

*ASSOCIATIONS INCORPORATION ACT 1981 (VIC)*

*CONSTITUTION*  
*OF*  
*AUSTRALIAN*  
*WOMENSPORT & RECREATION ASSOCIATION*  
*INCORPORATED*

*AUGUST 2007*

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## STATEMENT OF PURPOSE

**Vision:**

*“To provide leadership and advocacy for Australian women and girls in sport and active recreation”*

**Mission:**

*“To progress and facilitate opportunities for Australian women and girls in and through sport and active recreation”*

**Aims:**

We aim to promote and encourage more women and girls to participate in all aspects of sport and active recreation by:

1. Being recognized as the primary industry body representing women and girls in sport in Australia;
2. Being the reference point for information on the achievements of, and issues impacting on, Australia’s sportswomen and girls;
3. Undertaking an advisory and advocacy role on the issues facing women and girls in sport and active recreation, and influencing the development of policies and priorities to address these;
4. Continuing to raise the profile of the achievements of Australia’s sportswomen and girls with stakeholders;
5. Promoting the role of the Association and women and girls sport and active recreation by establishing and presenting awards recognizing achievement, skill, service and ability;
6. Providing encouragement through a range of initiatives, scholarships and other opportunities to assist young athletes to realize their potential;
7. Administering its operations using best practice management and corporate governance principles;
8. Encouraging and promoting networking opportunities within the sport and recreation industry and with potential corporate interests;
9. Providing opportunities for members and athletes to exchange information and seek advice and assistance as appropriate;
10. Liaising with any like-minded national and international organisations with similar aims;
11. Conducting or sourcing research and/or development in areas consistent with these aims;
12. Using and protecting the Intellectual Property of the Association;
13. Promoting the health and safety of members;
14. Formulating or adopting, and advocating appropriate policies, including in relation to equal opportunity, equity, drugs in sport, health, safety, infectious diseases and such other matters as arise from time to time as issues to be addressed in women’s sport and active recreation;
15. Representing the members and the interests of women and girls in sport and active recreation generally at any appropriate forum;
16. Seeking and identifying direct or indirect funding sources that could be made available for development of programs to support women and girls sport and active recreation;

17. Giving, and where appropriate, seeking recognition for members to obtain awards or public recognition in their fields of endeavour; and
18. Undertaking and/or doing all such things or activities that are necessary, incidental or conducive to the advancement of these objects.

## **SECTION 1. NAME**

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- 1(1) The name of the Association shall be Australian Womensport & Recreation Association Incorporated.

## **SECTION 2. DEFINITIONS**

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- 2(1) In this Constitution, a word or expression that is not defined in these rules, but is defined in the Associations Incorporation Act 1981, has, if the context permits, the meaning given by the Act.

- 2(2) In this Constitution, any amendment hereto and in any By-Laws made in accordance with the provisions hereof, unless the contrary intention appears, these words shall have the following meanings:

### **ACT**

Means the Associations Incorporation Act 1981 (Vic) unless the contrary intention appears.

### **ASSOCIATION**

Means Australian Womensport & Recreation Association Incorporated

### **BOARD**

Means the Board of Directors of the Association constituted in accordance with Section 7.

### **CHIEF EXECUTIVE OFFICER**

Means the person employed by the Association to conduct the affairs of the Association and implement its policy.

### **CORPORATE MEMBER**

Means any individual, organisation, association or other body corporate which is a sponsor of the Association in accordance with Section 4. These members have the right to attend general meetings of the Association, but do not have the right to move and second motions or the right to vote.

### **DELEGATE**

Means the person nominated by an Organisation Member as their representative.

### **DIRECTOR**

Means a member of the Board of Directors in accordance with Section 6.

### **GENERAL MEETING**

Means the annual or any special general meeting of the Association.

**HONARARY MEMBER**

Any person, organisation, or institution deemed by the Board to provide benefit to the Association or women and girls in sport and active recreation in general, who is elected by a Special Resolution. Such membership shall expire at the conclusion of the next Annual General Meeting following such appointment. Honorary Members are entitled to attend meetings of the Board as observers but shall not have rights to vote at such meeting nor to speak unless invited to do so by the Chairperson.

**INDIVIDUAL MEMBER**

Means any person who is affiliated with the Association in accordance with Section 4. These members have the right to attend general meetings of the Association, have the right to move and second motions and the right to vote.

**INTELLECTUAL PROPERTY**

Means all rights or goodwill subsisting in copyright, business names, names, trade marks, logos, designs, trade secrets, knowhow, equipment, images (including photographs, videos or films), or service marks relating to the Association or any event conducted, promoted or administered by the Association, whether present or future.

**LIFE MEMBER**

Any person who is appointed by the Board in accordance with Section 4 and passed at a general meeting. These members have the right to attend general meetings of the Association, but do not have the right to move and second motions or the right to vote.

**ORDINARY RESOLUTION**

Means a Resolution passed at a Board or General Meeting by a simple majority of those members present and entitled to vote and includes proxies.

**ORGANISATION MEMBER**

Means any organisation, association or other body corporate that is financially affiliated with the Association in accordance with Section 4. These members have the right to attend general meetings of the Association, and have the right to move and second motions and the right to vote.

**PRESIDENT**

Means the President for the time being of the Association.

**REGULATIONS**

Means regulations under the Act and made by the Board under Section 11.

**RULES**

Means these Rules of the Association and includes the Statement of Purpose of the Association.

**SECRETARY**

Means the person so appointed by the Board to act in this capacity, in accordance with Section 7(11).

**SPECIAL RESOLUTION**

Means a Resolution passed by a three-quarters majority of those Members present and entitled to vote and includes proxies.

**SPORTING ACTIVITY**

Means a human activity capable of achieving a result requiring physical exertion and/or physical skill which, by its nature and organisation, is competitive and is generally accepted as being a sport.

**STATE**

Means the State of Victoria.

**YEAR**

Means the Association's financial year commencing on the first day of July each year expiring on the 30<sup>th</sup> of June in each year.

- 2(3) These Rules replace the model rules under the Act.
- 2(4) These Rules and the Statement of Purpose of the Association must not be altered except in accordance with the Act.
- 2(5) If any provision in these rules or any phrase contained in them is invalid or unenforceable in any jurisdiction, the phrase or provision is to be read down for the purpose of that jurisdiction, if possible, so as to be valid and enforceable, and otherwise shall be severed to the extent of the invalidity or unenforceability, without affecting the remaining provisions of these rules or affecting the validity or enforceability of that provision in any other jurisdiction.

