

**ALLERGY AND ENVIRONMENTAL  
SENSITIVITY SUPPORT  
AND  
RESEARCH  
ASSOCIATION Inc.**

Reg.No A0006141S ABN 32 386 589 943  
PO Box 298, Ringwood Vic 3134 – [www.aessra.org](http://www.aessra.org)

## **Constitution 2013**

Passed by Special Resolution at the  
Annual General Meeting 23rd October 2013  
and submitted to Consumer Affairs Victoria.

One minor change requested by CAV  
passed by Special Resolution at the  
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and resubmitted to Consumer Affairs Victoria.

Approved by Department of Justice  
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## **Rules for an Incorporated Association**

### **Note**

The persons who from time to time are members of the Association are an incorporated association by the name given in rule 1 of these Rules.

Under section 46 of the **Associations Incorporation Reform Act 2012** these Rules are taken to constitute the terms of a contract between the Association and its members.

### **PART 1—PRELIMINARY**

#### **1 Name**

The name of the incorporated association is Allergy and Environmental Sensitivity Support and Research Association Incorporated

##### **Note**

Under section 23 of the Act, the name of the association and its registration number must appear on all its business documents.

#### **2 Purposes**

The purposes (aims) of the association are –

- a) To encourage and sponsor research into chemical, food and inhalant allergies and other sensitivities, in particular, those that involve the immune system.
- b) To create greater public awareness of the symptoms, causes and available treatments for allergic conditions and the urgent need for research.
- c) To provide material aid, practical assistance and emotional support to people with food and chemical allergy and sensitivity problems, particularly children whose mental, physical and social development may be adversely affected.
- d) To offer support and understanding to alleviate the suffering and promote the well-being of all those - adults, adolescents and children who are physically and or psychologically, disabled, disadvantaged or debilitated as a result of food, chemical allergies or sensitivities.
- e) To promote the development of scientifically-based procedures and programs designed to improve diagnosis and provide more effective preventive and treatment measures for allergic conditions and sensitivities.
- f) To disseminate well-documented research findings, so that government, industry and other relevant bodies recognize the extent and the consequences of allergies and sensitivities within the wider community and take the appropriate action.
- g) To initiate, establish and develop programs, aimed at minimizing the occurrence of allergic and sensitivity conditions in the community.
- h) To print and publish newsletters, periodicals, books, pamphlets and leaflets that the organisation may think desirable for the promotion of its purposes.
- i) To promote courses, lectures, seminars and any form of public or specialized forum aimed at educating the public and health professionals about the causes, consequences and treatment of these conditions.
- j) To generally encourage and sponsor research into that area of health referred to as Environmental Medicine or Clinical Ecology.

#### **3 Financial year**

The financial year of the Association is each period of 12 months ending on 30<sup>th</sup> June.

## 4 Definitions

In these Rules—

***absolute majority***, of the Committee, means a majority of the committee members currently holding office and entitled to vote at the time (as distinct from a majority of committee members present at a committee meeting);

***associate member*** means a member referred to in rule 14(1) and as defined from time to time in By-laws (rule 78);

***Chairperson***, of a general meeting or committee meeting, means the person chairing the meeting as required under rule 46;

***Committee*** means the Committee having management of the business of the Association;

***committee meeting*** means a meeting of the Committee held in accordance with these Rules;

***committee member*** means a member of the Committee elected or appointed under Division 3 of Part 5;

***disciplinary appeal meeting*** means a meeting of the members of the Association convened under rule 23(3);

***disciplinary meeting*** means a meeting of the Committee convened for the purposes of rule 22;

***disciplinary subcommittee*** means the subcommittee appointed under rule 20;

***financial year*** means the 12 month period specified in rule 3;

***general meeting*** means a general meeting of the members of the Association convened in accordance with Part 4 and includes an annual general meeting, a special general meeting and a disciplinary appeal meeting;

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

***member entitled to vote*** means a member who under rule 13(2) is entitled to vote at a general meeting;

***special resolution*** means a resolution that requires not less than three-quarters of the members voting at a general meeting, whether in person or by proxy, to vote in favour of the resolution;

***the Act*** means the **Associations Incorporation Reform Act 2012** and includes any regulations made under that Act;

***the Registrar*** means the Registrar of Incorporated Associations.

## PART 2—POWERS OF ASSOCIATION

## 5 Powers of Association

- (1) Subject to the Act, the Association has power to do all things incidental or conducive to achieve its purposes.
- (2) Without limiting subrule (1), the Association may—
  - (a) acquire, hold and dispose of real or personal property;
  - (b) open and operate accounts with financial institutions;
  - (c) invest its money in any security in which trust monies may lawfully be invested;
  - (d) raise and borrow money on any terms and in any manner as it thinks fit;

- (e) secure the repayment of money raised or borrowed, or the payment of a debt or liability;
  - (f) appoint agents to transact business on its behalf;
  - (g) enter into any other contract it considers necessary or desirable.
- (3) The Association may only exercise its powers and use its income and assets (including any surplus) for its purposes.

## **6 Not for profit organisation**

- (1) The Association must not distribute any surplus, income or assets directly or indirectly to its members.
- (2) Subrule (1) does not prevent the Association from paying a member—
  - (a) reimbursement for expenses properly incurred by the member; or
  - (b) for goods or services provided by the member—
 

if this is done in good faith on terms no more favourable than if the member was not a member.

### **Note**

Section 33 of the Act provides that an incorporated association must not secure pecuniary profit for its members. Section 4 of the Act sets out in more detail the circumstances under which an incorporated association is not taken to secure pecuniary profit for its members.

## **PART 3—MEMBERS, DISCIPLINARY PROCEDURES AND GRIEVANCES**

### **Division 1—Membership**

## **7 Minimum number of members**

The Association must have at least 5 members.

