GENERAL MEETING

- 20.1 The Secretary must convene a Special General Meeting:-
- 20.1.1 within 1 month after being directed by the Board;
 - 20.1.2 within 1 month after receiving a written request, signed by at least 3 Directors or 10 Members, clearly stating why the General Meeting is requested and the business to be conducted at the meeting;
 - 20.1.3 within 3 months after receiving a written notice of appeal against the Board's decision to reject an application for

membership or to terminate the membership of any person;
and

20.1.4 within 3 months after receiving a written notice under clause 18.11 by a person aggrieved by the Board's decision to limit the right to inspect the minutes of a Board meeting.

20.2 The Secretary must give all Members at least 14 days written notice of the Special General Meeting. The notice must clearly state the time and place of the meeting, and the nature of the business to be conducted at the meeting.

21 PROCEDURE AT GENERAL MEETINGS

21.1 The number of Members required to be present to form a quorum for a General Meeting is twice the current number of Directors, plus one.

21.2 If a quorum is not present within 30 minutes after the appointed time for a General Meeting:-

21.2.1 If the meeting was requested by the Directors or the Members, the meeting lapses.

21.2.2 In any other case, the meeting is adjourned to a time and place to be decided by those Members present. The Secretary must give all Members notice of the time and place to which the meeting is adjourned. At the adjourned meeting, the Members present form a quorum.

21.3 The President must chair each General Meeting. If there is no President, the President is unwilling to act, or the President is not present within 10 minutes after the appointed time, the Vice-President must chair the meeting. If there is no Vice-President, the Vice-President is unwilling to act, or the Vice-President is not present within 10 minutes after the appointed time, the Members may choose one of them to chair the meeting.

21.4 The Chairperson must conduct each General Meeting in a proper and orderly manner

- 21.5 Only Members may speak on any question, matter or resolution at a General Meeting, subject to any contrary resolution of the meeting.
- 21.6 If directed, the Chairperson must adjourn a General Meeting to another time and/or place. However, only the business left unfinished at the General Meeting may be conducted at the adjourned meeting. Notice of the adjournment, or the business to be conducted at the adjourned meeting, is not required, unless the meeting is adjourned for more than 1 month.
- 21.7 Unless otherwise stated, any question, matter or resolution for decision at a General Meeting :-
- 21.7.1 is decided by a majority of the Members present; and
- 21.7.2 is decided in the negative, if the votes are equal.
- 21.8 Every Member present is entitled to one vote on each question, matter or resolution.
- 21.9 Voting is by a show of hands, a division of Members or, if demanded by at least 10 of the Members present, a secret ballot.
- 21.10 If a secret ballot is to be conducted, the Chairperson must appoint 2 scrutineers to conduct the secret ballot in the way the Chairperson decides. The result of the ballot, as declared by the Chairperson, is the resolution of the meeting.
- 21.11 A Member may vote in person or by proxy or attorney. An instrument of proxy:-
- 21.11.1 must be in writing and signed by the appointor;
- 21.11.2 may only appoint another Member as the appointor's proxy;
- 21.11.3 confers authority to demand or join in demanding a secret ballot;
- 21.11.4 received by the secretary before 4.00 pm on the day before the meeting.

21.11.5 must be in substantially the following form:-

SBH Queensland Inc.

I, ofbeing a financial member of the Association, appoint of, as my proxy to vote for me on my behalf at the (Annual) General Meeting of the Association to be held on the day of 20 , and at any adjournment of it :-

This form is to be used * in favour of/against * the resolution.

Signed

Dated

* Strike out whichever is not wanted
φ Strike out if not wanted

21.12 Minutes of each General Meeting must be:-

- 21.12.1 taken by the Secretary;
- 21.12.2 signed by the Chairperson of that meeting or the next meeting, as a true record;
- 21.12.3 kept in a minute book maintained by the Secretary; and
- 21.12.4 open for inspection at all reasonable times, by any Member who applies to the Secretary.