## **SECTION 3. POWERS**

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- 3(1) The Association has the power:
- (a) To purchase or acquire in fee simple or on lease any real or personal estate or any interest in or licence in respect thereof for the purpose of the Association;
  - (b) To erect or improve or alter any buildings for the purpose of the Association and to furnish and maintain the same;
  - (c) To invest or otherwise deal with the moneys of the Association not immediately required upon such security and in such manner as may from time to time be determined;
  - (d) To borrow or raise and give security for money by the issue of any bonds, debentures, bills of exchange, promissory notes or other obligations or securities or by the mortgage or charge over all or any part of the property of the Association and to purchase, redeem or pay off such obligations and securities or any of them;
  - (e) To draw, make, accept, endorse, discount, execute and issue bills of exchange and other negotiable and transferable instruments including by electronic means;
  - (f) To employ and remove staff on a full time or part time basis;
  - (g) To produce, develop, create, licence and otherwise exploit, use and protect Intellectual Property;
  - (h) To print and publish any material by any means the Association may think desirable for the promotion of its objects;
  - (i) To enter into arrangements with any government or authority that are incidental or conducive to the attainment of the objects and the exercise of powers of the Association;
  - (j) To take such steps in person or in writing, by public meeting or otherwise as may from time to time be deemed appropriate in meeting the Associations objects;
  - (k) To make charges for services and facilities provided by the Association;
  - (l) To take and effect insurance or seek, obtain and in its discretion act on, any professional advice necessary or appropriate;
  - (m) Subscribe to, become a member of, or cooperate with any other organisation whose objects are similar to those of the Association;
  - (n) To do all such things as are incidental or conducive to the attainment of the Association's objects.
- 3(2) The powers contained in 3(1)(a) - (n) shall be vested in the Board unless otherwise specified within this Constitution.

## **SECTION 4. MEMBERSHIP**

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### **4(1) Membership shall comprise**

- (a) Individual members – Those persons over the age of 18 years, who complete the application form required by the Board;
- (b) Organisation members - Any organisation which, in the opinion of the Board, has an interest in promoting and encouraging the participation of women and girls in sport, that completes the application form required by the Board and pays the appropriate affiliation fee;
- (c) Corporate members – Any corporate entity or individual who accepts one of the Association's sponsorship packages.
- (d) Life members – Those appointed at the discretion of the Board.
- (e) Honorary members – Any person, organisation, or institution deemed by the Board to provide benefit to the Association or women and girls in sport and active recreation in general, who is elected by a Special Resolution. Such membership shall expire at the conclusion of the next Annual General Meeting following such appointment.

### **4(2) Membership shall be unlimited in number.**

### **4(3) Individual Membership**

Any individual who completes the prescribed form (Appendix 1) and pays the prescribed fee shall be accepted as a member. All such Individual members shall be bound by the terms and conditions of the WQA Constitution.

### **4(4) Corporate Membership**

Any individual, body corporate, organisation or association who is accepted by the Board as a sponsor of the Association can be a corporate member. Such decision is entirely at the discretion of the Board.

### **4(5) Organisation Membership**

The Board may at any time upon written application (Appendix 2) accept an organisation as a member on receipt of the nominated affiliation fee. Such decision is entirely at the Board's discretion.

### **4(6) Life Membership**

- (a) Candidates for life membership shall be nominated to the Board by two members, with support, by way of rationale, service and other factors influencing the nomination, in writing from the nominators (neither of whom may be the nominee) not less than two calendar months prior to the General Meeting at which the nomination will be considered.
- (b) A resolution of the General Meeting to confer Life Membership on the recommendation of the Board, must be a Special Resolution.
- (c) Life membership will be restricted to those who have rendered distinguished service to the Association, and the principles for which it stands, where such service is deemed to have assisted the advancement of women and girls in sport, as a player, administrator or otherwise.
- (d) Privileges of a Life Member will be determined by the Board from time to time.

- (e) A person must accept or reject the Association's resolution to confer life membership in writing. Upon written acceptance, the person's details shall be entered into the Membership Register, at which time Life Membership shall commence.

**4(7) Applications**

An application for Individual or Organisation membership shall be in writing on the prescribed Association form, and shall be duly signed by the individual or an authorised officer bearer of the organisation applying for membership. The prescribed fee, where applicable, must accompany the application form.

Corporate Membership will be provided to sponsors who complete and sign a sponsorship agreement with the Association.

**4(8) Process**

Each written application for Organisation membership shall be considered and voted on by the Board. If the majority of Board members present vote to accept the applicant as a member, the applicant must be accepted. If membership is rejected, fees will be returned to the applicant. In the event of the application being rejected, the applicant may appeal in writing and be heard at the next General Meeting.

The Secretary will advise the applicant in writing of the outcome of their application.

**4(9) Membership Termination by Member**

An Individual or Organisation member may terminate its affiliation at any time in writing. In the case of an Organisation membership, the notification should be signed by a current officer of the organisation. Receipt of such notice by the Association shall result in the immediate forfeiture of all rights and privileges of membership by the individual or organisation concerned. Membership Fees will not be refunded. The membership register will be adjusted.

**4(10) Membership Rejection or Termination by Board**

The Board may terminate a member's membership if the member:

- Is convicted of an indictable offence; or
- Does not comply with any of the provisions of these rules; or
- Has membership fees in arrears for at least 2 months; or
- Conducts himself or herself in a way considered to be injurious or prejudicial to the character or interests of the association.

**Process**

- (a) A person or organisation whose application for membership has been rejected, or whose membership has been terminated, may give the Secretary written notice of their intention to appeal against the decision.
- (b) A notice of intention to appeal must be given to the Secretary within 1 month after the person or organisation receives written notice of the decision.
- (c) If the Secretary receives a notice of intention to appeal, the Secretary must, within 3 months after the day of receipt, call a general meeting to decide the appeal. The Board may decide the way in which notice must be given.
- (d) At the meeting, the applicant must be given a full and fair opportunity to show why the application should not be rejected or the membership should not be terminated.