## **8 Who is eligible to be a member**

Any person who supports the purposes of the Association is eligible for membership, according to the following categories:

- a. Full Membership is available to people who have allergies and/or sensitivities that significantly impair their ability to work, study or socialise. These members have full membership rights. Concession Membership is the same as full membership except the fee is reduced. It is automatically given to any approved applicant who quotes a Centrelink Pension or Health Care Card number. On rare occasions, if asked, the committee may grant concession status on the basis of financial need.
- b. Associate membership is available in the following categories. These members do not have voting rights, but are entitled to various services as defined from time to time in the By Laws.
  - i. Associate - Relative Membership (including Associate Relative Concession) for people who are joining on behalf of a child or spouse who has allergies and/or sensitivities that significantly impair their ability to work, study or socialise.
  - ii. Associate - Supporter Membership (including Associate - Supporter Concession) for people who have less severe allergies or sensitivities, or have recovered, or simply wish to support AESSRA Inc.
  - iii. Associate - Professional Membership for people who have a professional interest in AESSRA Inc, eg health practitioner, manufacturer or retailer of relevant goods (no concession available).

- c. Honorary Life Membership may be conferred on a person in recognition of outstanding service to the Association. Honorary Life Members may vote and are entitled to various services as defined from time to time in the By Laws.

## **9 Application for membership**

- (1) To apply to become a member of the Association, a person must submit a written application on the form set out in Appendix 1 (or other form as approved by the Committee from time to time) or by completing the equivalent online form to a the Secretary of the Association, or the committee member appointed to this task by the Committee.

stating that the person—

- (a) wishes to become a member of the Association; and
  - (b) supports the purposes of the Association; and
  - (c) agrees to comply with these Rules.
- (2) The application—
    - (a) must be signed by the applicant, or online equivalent; and
    - (b) must include payment of the annual fee, and entrance fee if applicable; and
    - (c) is for a period of approximately one year, approximated to one of the dates in Regulation 12(3).

### **Note**

The joining fee is the fee (if any) determined by the Association under rule 12(1).

## **10 Consideration of application**

- (1) As soon as practicable after an application for membership is received, the Committee (or Subcommittee appointed by the Committee for this purpose) must decide by resolution whether to accept or reject the application.
- (2) The Committee must notify the applicant in writing, either by post or electronically, of its decision as soon as practicable after the decision is made.
- (3) If the Committee rejects the application, it must return any money accompanying the application to the applicant.
- (4) No reason need be given for the rejection of an application.

## **11 New membership**

- (1) If an application for membership is approved by the Committee—
  - (a) the resolution to accept the membership must be recorded in the minutes of the committee meeting; and
  - (b) the Secretary must, as soon as practicable, enter the name and address of the new member, and the date of becoming a member, in the register of members (See rule 18).
- (2) A person becomes a member of the Association and, subject to rule 13, is entitled to exercise his or her rights of membership from the date, whichever is the later, on which—
  - (a) the Committee approves the person's membership; or
  - (b) the person pays the joining fee.



## **12 Annual subscription and fee on joining**

- (1) At each annual general meeting, the Association must determine the amount of the annual subscription (if any) for the following financial year; and
- (2) The annual subscription is payable in advance on or before either 31<sup>st</sup> January, 30<sup>th</sup> April, 31<sup>st</sup> July or 31<sup>st</sup> October, on whichever of these dates immediately precedes the application date, or as determined from time to time by the Committee.
- (3) The rights and benefits of a member (including the right to vote) who has not paid the annual subscription by the due date are suspended until the subscription is paid and an application form received and approved as defined in rules 9 & 10.

## **13 General rights of members**

- (1) A member of the Association who is entitled to vote has the right—
  - (a) to receive notice of general meetings and of proposed special resolutions in the manner and time prescribed by these Rules; and
  - (b) to submit items of business for consideration at a general meeting; and
  - (c) to attend and be heard at general meetings; and
  - (d) to vote at a general meeting; and
  - (e) to have access to the minutes of general meetings and other documents of the Association as provided under rule 75; and
  - (f) to inspect the register of members.
- (2) A member is entitled to vote if—
  - (a) the member is a member other than an associate member; and
  - (b) more than 10 business days have passed since he or she became a member of the Association; and
  - (c) the member's membership rights are not suspended for any reason.

## **14 Associate members**

- (1) Associate members of the Association include—
  - (a) any members under the age of 15 years; and
  - (b) any categories of member as determined the Committee and as defined from time to time in By-laws (rule 78);
- (2) An associate member must not vote but may have other rights and benefits as determined by the Committee-

## **15 Rights not transferable**

The rights of a member are not transferable and end when membership ceases.

## **16 Ceasing membership**

- (1) The membership of a person ceases on resignation, expulsion or death.
- (2) If a person ceases to be a member of the Association, the Secretary must, as soon as practicable, enter the date the person ceased to be a member in the register of members.

## **17 Resigning as a member**

- (1) A member may resign by notice in writing given to the Association.

**Note**

Rule 74 sets out how notice may be given to the association

- (2) A member is taken to have resigned if—
  - (a) the member's annual subscription is more than 3 months in arrears; or
  - (b) where no annual subscription is payable—
    - (i) the Secretary, or committee member appointed by the Committee, has made a written request to the member to confirm that he or she wishes to remain a member; and
    - (ii) the member has not, within 3 months after receiving that request, confirmed in writing that he or she wishes to remain a member.

## **18 Register of members**

- (1) The Secretary, or committee member appointed by the Committee, must keep and maintain a register of members that includes—
  - (a) for each current member—
    - (i) the member's name;
    - (ii) the address for notice last given by the member;
    - (iii) the date of becoming a member;
    - (iv) if the member is an associate member, a note to that effect;
    - (v) any other information determined by the Committee; and
  - (b) for each former member, the date of ceasing to be a member.
- (2) Any member may, at a reasonable time and free of charge, inspect the register of members.

### **Note**

Under section 59 of the Act, access to the personal information of a person recorded in the register of members may be restricted in certain circumstances. Section 58 of the Act provides that it is an offence to make improper use of information about a person obtained from the Register of Members.