21.13 In this clause, a reference to Members being **present** means present in person or by proxy or attorney.

22 FUNDS AND ACCOUNTS

- 22.1 The Association's funds must be deposited to an account:-
- 22.1.1 in the name of the Association;
 - 22.1.2 with a financial institution decided by the Board; and
 - 22.1.3 as soon as practical after receipt.
- 22.2 The Directors must ensure that proper books and accounts are kept to accurately show the Association's financial affairs.
- 22.3 Cheques must be :-
- 22.3.1 signed by any 2 of the President, Secretary, Treasurer or other persons (who may be Employees) authorised by the Board;
 - 22.3.2 crossed "not negotiable", except those for wages, allowances or petty cash reimbursement, which may be open.
- 22.4 The Board must decide the amount of petty cash (if any) to be kept in the imprest system.
- 22.5 The Board must approve or ratify all expenditure. However, the Board may approve a budget of anticipated income and expenditure of the Association for any specified period or specified event. If so, instead of approving and ratifying every item of expenditure, the Board may authorise generally all expenditure in relation to that period or that event, provided it is in accordance with the approved budget.
- 22.6 The funds and assets of the Association must be used only for the purposes, objects and powers of the Association, and no part may be paid or transferred to the Members. However, the Association may pay reasonable:-
- 22.6.1 remuneration to an Employee;

- 22.6.2 remuneration to any Member or other person for services to the Association;
 - 22.6.3 interest to any Member or other person on any money borrowed from them; and
 - 22.6.4 rent to any Member or other person for premises leased by them to the Association.
- 22.7 As soon as practicable after the end of each financial year, the Treasurer must prepare a statement containing particulars of:-
- 22.7.1 the income and expenditure for that financial year; and
 - 22.7.2 the Association's assets, liabilities, mortgages, charges and securities at the end of that financial year.
- 22.8 The Auditor must audit those statements and present a report on the audit to the Secretary before the next Annual General Meeting after the financial year for which the audit was conducted.

23 ALTERATION OF CONSTITUTION

Subject to the Associations Incorporation Act 1981, this Constitution may be amended rescinded or added to by special resolution of the General Meeting. However, the amendment, repeal or addition is not valid until registered by the Chief Executive of the Department administering the Act.

24 COMMON SEAL

The Board must ensure the Association has a common seal and provide for its safe custody. The common seal must only be used with the Board's authority. Each instrument to which the seal is affixed must be signed by a Director and countersigned by the Secretary, another Director or someone appointed by the Board.

25 INDEMNITY

The Association will indemnify each Director, Subcommittee member and Employee against all losses, damages and expenses incurred in respect of

anything done in performance of their duties or with the authority of the Board or a Subcommittee.

26 WINDING UP

26.1 The Association may be wound up by a special resolution of the Members passed at a General Meeting convened for that purpose.

26.2 If the Association is wound up, any surplus assets must be given to some other organisation:-

26.2.1 which has similar objects;

26.2.2 gifts to which are allowable deductions under the Income Tax Assessment Act; and

26.2.3 decided by the Members at the General Meeting.

27 DOCUMENTS

The Board must provide for the safe custody of books, documents, instruments of title and securities of the Association.

28 COPIES OF CONSTITUTION

The Board must supply a copy of the Constitution to a Member, if requested.

29 NOTICES

29.1 A notice or other communication to a Member is taken to be properly given and received if it is:-

29.1.1 left at the Member's address last notified or known to the Association, when left; or

29.1.2 sent by prepaid ordinary mail to the Member's address last notified or known to the Association, when it should have been delivered in the ordinary course of the post.

29.2 Any notice of appeal, nomination, vote, notice or other communication sent by post to the Association is not given until it is actually received at the Association's office.

30 INTERPRETATION

In this Constitution, unless the contrary intention appears, a word or expression defined in the Associations Incorporation Act 1981, but not this Constitution, has the meaning given by the Act, and

Annual General Meeting means an annual general meeting of the Members of the Association.

Association means SBH Queensland Inc.

Board means the Board of Directors of the Association.

Candidate means a person nominated for election as a Director.

Chairperson means the person who chairs a Board Meeting or a General Meeting, as the case may be.

Director means a person elected or appointed as a director of the Association.

Employee means a paid employee of the Association, whether under contract or not.

Financial year means each year ending on 30 June.

General Meeting means a special general meeting or annual general meeting of the Members of the Association.

Immediate family means those people living together as a family within the same dwelling.

Member means a member of the Association but, for the purposes of clauses 11.2, 12, 13, 17, 18, 19, 20, 21 and 26, excludes Honorary Members.

Special General Meeting means a general meeting of the Members of the Association.

Subcommittee means a subcommittee constituted by the Board.

PRESIDENT

SECRETARY