- (e) Also, the Board members who rejected the application or terminated the membership, must be given an opportunity to show why the application should be rejected or the membership terminated.
- (f) An appeal will be determined by ordinary resolution of members present at the meeting and will include proxies.

**4(11) Voting Rights of Individual & Organisation Members**

Each Member shall be entitled to one (1) vote at each General Meeting.

**4(12) Voting Rights of Corporate and Life Members**

Each Member shall be entitled to be present at each General Meeting. Such representatives may at the Chairperson's discretion, debate motions, but shall not have the right to vote, or move or second motions.

**4(13) Registered Address**

Every Member shall inform the Association of an address, which may also be an electronic address, to which notices intended for such Member may be addressed. Such address shall be known as the registered address of the Member and all notices and other communications required or permitted to be sent to the Member for the purposes of this Constitution shall be deemed to have been received by the Member forty-eight (48) hours after emailing or posting by letter addressed to the Member at its registered address. In the event of the failure by a Member to supply a change of address then such Member shall be deemed to have received every notice from the Association sent by post and addressed to it by name to the last known address of the member.

**4(14) Register**

The Secretary shall keep and maintain a Register in which shall be entered (as a minimum):

- (a) The full name, address; email; phone number and class of membership of each member;
- (b) The date of their admission; and
- (c) The date of their resignation or other termination details;

Having regard to confidentiality considerations and privacy laws, the Register shall be open for inspection (but not copying) at all reasonable times by any Member who previously applies to the Secretary for such inspection.

**4(16) Honorary Membership**

- (a) The Board may in its discretion for any reasons deemed to be to the benefit of the Association or women and girls sport in general, by a Special Resolution elect a person, organisation, or institution to membership of the Association as an Honorary Member. Such membership shall expire at the conclusion of the next Annual General Meeting following such appointment. Honorary Members are entitled to attend meetings of the Board as observers but shall not have rights to vote at such meeting nor to speak unless invited to do so by the Chairperson.
- (b) Names of persons, organisations or institutions to be recommended for Honorary Membership are to be included in the notice calling the meeting at which they will be considered.

**4(17) Fees**

The annual membership fees payable by members of the Association, the time for and manner of payment, shall be determined by the Board from time to time.

Any member which or who has not paid all monies due and payable to the Association by 1 September each year, shall (at the Board's discretion) have all rights under these rules suspended, until such time as all monies are fully paid. In the meantime, the member shall be dealt with at the Board's discretion in imposing appropriate conditions or requirements.

**4(18) Member to Re-apply**

A member whose membership has lapsed due to resignation or being unfinancial, must seek renewal or re-apply for membership in accordance with the application rules set out in Section 4 of this Constitution for their particular category of membership, and may be re-admitted at the discretion of the board.

**4(19) Creation of New Classes**

The Board has the right and power to create new classes of membership with such rights, privileges and obligations as are determined applicable, even if the effect of creating the new class is to alter the rights, privileges and obligations of an existing class of membership.

## **SECTION 5. GENERAL MEETINGS**

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### **5(1) Calling General Meetings**

Notice of a General Meeting shall be issued by the Secretary within seven days of a directive by the Board or on receipt of a written request signed by at least 10% of all Members. The notice of such a meeting shall be in accordance with sub-Section 5(4) and shall specify the nature of the business and no other business shall be transacted.

### **5(2) Annual General Meetings**

There shall be an Annual General Meeting of the Members which shall be held within 6 months after the end of the Association's previous financial year. The business at such meeting shall include:

- (a) consideration of the minutes of the last Annual General Meeting, unless previously considered at an interim General Meeting, in which case the meeting shall consider the applicable minutes of the General Meeting held since the previous Annual General Meeting for confirmation;
- (b) consideration of the Board's Annual Report, the fully audited Balance Sheet and Financial Statements covering the affairs of the Association during the last year and the Treasurer's reports therein;
- (c) appointment of an Auditor;
- (d) election of Directors and Officers of the Association; and
- (e) any Notices of Motion.

### **5(3) Notice**

At least fourteen (14) days written notice of any General Meeting shall be given to each Member. The Board may decide the way in which the notice must be given.

### **5(4) Notices of motion**

- (a) All notices of motion for inclusion as special business at a general meeting must be submitted in writing by two members to the Secretary not less than 28 days (excluding receiving date and meeting date) prior to the general meeting.
- (b) Such motion, if unsuccessful, can not be re-submitted, nor may any other motion having a similar effect, be moved at a subsequent general meeting for a period of 12 months.

### **5(5) Voting Procedure**

Subject to the rules of debate and this Constitution, each Individual or Organisation member is entitled to move, second and speak to a motion, and shall be entitled to one vote. Voting shall be by a show of hands unless a secret ballot is requested on any motion by at least 20% of members present and entitled to vote, when the voting on the original motion shall be by secret ballot.

### **5(6) Casting Vote**

In the event of a tied vote the Chairperson of the meeting may exercise a casting vote.

### **5(7) Chief Executive Officer**

In the event that the organisation appoints a Chief Executive Officer, she/he shall not be entitled to vote at a meeting of the Members.

**5(8) Quorum and adjournment**

- (a) Quorum for a General Meeting shall be double the number of elected Directors of the Association on the Board plus one.
- (b) If a quorum is not present within 30 minutes after the time fixed for a general meeting called other than on request of the members of the Board of the Association, the meeting is to be adjourned to a day time and place decided by the Board.
- (c) If, at an adjourned meeting, a quorum under (a) is not present within 30 minutes after the time fixed for the meeting, the members present form a quorum.
- (d) The Secretary is not required to give members notice of an adjournment or of the business to be conducted at an adjourned meeting unless a meeting is adjourned for at least 30 days.
- (e) If a meeting is adjourned for at least 30 days, notice of the adjourned meeting must be given in the same way as for the original meeting.
- (f) Any General Meeting of the Association may be adjourned by Ordinary Resolution of the meeting.
- (g) In this rule, 'member' includes a person attending as a proxy.

**5(9) Chair**

At all General Meetings the chair shall be taken by the President, or if not available by the Deputy Chair. In the event of the absence or refusal to act of the President and Deputy Chair, the members present in person (but not including proxies) shall elect a Chairperson.