## **Division 2—Disciplinary action**

## **19 Grounds for taking disciplinary action**

The Association may take disciplinary action against a member in accordance with this Division if it is determined that the member—

- (a) has failed to comply with these Rules; or
- (b) refuses to support the purposes of the Association; or
- (c) has engaged in conduct prejudicial to the Association.
- (d) has been guilty of conduct unbecoming a member of the Association.

## **20 Disciplinary subcommittee**

- (1) If the Committee is satisfied that there are sufficient grounds for taking disciplinary action against a member, the Committee must appoint a disciplinary subcommittee to hear the matter and determine what action, if any, to take against the member.
- (2) The members of the disciplinary subcommittee—
  - (a) may be committee members, members of the Association or anyone else; but

- (b) must not be biased against, or in favour of, the member concerned.

## **21 Notice to member**

- (1) Before disciplinary action is taken against a member, the Secretary must give written notice to the member—
  - (a) stating that the Association proposes to take disciplinary action against the member; and
  - (b) stating the grounds for the proposed disciplinary action; and
  - (c) specifying the date, place and time of the meeting, held in person, by electronic means, by phone or any other method, at which the disciplinary subcommittee intends to consider the disciplinary action, (the *disciplinary meeting*); and
  - (d) advising the member that he or she may give a written statement to the disciplinary subcommittee at least 7 days before the disciplinary meeting; and
  - (e) setting out the member's appeal rights under rule 23.
- (2) The notice must be given no earlier than 42 days, and no later than 21 days, before the disciplinary meeting is held.

## **22 Decision of subcommittee**

- (1) At the disciplinary meeting, the disciplinary subcommittee must consider any written statement submitted by the member at least 7 days before the meeting.
- (2) After complying with subrule (1), the disciplinary subcommittee may—
  - (a) take no further action against the member; or
  - (b) subject to subrule (3)—
    - (i) reprimand the member; or
    - (ii) suspend the membership rights of the member for a specified period; or
    - (iii) expel the member from the Association.
- (3) The disciplinary subcommittee may not fine the member.
- (4) The suspension of membership rights or the expulsion of a member by the disciplinary subcommittee under this rule takes effect immediately after the vote is passed.

## **23 Appeal rights**

- (1) A person whose membership rights have been suspended or who has been expelled from the Association under rule 22 may give notice to the effect that he or she wishes to appeal against the suspension or expulsion, and must provide a written statement, of no more than 3,000 words, to be sent to all members entitled to vote with the notice of the disciplinary appeal meeting.
- (2) The notice must be in writing and given to the Secretary not later than 7 days after the notification of the vote has been sent.
- (3) If a person has given notice under subrule (2), a disciplinary appeal meeting must be convened by the Committee as soon as practicable, but in any event not later than 42 days, after the notice is received.
- (4) Notice of the disciplinary appeal meeting must be given to each member of the Association who is entitled to vote as soon as practicable and must—
  - (a) specify the date, time and place and the method of the meeting; and

- (b) state—
  - (i) the name of the person against whom the disciplinary action has been taken; and
  - (ii) the grounds for taking that action; and
  - (iii) that at the disciplinary appeal meeting the members, either present or by postal vote, must vote on whether the decision to suspend or expel the person should be upheld or revoked; and
  - (iv) include a written statement, of no more than 3,000 words, by the person against whom the disciplinary action has been taken; and
  - (v) include a postal voting form

## **24 Conduct of disciplinary appeal meeting**

- (1) At a disciplinary appeal meeting—
  - (a) no business other than the question of the appeal may be conducted; and
  - (b) the Committee must state the grounds for suspending or expelling the member and the reasons for taking that action; and
  - (c) the person whose membership has been suspended or who has been expelled, or his or her representative, must be given an opportunity to read the statement referred to in 23(4)(b)(iv).
- (2) After complying with subrule (1), the members present, and entitled to vote at the meeting, and who have not voted by postal vote must vote by secret ballot on the question of whether the decision to suspend or expel the person should be upheld or revoked.
- (3) A member may not vote by proxy at the meeting.
- (4) Postal votes and secret ballot votes must be counted.
- (4) The decision is upheld if not less than three quarters of the members voting at the meeting vote in favour of the decision.

## **Division 3—Grievance procedure**

## **25 Application**

- (1) The grievance procedure set out in this Division applies to disputes under these Rules between—
  - (a) a member and another member;
  - (b) a member and the Committee;
  - (c) a member and the Association.
- (2) A member must not initiate a grievance procedure in relation to a matter that is the subject of a disciplinary procedure until the disciplinary procedure has been completed.
- (3) To initiate a grievance procedure, a member with a grievance must complete the Complaint Form (Appendix 3, or other form as approved by the Committee from time to time) and send it to the Committee.

## **26 Parties must attempt to resolve the dispute**

The parties to a dispute must attempt to resolve the dispute, in person, by phone, by email or by mail, between themselves within 14 days of the dispute coming to the attention of each party.

## **27 Appointment of mediator**

- (1) If the parties to a dispute are unable to resolve the dispute between themselves within the time required by rule 26, the parties must within 30 days—
  - (a) notify the Committee of the dispute; and
  - (b) agree to or request the appointment of a mediator; and
  - (c) attempt in good faith to settle the dispute by mediation.
- (2) The mediator must be—
  - (a) a person chosen by agreement between the parties; or
  - (b) in the absence of agreement—
    - (i) if the dispute is between a member and another member—a person appointed by the Committee; or
    - (ii) if the dispute is between a member and the Committee or the Association—a person appointed or employed by the Dispute Settlement Centre of Victoria.
- (3) A mediator appointed by the Committee may be a member or former member of the Association but in any case must not be a person who—
  - (a) has a personal interest in the dispute; or
  - (b) is biased in favour of or against any party.

## **28 Mediation process**

- (1) The mediator to the dispute, in conducting the mediation, must—
  - (a) give each party 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 throughout the mediation process.
- (2) The mediator must not determine the dispute.