**5(10) Voting Procedure at general meeting**

Subject to these rules, at each general meeting

- (a) Each question, matter or resolution must be decided by a majority of votes of the members present;
- (b) Each member present is entitled to one (1) vote only and in the event the votes are equal, the chairperson has a casting vote as well as a primary vote.
- (c) A member is not entitled to vote at a general meeting if the member's annual subscription is in arrears at the date of the meeting;
- (d) Voting may be by show of hands unless at least 20% of the members present demand a secret ballot;
- (e) If a secret ballot is held, the chairperson must appoint 2 persons to conduct the secret ballot in the way the chairperson decides;
- (f) A member may vote in person or by proxy;
- (g) A proxy may be a member of the Association or another person;
- (h) A person attending the meeting may hold a maximum of three (3) proxy votes, apart from the Chairperson who may hold as many as directed;
- (i) An instrument appointing a proxy must be in writing, in the form at Appendix 3, and signed by the Individual member or an authorised office bearer of an Organisation member;
- (j) A completed proxy must be given to the Secretary prior to the commencement of the meeting or adjourned meeting.

**5(11) Records of general meeting**

- (a) The Secretary must ensure full and accurate minutes of all proceedings of general meetings are retained;
- (b) The Secretary must ensure the minutes of all general meetings are available for inspection on reasonable notice by a member;
- (c) The minutes of each general meeting, including the annual general meeting, must be signed by the chairperson of the meeting, or the chairperson of the next general meeting, as verification of their accuracy.

## SECTION 6.

## APPOINTMENT & ELECTION OF DIRECTORS

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### 6(1) **Composition of Board**

The composition of the Board shall be:

- (a) 5 Directors who shall be elected under 6(4); and
- (b) Up to 3 independent Directors who may be invited onto the Board by reason of their demonstrated expertise in a relevant area, in accordance with 6(3).

The Secretary shall be entitled to notice of, attend, participate in and debate at, all meetings of the Board. The Secretary may be a Director and be entitled to vote unless she/he is an employee of the Association, in which case she/he shall not be a Director and shall not be entitled to vote.

### **Qualifications**

Each Director must provide details of the skills they bring to the Board when nominating as a Director. Subject to the nominees having the appropriate qualification, nominations shall be open to any Individual member or any other person. A non-member may be elected as a Director.

### 6(2) **President**

- (a) The President shall be the nominal head of the Association and will act as Chairperson of any Board meeting at which she/he is present, except in relation to any matter for which the President is a nominee, or where a conflict of interest exists. If the President is not present, or is unwilling or unable to preside, the Deputy Chairperson shall preside. In the event that the Deputy Chairperson is unwilling or unable to preside, the remaining Board members shall appoint one of their number to preside as Chairperson for that meeting only.
- (b) The President shall be appointed in accordance with these rules for a term of 2 years, with a maximum 6 consecutive years or three terms in office.
- (c) Subject to this Constitution, the Board is entitled to fill a casual vacancy in the office of President (whether caused by the President's resignation or otherwise) with another person from within the Board. The Board position consequently vacated shall be treated as another casual vacancy. A casual vacancy in the President's role can only be filled until the next AGM.

### 6(3) **Independent Directors**

- (a) The Board may by resolution, immediately on commencement of their term and having regard to the needs and requirements of the Association at that time, invite up to 3 independent Directors, with demonstrated expertise in a relevant area to serve as Independent Directors.
- (b) If any invitee accepts, their term shall commence on appointment. If any invitee rejects the invitation, such further invitations may be issued as are appropriate to fill the available positions.
- (c) The term of appointment will be at least until the next Annual General Meeting and up to a maximum of 2 years and is at the discretion of the Board.
- (d) No Independent Director shall serve more than 3 consecutive terms of office.

- (e) Rule 6(7) is not applicable to Independent Directors.

**6(4) Directors**

- (a) This rule does not apply to Independent Directors.
- (b) The Directors shall be elected in accordance with these rules for a term of 2 years, with a maximum of six consecutive years or three terms in office, except for 2 Directors elected at the AGM in 2007 who will serve one year.
- (c) Nominations for the positions of Director shall be called for by the Secretary no later than 45 days prior to the AGM. When calling for nominations, the Secretary shall provide details of the necessary qualifications and job description as determined by the Board from time to time.
- (d) Nominations must be in writing, on the prescribed form if provided, signed by a nominator and seconder who shall be Individual or Organisation members of the Association, and certified by the nominee expressing her/his willingness to accept the position for which she/he is nominated.
- (e) Nominations must be received by the Secretary at least 21 days prior to the AGM and shall be advised to members entitled to receive notice of the AGM, under Section 5, with the agenda for that meeting.
- (f) The elections shall be by preferential ballot and shall be by secret ballot on papers prepared by the Secretary.
- (g) If at the start of the meeting there are insufficient nominations for the positions, nominations may be taken from the floor of the meeting.
- (h) The continuing members of the Board may act despite a casual vacancy on the Board.
- (i) However if the number of Directors is less than the number required for a quorum, the continuing members may act only to increase the number of Directors to the number required for a quorum, or call a general meeting of the Association.
- (j) Subject to this Constitution, the Directors are entitled to fill a casual vacancy in the office of Director (whether caused by the Director's resignation or otherwise) with another person who can provide the required skills on the Board. Any casual vacancy can only be filled for the remainder of the Director's term under these rules.

**6(5) Portfolios**

If the Board considers it appropriate, in order to further the objects and purposes of the Association, it may allocate Directors to specific portfolios, with specific responsibilities, as determined in the discretion of the Board. The Directors skills and knowledge will be considered in allocation of portfolios and where a skills/knowledge gap is identified the Board will seek to address this through mechanisms available in this Constitution.

**6(6) Right to Co-opt**

The Board shall have the right to co-opt any person with appropriate experience or expertise to assist the Board on such matters and terms as the Board thinks fit. Any person so co-opted shall act in an advisory role only, and shall not have the rights of a Director.