## **29 Failure to resolve dispute by mediation**

If the mediation process does not resolve the dispute, the parties may seek to resolve the dispute in accordance with the Act or otherwise at law.

# **PART 4—GENERAL MEETINGS OF THE ASSOCIATION**

## **30 Annual general meetings**

- (1) The Committee must convene an annual general meeting of the Association to be held within 5 months after the end of each financial year.
- (2) Despite subrule (1), the Association may hold its first annual general meeting at any time within 18 months after its incorporation.
- (3) The Committee may determine the date, time and place of the annual general meeting.
- (4) The ordinary business of the annual general meeting is as follows—
  - (a) to confirm the minutes of the previous annual general meeting and of any special general meeting held since then;
  - (b) to receive and consider—

- (i) the annual report of the Committee on the activities of the Association during the preceding financial year; and
- (ii) the financial statements of the Association for the preceding financial year submitted by the Committee in accordance with Part 7 of the Act;
- (c) to announce the result of the election, if applicable (See 55), of the executive officers and ordinary committee members, including the result of any postal ballot made necessary by these Rules;
- (d) to confirm or vary the amounts (if any) of the annual subscription and joining fee.
- (5) The annual general meeting may also conduct any other business of which notice has been given in accordance with these Rules.

### **31 Special general meetings**

- (1) Any general meeting of the Association, other than an annual general meeting or a disciplinary appeal meeting, is a special general meeting.
- (2) The Committee may convene a special general meeting whenever it thinks fit.
- (3) No business other than that set out in the notice under rule 33 may be conducted at the meeting.

#### **Note**

General business may be considered at the meeting if it is included as an item for consideration in the notice under rule 33 and the majority of members at the meeting agree.

### **32 Special general meeting held at request of members**

- (1) The Committee must convene a special general meeting if a request to do so is made in accordance with subrule (2) by at least 10% of the total number of members.
- (2) A request for a special general meeting must—
  - (a) be in writing; and
  - (b) state the business to be considered at the meeting and any resolutions to be proposed; and
  - (c) include the names and signatures of the members requesting the meeting; and
  - (d) be sent to the Secretary at the Association's postal address or the Secretary's official AESSRA email address.
- (3) If the Committee does not convene a special general meeting within one month after the date on which the request is made, the members making the request (or any of them) may convene the special general meeting.
- (4) A special general meeting convened by members under subrule (3)—
  - (a) must be held within 3 months after the date on which the original request was made; and
  - (b) may only consider the business stated in that request.
- (5) The Association must reimburse all reasonable expenses incurred by the members convening a special general meeting under subrule (3).

### **33 Notice of general meetings**

- (1) The Secretary (or, in the case of a special general meeting convened under rule 32(3), the members convening the meeting) must give to each member of the Association—

- (a) at least 21 days' notice of a general meeting if a special resolution is to be proposed at the meeting; or
  - (b) at least 14 days' notice of a general meeting in any other case.
- (2) The notice must—
- (a) specify the date, time and place of the meeting; and
  - (b) indicate the general nature of each item of business to be considered at the meeting; and
  - (c) if a special resolution is to be proposed—
    - (i) state in full the proposed resolution; and
    - (ii) state the intention to propose the resolution as a special resolution; and
  - (d) comply with rule 34(4).

And the notice may-

- (e) be sent—
    - (i) by prepaid post to the address appearing in the register of members; or
    - (ii) by electronic transmission, or by facsimile transmission if requested.
- (3) This rule does not apply to a disciplinary appeal meeting.

**Note**

Rule 23(4) sets out the requirements for notice of a disciplinary appeal meeting.

### **34 Proxies**

- (1) A member may appoint another member as his or her proxy to vote and speak on his or her behalf at a general meeting other than at a disciplinary appeal meeting.
- (2) The appointment of a proxy must be on the form provided and signed by the member making the appointment.
- (3) The member appointing the proxy may give specific directions as to how the proxy is to vote on his or her behalf using the form set out in Appendix 2 (or other form as approved by the Committee from time to time), otherwise the proxy may vote on behalf of the member in any matter as he or she sees fit.
- (4) Notice of a general meeting given to a member under rule 33 must—
  - (a) state that the member may appoint another member as a proxy for the meeting; and
  - (b) include a copy of any form that the Committee has approved for the appointment of a proxy.
- (5) A form appointing a proxy must be sent by post or electronically and is of no effect unless it is received by the Association no later than 3 days before the commencement of the meeting.

### **35 Use of technology**

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

### **36 Quorum at general meetings**

- (1) No business may be conducted at a general meeting unless a quorum of members is present.
- (2) The quorum for a general meeting is the presence (physically or as allowed under rule 35) of 5 of the members entitled to vote.
- (3) If a quorum is not present within 30 minutes after the notified commencement time of a general meeting—

- (a) in the case of a meeting convened by, or at the request of, members under rule 32—the meeting must be dissolved;

#### **Note**

If a meeting convened by, or at the request of, members is dissolved under this subrule, the business that was to have been considered at the meeting is taken to have been dealt with. If members wish to have the business reconsidered at another special meeting, the members must make a new request under rule 32.

- (b) in any other case—
      - (i) the meeting must be adjourned to a date not more than 21 days after the adjournment; and
      - (ii) notice of the date, time and place to which the meeting is adjourned must be given at the meeting and confirmed by written notice, by post or electronically, given to all members as soon as practicable after the meeting.
      - (iii) If a meeting must be adjourned on or before the day, due to unforeseen circumstances potentially injurious to the health and/or wellbeing of members, the Committee must endeavour to advise members expected to attend at the earliest possible time, by any means deemed suitable, including email, phone, forum messages and/or physical notice put up at venue. This notification should include notice of the date, time and place to which the meeting is adjourned.
- (4) If a quorum is not present within 30 minutes after the time to which a general meeting has been adjourned under subrule (3)(b), the members present at the meeting (if not fewer than 3) may proceed with the business of the meeting as if a quorum were present.