**6(7) Timing of Appointments and Election of Directors**

- (a) At the AGM of the Association next following 31 December 2006, all the Directors retire from office, and at the AGM in every subsequent year, two or three Directors (where 5 elected Directors are currently on the Board) retire from office. This number will alternate each year commencing in 2008 with 2 Directors retiring, and in 2009, three Directors retiring. Where there are fewer than 5 Directors currently serving on the Board, then the number nearest to half but not exceeding half, retire from office.
- (b) The Director or Directors to retire at an AGM other than the AGM next following the 31 December 2006, are those who have been longest in office since their election.
- (c) Where 2 or more Directors became Directors on the same day, the Director or Directors to retire are determined by lot unless otherwise agreed between or among themselves.
- (d) A retiring Director is eligible for re-election subject to not exceeding 6 consecutive years or 3 consecutive terms.

**6(8) Executive**

The Board shall elect from within the Directors a President, Deputy Chairperson and Treasurer at the first meeting of the Board following the Annual General Meeting each year.

The Board shall appoint a Secretary who may be a director, or who may be external to the Board, and who may be an employee of the Association.

The Board shall also appoint a person to undertake the duties of Public Officer as required by legislation. This person must be a resident of Victoria.

The President, Deputy Chairperson, Treasurer and Secretary, if a director, shall form the Executive Committee which shall meet from time to time, with the Secretary to progress any matter as required between Board meetings and report on such matters to the Board. The President shall act as Chairperson. A quorum to conduct an executive meeting shall be 3.

**6(9) Duties of President**

The President shall act as Chairperson and shall assume the following duties:

- (a) to preside and Chair all Board and General Meetings of the Association to see that business is conducted in a proper manner;
- (b) to generally oversee the well being and objects of the Association; and
- (c) to attend all meetings of the Association and of the Board and vote as a member thereof, and if he/she should preside as the chair he/she may exercise a deliberative as well as a casting vote.

**6(10) Duties of Deputy Chairperson**

The duties of the Deputy Chairperson shall be:

- (a) In the absence of the Chairperson to perform those duties required of the Chairperson by this Constitution.

- (b) to perform such other duties as the Chairperson of the Board may from time to time require.

**6(11) Duties of Secretary**

The duties of the Secretary are set out in the duties of the Secretary.

- (a) The Secretary will act as Secretary.
- (b) If a vacancy happens in the office of Secretary, the Board must ensure a secretary is appointed within one (1) month of the vacancy occurring.
- (c) The Board may appoint and remove the Association's Secretary at any time.

**6(12) Duties of Treasurer**

The duties of the Treasurer shall be:

- (a) To overview that proper accounting and other records are kept in accordance with the Act, and to maintain the care and control of the Association's books of account.
- (b) To overview implementation of Board approved financial policies and procedures.
- (c) To overview production of:
  - Financial statements for each Board meeting, and at any other time requested by the Board,
  - Record of all moneys received and disbursed since the presentation of the last previous statement and record,
  - Bank statements and cheque books as required by the Board,
  - Annual audited financial statements for the financial year then last past for presentation to members at the Annual General Meeting
  - Annual budgets for the Association.
- (d) To delegate such of her/his powers and authorities as she/he may think is fit, to any person, save and except the authority to countersign cheques on behalf of the Association.

**6(13) Duties of Directors**

- (a) To represent the Members at Board Meetings and to convey any issues to the Board.
- (b) To carry out such duties as directed by the Board or the Chairperson from time to time.
- (c) To convene and chair sub-committees as requested by the Board and report to the Board the deliberations and recommendations of those sub-committees.

**6(14) Removal or Expulsion of Directors**

In addition to the circumstances in which the office of a Director becomes vacant by virtue of the Act, the office of a Director becomes vacant if the Director:

- a) dies;
- b) becomes bankrupt or makes any arrangement of composition with his creditors generally;
- c) becomes of unsound mind or a person whose person or estate is liable to be dealt with in anyway under the law relating to mental health;
- d) resigns his office in writing to the Association;

- e) is absent without the consent of the Board from meetings of the Board held during a period of 6 months;
- f) without the prior consent or later ratification of the Members in General Meeting holds any office of profit under the Association;
- g) is directly or indirectly interested in any contract or proposed contract with the Association and fails to declare the nature of his/her interest;
- h) is removed by Ordinary Resolution at a General Meeting;
- i) has been expelled or suspended from membership (without further recourse under this Constitution; or
- j) would otherwise be prohibited from being a Director of a corporation under the Corporations Act.

A Director has no right of appeal against his/her removal from office under this clause.

For the purpose of 6(14)h) above, where a general Meeting is called to determine whether a Director is to be removed:

- (a) The Secretary must call a general meeting. The Board may decide the way in which notice must be given.
- (b) At the meeting, the Director must be given a full and fair opportunity to show why they should not be removed.
- (c) Also, the members or Directors seeking the Director's removal must be given an opportunity to show why the Director should be removed.
- (d) The decision will be determined by ordinary resolution of members present at the meeting and will include proxies.

## **SECTION 7. BOARD**

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**7(1) Composition of the Board**

The Board shall consist of 5 elected Directors and up to 3 appointed independent Directors.

**7(2) Calling of Board Meetings**

At least seven (7) clear days written notice of all Board Meetings shall be given to each member of the Board.

**7(3) Board Meetings**

The Board shall meet at least six (6) times a year at a time and place to be determined by the Board. Subject to these rules, the Board may adjourn and otherwise regulate its meetings as it thinks fit. The business at Board Meetings shall include:

- (a) Consideration and confirmation of the Minutes of the last previous Board Meeting.
- (b) Receiving the Treasurer's report.
- (c) Receiving other reports as may be presented by the Officers and sub-Committees of the Association.
- (d) General Business

**7(4) Powers of the Board**

The administration and management of the affairs of the Association are vested in the Board which in addition to the powers expressly conferred by this Section, shall act in accordance with the objects of this Constitution and in line with policies as laid down by the Members.

Without prejudice to, or limitations of its general powers, the Board shall have the following powers:

- (a) To purchase or otherwise acquire for the Association any real or personal property, rights or privileges.
- (b) To appoint, and at its discretion remove or suspend, solicitors, bankers, clerks, agents, service providers or servants for permanent, temporary or special service for the Association and to determine their duties and fix their salaries.
- (c) On behalf of, and in the name of the Association, to institute, conduct, defend, compound or abandon any legal proceedings concerning the affairs of the Association.
- (d) To administer the finances of the Association, receive donations and other funds, and to invest and order the disbursement of the funds of the Association.
- (e) To make, vary or repeal By-Laws, not inconsistent with these rules, for the internal management of the association.
- (f) To appoint sub-Committees and to delegate to such sub-Committees such powers as are relevant to their duties and functions.
- (g) To cause the Association to become affiliated with such other Associations or bodies as the Board shall think fit.
- (h) To appoint delegates to such other organisations or bodies as the Board shall think fit.

- (i) To delegate such of its powers and authorities as it may think fit to any person.
- (j) To do all such things as may be necessary to carry into effect any resolution passed at any General Meeting of the Association.
- (k) To appoint and/ or co-opt, and at its discretion remove or suspend, consultants providing specific services for the Board.

**7(5) Delegation of powers**

- (a) The Board may delegate such duties and functions, with such powers, as it determines fit. The Board may create, establish or appoint from members, or other individuals or entities, such sub-committees or key committees or Boards as it determines necessary to pursue its objects. These entities exercising delegated powers have the right to co-opt persons with appropriate expertise, experience and knowledge, subject to the Boards right of veto in respect of that person.
- (b) The Board cannot delegate its power to delegate or its obligations and functions under the law, these rules or resolution of a general meeting.
- (c) The Board will determine the duration of the delegation and may revoke wholly or in part any delegation made under this rule, and may amend or repeal any decision made by such entity under this rule.
- (d) The Board may exercise its right to appoint certain Directors to an entity exercising delegated powers and to determine how the Chairperson will be identified.
- (e) The procedures for any entity exercising delegated power shall, subject to these rules and with any necessary or incidental amendment, be the same as those applicable to the Board. The entity exercising delegated powers shall make decisions in accordance with the objects and purposes of the Association and shall promptly provide the Association with details of all material decisions and shall provide any other reports, minutes and information as the Association may require from time to time.

**7(6) Quorum**

A number equal to half the number of Board positions plus one shall constitute a quorum. A maximum of one (1) hour shall be allowed from the time the meeting was called for a quorum to be present or the meeting shall lapse.

**7(7) Conflicts of Interest:**

A Director shall declare an interest in any:

- (a) Contractual matter;
- (b) Selection matter;
- (c) Disciplinary matter;
- (d) Other financial matter; or
- (e) Any other matter,

in which a conflict of interest arises or may arise, and shall unless otherwise determined by the Board, absent herself/himself from debate on such matter and shall not be entitled to vote in respect of such matter. In the event of any uncertainty as to whether it is necessary for a Director to absent him or herself from debate and refrain from voting, the issue should be immediately determined by a vote of the Board.

**7(8) Chairperson**

- (a) The President shall act as Chairperson of any Board meeting at which she/he is present. If the President is not present, or is unwilling or unable to preside, the Deputy Chairperson shall preside.
- (b) If neither the Chairperson nor Deputy Chairperson is present or willing to act, the Board shall elect a Chairperson for that meeting only.

**7(9) Voting**

- (a) Each Director present at any Board Meeting shall have one vote on any question before the Meeting except the Chairperson who shall in addition to her/his deliberative vote be entitled to a casting vote in the event of there being an equality of votes.
- (b) The Secretary shall not be entitled to vote at meetings of the Board if she/he is not a director or is employed by the Association.
- (c) Voting shall be by show of hands in all cases unless otherwise provided for by this Constitution or unless an Ordinary Resolution is passed requiring that a ballot be taken on any question.

**7(10) Minutes of meetings**

The Secretary shall cause to be kept, and to be distributed, minutes of all Board and sub-committee meetings. For the purposes of ensuring the accuracy of the recording of such minutes, the minutes of every Board or sub-committee meeting shall be signed by the Chair of that meeting or the Chair of the next succeeding Board Meeting verifying their accuracy. These minutes shall not be available to Members.

**7(11) Adjournment**

Any meeting of the Board may be adjourned by Ordinary Resolution of the Meeting.

**7(12) Resolutions of Board without meeting**

- (a) A written resolution signed or assented to in hard copy or by electronic communication by all Directors present in Australia, shall be as valid and effectual as if it had been passed at a Board meeting duly convened and held. Any such resolution may consist of several documents in like form each signed or assented to by 1 or more of the Directors.
- (b) Without limiting the power of the Board to regulate their meetings as they think fit, a meeting of the Board may be held where 1 or more of the Directors is not physically present at the meeting, provided that:
  - All persons participating in the meeting are able to communicate with each other effectively simultaneously and instantaneously whether by telephone or other electronic means;
  - In the event that a failure of communications prevents the above condition being satisfied by that number of Directors which constitutes a quorum, and none of such Directors are present at the place where the meeting is deemed by virtue of the further provisions of this rule to be held, then the meeting shall be suspended until the condition above can be satisfied again. If the condition is not satisfied within 15 minutes, the meeting shall be deemed to have been terminated.
  - Any meeting held where 1 or more of the Directors is not present shall be deemed to be held at the place specified in the Notice of Meeting, provided that a Director is present at that place. If no Director is present at that place,

the meeting shall be deemed to be held at the place where the Chairperson of the meeting is located.

7(13) **Custody of documents**

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

## **SECTION 8. CHIEF EXECUTIVE OFFICER (CEO)**

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**8(1) Appointment**

A Chief Executive Officer may be appointed by the Board in accordance with the powers of this Constitution. The terms of the appointment shall remain confidential as between the CEO and the Board.

**8(2) Relationship with Board**

The CEO shall be responsible to the Board.

**8(3) Relationship with Chairperson**

Subject to sub-Section 9(4)(b), the CEO shall be solely responsible to the Chairperson for the day to day administration of the affairs of the Association and for the control of all other staff either part-time or full-time as may be employed by the Association from time to time.

**8(4) Broad power to manage**

Subject to the Act, these rules, the regulations and any policy directive of the Board, the CEO has power to perform all such things as appear necessary or desirable for the proper management and administration of the Association. No resolution passed by the Association in general meeting shall invalidate any prior act of the CEO or the Board which would have been valid if that resolution had not been passed.