### **37 Adjournment of general meeting**

- (1) The Chairperson of a general meeting at which a quorum is present may, with the consent of a majority of members present at the meeting, adjourn the meeting to another time at the same place or at another place.
- (2) Without limiting subrule (1), a meeting may be adjourned—
  - (a) if there is insufficient time to deal with the business at hand; or
  - (b) to give the members more time to consider an item of business.

#### **Example**

The members may wish to have more time to examine the financial statements submitted by the Committee at an annual general meeting.

- (3) No business may be conducted on the resumption of an adjourned meeting other than the business that remained unfinished when the meeting was adjourned.
  - (4) Notice of the adjournment of a meeting under this rule is not required unless the meeting is adjourned for 14 days or more, in which case notice of the meeting must be given in accordance with rule 33.



### **38 Voting at general meeting**

- (1) On any question arising at a general meeting—
  - (a) subject to subrule (3), each member who is entitled to vote has one vote; and
  - (b) members may vote personally or by proxy; and
  - (c) except in the case of a special resolution, the question must be decided on a majority of votes.
- (2) If votes are divided equally on a question, the Chairperson of the meeting has a second or casting vote.
- (3) If the question is whether or not to confirm the minutes of a previous meeting, only members who were present at that meeting may vote.
- (4) This rule does not apply to a vote at a disciplinary appeal meeting conducted under rule 24.

### **39 Special resolutions**

A special resolution is passed if not less than three quarters of the members voting at a general meeting (whether in person or by proxy) vote in favour of the resolution.

#### **Note**

In addition to certain matters specified in the Act, a special resolution is required—

- (a) to remove a committee member from office ;
- (b) to alter these Rules, including changing the name or any of the purposes of the Association.

### **40 Determining whether resolution carried**

- (1) Subject to subsection (2), the Chairperson of a general meeting may, on the basis of a show of hands, declare that a resolution has been—
  - (a) carried; or
  - (b) carried unanimously; or
  - (c) carried by a particular majority; or
  - (d) lost—and an entry to that effect in the minutes of the meeting is conclusive proof of that fact.
- (2) If a poll (where votes are cast in writing) is demanded by three or more members on any question—
  - (a) the poll must be taken at the meeting in the manner determined by the Chairperson of the meeting; and
  - (b) the Chairperson must declare the result of the resolution on the basis of the poll.
- (3) A poll demanded on the election of the Chairperson or on a question of an adjournment must be taken immediately.
- (4) A poll demanded on any other question must be taken before the close of the meeting at a time determined by the Chairperson.

### **41 Minutes of general meeting**

- (1) The Committee must ensure that minutes are taken and kept of each general meeting.
- (2) The minutes must record the business considered at the meeting, any resolution on which a vote is taken and the result of the vote.

- (3) In addition, the minutes of each annual general meeting must include—
- (a) the names of the members attending the meeting; and
  - (b) proxy forms given to the Chairperson of the meeting under rule 34(6); and
  - (c) the financial statements submitted to the members in accordance with rule 30(4)(b)(ii); and
  - (d) the certificate signed by two committee members certifying that the financial statements give a true and fair view of the financial position and performance of the Association; and
  - (e) any audited accounts and auditor's report or report of a review accompanying the financial statements that are required under the Act.

## **PART 5—COMMITTEE**

### **Division 1—Powers of Committee**

#### **42 Role and powers**

- (1) The business of the Association must be managed by or under the direction of a Committee.
- (2) The Committee may exercise all the powers of the Association except those powers that these Rules or the Act require to be exercised by general meetings of the members of the Association.
- (3) The Committee may—
  - (a) appoint and remove staff;
  - (b) establish subcommittees consisting of members with terms of reference it considers appropriate.

#### **43 Delegation**

- (1) The Committee may delegate to a member of the Committee, a subcommittee or staff, any of its powers and functions other than—
  - (a) this power of delegation; or
  - (b) a duty imposed on the Committee by the Act or any other law.
- (2) The delegation must be in writing and may be subject to the conditions and limitations the Committee considers appropriate.
- (3) The Committee may, in writing, revoke a delegation wholly or in part.

### **Division 2—Composition of Committee and duties of members**

#### **44 Composition of Committee**

The Committee consists of—

- (a) a President; and
- (b) a Vice-President; and
- (c) a Secretary; and
- (d) a Treasurer; and
- (e) a minimum of two and a maximum of five ordinary members—

each of whom shall be elected at the annual general meeting of the Association in every second year.

#### **45 General Duties**

- (1) As soon as practicable after being elected or appointed to the Committee, each committee member must become familiar with these Rules and the Act.
- (2) The Committee is collectively responsible for ensuring that the Association complies with the Act and that individual members of the Committee comply with these Rules.
- (3) Committee members must exercise their powers and discharge their duties with reasonable care and diligence.
- (4) Committee members must exercise their powers and discharge their duties—
  - (a) in good faith in the best interests of the Association; and
  - (b) for a proper purpose.
- (5) Committee members and former committee members must not make improper use of—
  - (a) their position; or
  - (b) information acquired by virtue of holding their position—so as to gain an advantage for themselves or any other person or to cause detriment to the Association.

##### **Note**

See also Division 3 of Part 6 of the Act which sets out the general duties of the office holders of an incorporated association.

- (6) In addition to any duties imposed by these Rules, a committee member must perform any other duties imposed from time to time by resolution at a general meeting.
- (7) All members of the Committee must act in accordance with all internal codes of conduct, policies and by-laws of the Association as in force from time to time.

#### **46 President and Vice-President**

- (1) Subject to subrule (2), the President or, in the President's absence, the Vice-President is the Chairperson for any general meetings and for any committee meetings.
- (2) If the President and the Vice-President are both absent, or are unable to preside, the Chairperson of the meeting must be—
  - (a) in the case of a general meeting—a member elected by the other members present; or
  - (b) in the case of a committee meeting—a committee member elected by the other committee members present.

#### **47 Secretary**

- (1) The Secretary must perform any duty or function required under the Act to be performed by the secretary of an incorporated association.

##### **Example**

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

- (2) The Secretary (or person appointed by the Committee, where applicable) must—
  - (a) maintain the register of members in accordance with rule 18; and

- (b) keep custody of the common seal (if any) of the Association and, except for the financial records referred to in rule 70(3), all books, documents and securities of the Association in accordance with rules 72 and 75; and
  - (c) subject to the Act and these Rules, provide members with access to the register of members, the minutes of general meetings and other books and documents; and
  - (d) perform any other duty or function imposed on the Secretary by these Rules.
- (3) The Secretary must give to the Registrar notice of his or her appointment within 14 days after the appointment.

#### **48 Treasurer**

- (1) The Treasurer must—
  - (a) receive all moneys paid to or received by the Association and issue receipts for those moneys in the name of the Association; and
  - (b) ensure that all moneys received are paid into the account of the Association within 5 working days after being received by the Treasurer; and
  - (c) make any payments authorised by the Committee or by a general meeting of the Association from the Association's funds; and
  - (d) ensure cheques are signed by at least 2 committee members.
- (2) The Treasurer must—
  - (a) ensure that the financial records of the Association are kept in accordance with the Act; and
  - (b) coordinate the preparation of the financial statements of the Association and their certification by the Committee prior to their submission to the annual general meeting of the Association.
- (3) The Treasurer must ensure that at least one other committee member has access to the accounts and financial records of the Association.

### **Division 3—Election of Committee members and tenure of office**

#### **49 Who is eligible to be a Committee member**

A member is eligible to be elected or appointed as a committee member if the member—

- (a) is 18 years or over; and
- (b) has paid all moneys due and payable to the Association, and more than 10 days have passed since he or she became a member of the Association, and the member's membership rights have not been suspended for any reason.

#### **50 Positions to be declared vacant**

Every second year the Committee must hold an election for all positions on the Committee in accordance with rules 51 to 54.

#### **51 Nominations**

- (1) Nominations of candidates for election as an executive officer of the Association or as an ordinary committee member must be—
  - (a) made in writing, signed by two members of the Association and accompanied by the written consent of the candidate (which may be endorsed on the form of nomination); and

- (b) delivered to the Secretary of the Association not less than sixty days before the date fixed for the holding of the annual general meeting
- (2) Prior to the annual general meeting a candidate may only be nominated either for one executive office, or as an ordinary committee member.
- (3) If insufficient nominations are received to fill all vacancies on the committee, the candidates nominated shall be deemed to be elected
- (4) If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated shall be deemed to be elected.
- (5) If the number of nominations exceeds the number of vacancies to be filled, a ballot must be held.

## **52 Election of President etc.**

Nominations and elections will be held prior to the annual general meeting , in accordance with rules 51 & 54, for the following positions –

- (a) President;
- (b) Vice-President;
- (c) Secretary;
- (d) Treasurer.

## **53 Election of ordinary members**

Ordinary committee members will be nominated and elected prior to the annual general meeting , in accordance with rules 51 & 54

## **54 Ballot**

If the number of nominations exceeds the number of vacancies to be filled, a ballot must be held.

- (1) The ballot for the election of the executive officers and of the ordinary committee members must be concluded no later than 3 days prior to the date of the relevant annual general meeting and must be conducted by means of a postal vote of all members eligible to vote in the election who choose to take part in the ballot and otherwise in such manner as the Committee may from time to time direct.
- (2) The incoming executive officers and ordinary committee members shall take up their respective positions at the conclusion of the annual general meeting.

## **55 Term of office**

- (1) Subject to subrule (3) and rule 56, a committee member holds office until the second annual general meeting next after the date of his or her election, or the next annual general meeting at which elections are held if the committee member has been appointed according to rule 57.
- (2) A committee member may be re-elected.
- (3) A general meeting of the Association may—
  - (a) by special resolution remove a committee member from office; and
  - (b) elect an eligible member of the Association to fill the vacant position in accordance with this Division.

- (4) A member who is the subject of a proposed special resolution under subrule (3)(a) may make representations in writing to the Secretary or President of the Association (not exceeding a reasonable length) and may request that the representations be provided to the members of the Association.
- (5) The Secretary or the President may give a copy of the representations to each member of the Association or, if they are not so given, the member may require that they be read out at the meeting at which the special resolution is to be proposed.

## **56 Vacation of office**

- (1) A committee member may resign from the Committee by written notice addressed to the Committee.
- (2) A person ceases to be a committee member if he or she—
  - (a) ceases to be a member of the Association; or
  - (b) fails to attend, or participate in by mail, email, or other electronic means, 3 consecutive committee meetings (other than special or urgent committee meetings) without leave of absence under rule 67; or
  - (c) otherwise ceases to be a committee member by operation of section 78 of the Act.

### **Note**

A committee member may not hold the office of secretary if they do not reside in Australia.

## **57 Filling casual vacancies**

- (1) The Committee may appoint an eligible member of the Association to fill a position on the Committee that—
  - (a) has become vacant under rule 56; or
  - (b) was not filled by election at the last annual general meeting.
- (2) If the position of Secretary becomes vacant, the Committee must appoint a member to the position within 14 days after the vacancy arises.
- (3) Rule 55 applies to any committee member appointed by the Committee under subrule (1) or (2).
- (4) The Committee may continue to act despite any vacancy in its membership.

## **Division 4—Meetings of Committee**

## **58 Meetings of Committee**

- (1) The Committee must meet at least 3 times in each year at the dates, times and places determined by the Committee.
- (2) The date, time and place of the first committee meeting must be determined by the members of the Committee as soon as practicable after the annual general meeting of the Association at which the members of the Committee were elected.
- (3) Special committee meetings may be convened by the President or by any 4 members of the Committee.

## **59 Notice of meetings**

- (1) Notice of each committee meeting must be given to each committee member no later than 7 days before the date of the meeting.