**8(5) Duties**

The duties of the CEO shall be:

- (a) To convene and attend (as far as is practicable) and retain a record of all meetings of the Association and of the Board and of the attendance at meetings.
- (b) To cause full and accurate minutes of all questions, matters, resolutions and other proceedings of every Board Meeting and General Meeting to be entered in a book to be open for inspection at all reasonable times by any Member who previously applies to the CEO for that inspection.
- (c) As soon as practical following a meeting of the Board to forward the Minutes of such meeting to the members of the Board and such other persons as the Board may from time to time determine.
- (d) To administer the activities of the Association in line with the delegations and position description as determined by the Board.
- (e) To conduct correspondence and to take charge of all documents and papers belonging to the Association.
- (f) To perform all the duties of Secretary and Public Officer of the Association.
- (g) Within approved budget, to employ such office personnel as are deemed necessary from time to time on such terms and conditions as the CEO determines.
- (h) To do such other things as she/he may be instructed to do by the Board or is required to do by this Constitution.

## **SECTION 9. RECORDS AND FINANCE**

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9(1) **Secretary to keep records**

The Secretary shall cause to be established and maintained, proper records and minutes concerning all transactions, business, meetings and dealings of the Association and Board, and shall produce these as appropriate at each Board or general meeting.

9(2) **Records kept**

Proper accounting and other records shall be kept in accordance with the Act. The books of account shall be kept in the care and control of the Treasurer. The Association shall retain such records for 7 years after the completion of the transactions or operations to which they relate.

9(3) **Funds**

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

9(4) **Board to submit accounts**

The Board shall submit to the members at the AGM the statements of account of the Association in accordance with these rules.

9(5) **Not-for-Profit**

The income and property of the Association however derived shall be used and applied solely in promotion of its objects and in the exercise of its powers, and no portion shall be distributed directly or indirectly to any Member of the Association except as bona fide compensation for services rendered or expenses, as approved by the Board, incurred on behalf of the Association.

9(6) **Receipt of Moneys**

Moneys due to the Association may be received by the President, Secretary or Treasurer, or such other person as the Board may direct. If received by any person other than the Treasurer, they shall be handed to the Treasurer or any other person as the Board may direct on behalf of the Treasurer as soon as possible after receipt. All moneys received by others on behalf of the Treasurer shall be banked within a reasonable time of receipt by her/him with the Associations' Bankers.

9(7) **Payments**

All payments by cheque, electronic funds transfer or any other means, shall be signed by any two of the President, Secretary, Treasurer or other Director authorised from time to time by the Board. All expenditure shall be approved or ratified at a Board Meeting. The Treasurer may also make payments from the petty cash account in accordance with procedures approved by the Board. All payments must be supported by adequate documentation.

9(8) **Membership Fees**

The membership financial year commences 1 July and ends on 30 June each year. Membership fees for Individual Members are due and payable by 1 August each year. Fees to apply each year shall be determined by the Board from time to time.

9(9) **Availability of Accounts**

The Secretary shall make the annual financial statements available to all members.

9(10) **Audit**

At the end of every financial year the accounts of the Association shall be examined and the correctness thereof ascertained by the auditor. The auditor shall also ascertain the correctness of statements and balance sheets to be presented by the Treasurer to the Annual General Meeting and shall certify the correctness or incorrectness thereof in writing to the Board and shall present to the Board a report on the books and accounts of the Association.

9(11) **Financial Year**

The financial year of the Association shall close on 30 June each year.

9(12) **Independent Auditor**

A properly qualified auditor shall be appointed by the Association in General Meeting. The auditor's duties shall be regulated in accordance with the Act.

## **SECTION 10. CONSTITUTION AND BY-LAWS**

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### **10(1) Interpretation of Constitution and By-Laws**

The Board shall have the power to interpret this Constitution and any By-Laws made under it. The decision of the Board on any question of interpretation can only be changed by Special Resolution at a General Meeting.

### **10(2) Alteration of Constitution and By-Laws**

(a) Subject to the provisions of the *Associations Incorporation Act*, these rules may be amended, rescinded or added to from time to time by Special Resolution carried at any General Meeting. Provided that no such amendment, decision or addition shall be made unless the same is submitted to and approved by the Department administering the Act.

(b) This Constitution and any By-Laws made hereunder may be altered or rescinded by Special Resolution at a General Meeting of the Association provided that written notice of motion of any intended Special Resolution for this purpose shall be given to the Secretary in sufficient time for him/her to forward a copy of such notice to each Member at least twenty one (21) days before the date fixed for the meeting. No such motion shall be considered at any General Meeting unless the provisions of this Section as to notice have been complied with.

(c) Any By-Law made hereunder may also be varied or repealed by Special Resolution of the Board provided that written notice of motion to make, vary or repeal any such By-Law shall have been given to the Board at least fourteen (14) days before the date fixed for the meeting at which it is proposed to make, vary or repeal such By-Law.

## **SECTION 11. REGULATIONS**

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**11(1) Board to formulate regulations**

The Board may formulate, issue, adopt, interpret and amend such Regulations for the proper advancement, management and administration of the Association, the advancement of the objects of the Association and women and girls sport, as it thinks necessary or desirable. Such regulations must be consistent with the Statement of Purpose and these rules and any policy directives of the Board.

**11(2) Regulations binding**

All regulations made under this Rule shall be binding on the Association.

**11(3) Regulations deemed applicable**

All rules, by-laws and regulations of the Association and in force at the date of approval of the rules, insofar as such rules and regulations are not inconsistent with, or have been replaced by, these rules, shall be deemed to be Regulations under this rule.

**11(4) Bulletins binding on members**

Amendments, alterations, interpretations or other changes to Regulations may be advised to members of the Association by means of bulletins approved by the Board and prepared and issued by the Secretary. Bulletins are binding on all members.

## **SECTION 12. DISSOLUTION**

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1. **General Meeting**

On application in writing to the Association of twenty (20) members signifying their desire that the Association be dissolved, a General Meeting shall be called to consider the question. Such Meeting shall be held after the expiry of thirty (30) days and within sixty (60) days of the receipt of such application. The dissolution of the Association may only be effected by a Special Resolution of such General Meeting.

2. **Distribution of Property**

If upon the dissolution or winding up of the Association there remains after the satisfaction of all its debts and liability any property whatsoever, the same shall not be paid to, or distributed amongst the Members of the Association. Such property shall be given or transferred to some other Association or institution having objects similar, wholly or in part, to the objects of the Association and which shall prohibit the distribution of its or their income and property among its or their Members. Alternatively, the property may be given or transferred to some charitable object or objects as determined by the Members by Special Resolution at a General Meeting at or before the time of dissolution or winding up. In default thereof, in so far as effect cannot be given to such determination, then such payment or distribution shall be determined by a Judge of the Supreme Court of Victoria.