- (2) Notice may be given of more than one committee meeting at the same time.
- (3) The notice must state the date, time and place of the meeting, and the method by which the meeting will be held [See rule 62].
- (4) If a special committee meeting is convened, the notice must include the general nature of the business to be conducted.
- (5) The only business that may be conducted at the meeting is the business for which the meeting is convened.

## **60 Urgent meetings**

- (1) In cases of urgency, a meeting can be held without notice being given in accordance with rule 59 provided that as much notice as practicable is given to each committee member by the quickest means practicable.
- (2) Any resolution made at the meeting must be passed by an absolute majority of the Committee.
- (3) The only business that may be conducted at an urgent meeting is the business for which the meeting is convened.

## **61 Procedure and order of business**

- (1) The procedure to be followed at a meeting of a Committee must be determined from time to time by the Committee.
- (2) The order of business may be determined by the members present at the meeting.

## **62 Use of technology**

Committee meetings may be held at more than 1 place, provided that the technology used enables each committee member present at all places the meeting is held to clearly and simultaneously communicate with every other such committee member. Mail and email contributions from committee members unable to attend the meeting will be considered at the meeting.

## **63 Quorum**

- (1) No business may be conducted at a committee meeting unless a quorum is present.
- (2) The quorum for a committee meeting is the presence (in person or as allowed under rule 62) of 3 committee members holding office.
- (3) If a quorum is not present within 30 minutes after the notified commencement time of a committee meeting—
  - (a) in the case of a special meeting—the meeting lapses;
  - (b) in any other case—the meeting must be adjourned to a date no later than 14 days after the adjournment and notice of the time, date and place to which the meeting is adjourned must be given in accordance with rule 59.

## **64 Voting**

- (1) On any question arising at a committee meeting, each committee member present at the meeting has one vote.
- (2) A motion is carried if a majority of committee members present at the meeting vote in favour of the motion.
- (3) Subrule (2) does not apply to any motion or question which is required by these Rules to be passed by an absolute majority of the Committee.

- (4) If votes are divided equally on a question, the Chairperson of the meeting has a second or casting vote.
- (5) Voting by proxy is not permitted.

## **65 Conflict of interest**

- (1) A committee member who has a material personal interest in a matter being considered at a committee meeting must disclose the nature and extent of that interest to the Committee.
- (2) The member—
  - (a) must not be present while the matter is being considered at the meeting; and
  - (b) must not vote on the matter.

### **Note**

Under section 81(3) of the Act, if there are insufficient committee members to form a quorum because a member who has a material personal interest is disqualified from voting on a matter, a general meeting may be called to deal with the matter.

- (3) This rule does not apply to a material personal interest—
  - (a) that exists only because the member belongs to a class of persons for whose benefit the Association is established; or
  - (b) that the member has in common with all, or a substantial proportion of, the members of the Association.

## **66 Minutes of meeting**

- (1) The Committee must ensure that minutes are taken and kept of each committee meeting.
- (2) The minutes must record the following—
  - (a) the names of the members in attendance at the meeting;
  - (b) the business considered at the meeting;
  - (c) any resolution on which a vote is taken and the result of the vote;
  - (d) any material personal interest disclosed under rule 65.
- (3) Members may not inspect the minutes of committee meetings or other documents produced or distributed at committee meetings except as permitted by the Committee.

## **67 Leave of absence**

- (1) The Committee may grant a committee member leave of absence from committee meetings for a period not exceeding 6 months.
- (2) The Committee must not grant leave of absence retrospectively unless it is satisfied that it was not feasible for the committee member to seek the leave in advance.

## **PART 6—FINANCIAL MATTERS**

## **68 Source of funds**

The funds of the Association may be derived from joining fees, annual subscriptions, donations, fund-raising activities, grants, interest and any other sources approved by the Committee.

## **69 Management of funds**

- (1) The Association must open an account with a financial institution from which all expenditure of the Association is made and into which all of the Association's revenue is deposited.



- (2) Subject to any restrictions imposed by a general meeting of the Association, the Committee may approve expenditure on behalf of the Association.
- (3) The Committee may authorise the Treasurer to expend funds on behalf of the Association (including by electronic funds transfer) up to a specified limit without requiring approval from the Committee for each item on which the funds are expended.
- (4) All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments must be signed by 2 committee members.
- (5) All funds of the Association
  - (a) received by mail must be forwarded to the Treasurer no later than 5 working days after being received and must be deposited into the financial account of the Association no later than 5 working days after being received by the Treasurer
  - (b) paid to the Association by electronic means other than direct bank deposit, must be transferred to the bank account monthly with a detailed report to the Treasurer, if handled by any other member of the Committee (as appointed by the Committee).
- (6) With the approval of the Committee, the Treasurer may maintain a cash float provided that all money paid from or paid into the float is accurately recorded at the time of the transaction.
- (7) All monies received shall be applied in furthering all or any of the objects of the Association and no portion of such monies shall be paid to any member or co-opted member of the Association, provided that nothing herein shall prevent the payment, in good faith, of reasonable and proper remuneration of any member of the Association, in return for any goods or services actually rendered to the Association.
- (8) Standard Conditions for an Approved Research Institute under the Income Tax Assessment Act (Section 73A) as follows:
  - (a) that a separate research fund account be established to be used exclusively for health research purposes, and all gifts and bequests on which tax exemption is claimed must be paid into that account;
  - (b) that this fund be administered by a research committee of not less than five members, four of whom shall be suitably qualified for assessing health research, and all of whom have been approved by the Secretary, Commonwealth Department of Health;
  - (c) written evidence is to be provided by each proposed member of the research committee indicating acceptance to serve on the committee;
  - (d) changes in the membership of the research committee are subject to the approval of the Secretary, Commonwealth Department of Health;
  - (e) in the event of the organisation being wound-up or upon it ceasing to carry out research activities, any surplus remaining in the research fund be transferred to another research fund or organisation which has been approved by the Commissioner of Taxation for the purposes of any of the sub-paragraphs of Section 78 (1) (a) of the Income Tax Assessment Act; and
  - (f) the results of research financed from the research fund shall be freely available and wherever possible published in the scientific press.
  - (g) In respect of (b) above and in order to assess the nominated researcher's qualification, a curriculum vitae is to be submitted for each nominee, together with a list of publications covering at least the immediate past five (5) years of medical research.