## **SECTION 13. PATRON**

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13(1) **Patron**

The Board at its discretion may appoint a Patron, or Patrons, for such term as it thinks fit.

## **SECTION 14. INDEMNITY**

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14(1) **Directors to be indemnified**

- (a) Every Director, officer or agent of the Association shall be indemnified out of the property or assets of the Association, against any liability incurred by her/him in their capacity as Director, officer or agent, in defending any proceedings, whether civil or criminal, in which judgement is given in her/his favour, or in which she/he is acquitted.
- (b) The Association shall indemnify its Directors and officers against all damages and costs (including legal costs) for which any such Director or officer may be or become liable to any third party in consequence of any act or omission except wilful misconduct:
- In the case of a Director or officer, performed or made whilst acting on behalf of and with the authority, express or implied of the Association; and
  - In the case of an employee, performed or made in the course of, and within the scope of her/his employment by the Association.

## **SECTION 15. DISPUTES AND MEDIATION**

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15 (1) The grievance procedure set out in this rule applies to disputes under these Rules between-

- (a) a member and another member; or
- (b) a member and the Association.

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

(5) A member of the Association can be a mediator.

(6) The mediator cannot be a member who is a party to the dispute.

(7) The parties to the dispute must, in good faith, attempt to settle the dispute by mediation.

(8) The mediator, in conducting the mediation, must--

- (a) give the parties to the mediation process every opportunity to be heard; and
- (b) allow due consideration by all parties of any written statement submitted by any party; and
- (c) ensure that natural justice is accorded to the parties to the dispute throughout the mediation process.

(9) The mediator must not determine the dispute.

(10) If the mediation process does not result in the dispute being resolved, the parties may seek to resolve the dispute in accordance with the Act or otherwise at law.

## **SECTION 16. 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, or has been guilty of conduct unbecoming a member or prejudicial to the interests of the Association, the committee may by resolution--

- (a) fine that member an amount not exceeding \$500; or
- (b) suspend that member from membership of the Association for a specified period; or
- (c) expel that member from the 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 the Association under this rule, the Association 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 Secretary 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) attend 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 Secretary a notice to the effect that he or she wishes to appeal to the 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 Secretary a notice to the effect that he or she wishes to appeal to the Association in general meeting against the resolution.
- (7) If the Secretary receives a notice under sub-rule (6), he or she must notify the committee and the committee must convene a general meeting of the Association to be held within 21 days after the date on which the Secretary received the notice.
- (8) At a general meeting of the 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 vote in person, or by proxy, in favour of the resolution. In any other case, the resolution is revoked.

(Insert logo)

**AUSTRALIAN WOMENSPORT & RECREATION ASSOCIATION  
INC  
APPLICATION FOR INDIVIDUAL MEMBERSHIP**

Title                      First Name                      Surname

Address

Email

Telephone (W)                      (H)                      (Mob)

Occupation

Age Group       0-18       19-30       31-45       46-60       61 and over

Gender              Female              Male

Sporting/Recreation interests – Past & Present

Level of Involvement (Player/Coach/Paid Administrator/Official/Volunteer/Educator/Supporter) – Past & Present

Would you like more information about volunteering with Australian Womensport & Recreation? Yes/No

I hereby apply for Individual membership of the Association and agree to be bound by the terms and conditions of the Australian Womensport & Recreation Association Inc Constitution. A copy can be found on the website [www.awra.com.au](http://www.awra.com.au). I enclose my payment with this application.

Signature of Applicant                      Date

Please forward your completed application to:

Australian Womensport & Recreation Association Inc  
150 Rodger Road,  
Panton Hill Vic 3759  
Australia

(Insert logo)

**AUSTRALIAN WOMENSPORT & RECREATION ASSOCIATION  
INC  
APPLICATION FOR ORGANISATION MEMBERSHIP**

Organisation Name

Address

Email

Telephone (Bus)

(Mob)

Website address

Organisation Representative

Position

Total Number of Members

Estimated number of affiliated female participants (if available)

Estimated number of female participants under age 18 (if available)

We hereby apply for Organisation membership of the Association and agree to be bound by the terms and conditions of the Australian Womensport & Recreation Association Inc Constitution. (A copy can be found on the website [www.awra.com.au](http://www.awra.com.au)). We enclose payment with this application.

We understand approval of this application is at the discretion of the Board of the Association.

Signature of Organisation Representative

Date

**Payment Methods:**

**Cheque or Money Order:**

Make cheque or Money Order payable to Australian Womensport & Recreation Association Incorporated

**Credit Card:**

Visa

Mastercard

Amount \$

Name of Cardholder

Card No

Expiry Date

Signature of Cardholder

Please forward your completed application and payment to:

Australian Womensport & Recreation Association Inc  
150 Rodger Road,  
Panton Hill Vic 3759  
Australia

(Insert logo)

**AUSTRALIAN WOMENSPORT & RECREATION ASSOCIATION  
INC.**

**APPOINTMENT OF PROXY**

I,.....of.....

being a current/financial member of the Association, hereby appoint

- The Chairperson of the meeting (please tick the box) OR

.....of.....

as my proxy to vote for me on my behalf at the Annual/Special General Meeting of the Association to be held on ..... day of ..... 20 , and at any adjournment of that meeting.

My proxy is authorised and instructed to vote as indicated below:

In favour	Against	Abstain	Resolution (insert details)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

In the absence of my instructions, my proxy may vote as he/she considers appropriate.

Signed ..... Date .....

## **BY-LAWS**

1. **Compensation for Directors**

The Association may pay bona fide compensation for services rendered, or expenses incurred on behalf of the Association, to the Board Directors. The amount will be determined by the Board from time to time.

2. **Petty Cash**

The Association will conduct a petty cash account on the imprest system. The Board will determine the amount of petty cash to be kept in the account. Receipts/tax invoices are required for re-imburement unless authorised by the Treasurer.

3. **Registration for GST purposes**

The Association will register for GST purposes with the Australian Taxation Office.

4. **Tax Exempt Status**

The Association intends to comply with requirements set by the Australian Taxation Office to maintain its tax exempt status.