## **70 Financial records**

- (1) The Association must keep financial records that—
  - (a) correctly record and explain its transactions, financial position and performance; and
  - (b) enable financial statements to be prepared as required by the Act.
- (2) The Association must retain the financial records for 7 years after the transactions covered by the records are completed.
- (3) The Treasurer must keep in his or her custody, or under his or her control—
  - (a) the financial records for the current financial year; and
  - (b) any other financial records as authorised by the Committee.

## **71 Financial statements**

- (1) For each financial year, the Committee must ensure that the requirements under the Act relating to the financial statements of the Association are met.
- (2) Without limiting subrule (1), those requirements include—
  - (a) the preparation of the financial statements;
  - (b) if required, the review or auditing of the financial statements;
  - (c) the certification of the financial statements by the Committee;
  - (d) the submission of the financial statements to the annual general meeting of the Association;
  - (e) the lodgement with the Registrar of the financial statements and accompanying reports, certificates, statements and fee.

## **PART 7—GENERAL MATTERS**

## **72 Common seal**

- (1) The Association may have a common seal.
- (2) If the Association has a common seal—
  - (a) the name of the Association must appear in legible characters on the common seal;
  - (b) a document may only be sealed with the common seal by the authority of the Committee and the sealing must be witnessed by the signatures of two committee members;
  - (c) the common seal must be kept in the custody of the Secretary, or other committee member appointed by the Committee.

## **73 Registered address**

The registered address of the Association is—

- (a) the address determined from time to time by resolution of the Committee; or
- (b) if the Committee has not determined an address to be the registered address—the postal address of the Secretary.

## **74 Notice requirements**

- (1) Any notice required to be given to a member under these Rules may be given—
  - (a) by handing the notice to the member personally; or

- (b) by sending it by post to the member at the address recorded for the member on the register of members; or
  - (c) by email or facsimile transmission.
- (2) Subrule (1) does not apply to notice given under rule 60.
- (3) Any notice required to be given to the Association or the Committee may be given—
- (a) by posting to the Secretary at AESSRA's postal address or
  - (b) by emailing to the Secretary or
  - (c) by facsimile transmission to the facsimile number of the Association.

## **75 Custody and inspection of books and records**

- (1) Members may on request inspect free of charge—
- (a) the register of members [See rule 18];
  - (b) the minutes of general meetings;
  - (c) subject to subrule (2), the financial records, books, securities and any other relevant document of the Association
  - (d) Members may not inspect the minutes of committee meetings or other documents produced or distributed at committee meetings except as permitted by the Committee.

### **Note**

See note following rule 18 for details of access to the register of members.

- (2) The Committee may refuse to permit a member to inspect records of the Association that relate to confidential, personal, employment, commercial or legal matters or where to do so may be prejudicial to the interests of the Association.
- (3) The Committee must on request make copies of these rules available to members and applicants for membership free of charge.
- (4) Subject to subrule (2), a member may make a copy of any of the other records of the Association referred to in this rule and the Association may charge a reasonable fee for provision of a copy of such a record.
- (5) For purposes of this rule—

***relevant documents*** means the records and other documents, however compiled, recorded or stored, that relate to the incorporation and management of the Association and includes the following—

- (a) its membership records;
- (b) its financial statements;
- (c) its financial records;
- (d) records and documents relating to transactions, dealings, business or property of the Association.

## **76 Winding up and cancellation**

- (1) The Association may be wound up voluntarily by special resolution.
- (2) In the event of the winding up or the cancellation of the incorporation of the Association, the surplus assets of the Association must not be distributed to any members or former members of the Association.

- (3) Subject to the Act and any court order made under section 133 of the Act, the surplus assets must be given to a body that has similar purposes to the Association and which is not carried on for the profit or gain of its individual members.
- (4) The body to which the surplus assets are to be given must be decided by special resolution.

## **77 Alteration of Rules**

These Rules may only be altered by special resolution of a general meeting of the Association.

### **Note**

An alteration of these Rules does not take effect unless or until it is approved by the Registrar. If these Rules (other than rule 1, 2 or 3) are altered, the Association is taken to have adopted its own, not the Model Rules.

## **78 By-laws**

- (1) The Committee may prescribe by resolution By-laws to give better effect to these Rules and/or for the proper and effective administration of the Association
- (2) A resolution dealing with the adoption, addition to, alteration of or repeal of By-laws shall not be dealt with by the Committee unless notice of motion has been given of the resolution not less than one week before any meeting of the Committee
- (3) Subsequent to the adoption or variation of a By-law or the repeal of a By-law, a full copy of the By-law or the variation to it or notice of its repeal shall be advised to all members of the Association. Such advice may be provided by display on the Association's website.

## Appendix 1. Membership Application Form for Australian Residents – page 1



# MEMBERSHIP APPLICATION FORM

For Australian residents only (Overseas residents please email [aessra@aessra.org](mailto:aessra@aessra.org))

Post this form with a cheque or money order to AESSRA Inc., P.O. Box 298, Ringwood, Vic 3134 or apply online at [www.aessra.org](http://www.aessra.org) and pay using Paypal, with either your Paypal account, credit or debit card. Direct Bank Transfers not accepted.

**All information will be kept strictly confidential**

<b>CONTACT DETAILS</b>	<input type="checkbox"/> New Member <input type="checkbox"/> Previous Member Mr/Mrs/Ms/Miss ..... Address ..... Postcode..... Phone Number/s..... Email..... I agree to be bound by the Code of Conduct and Rules of AESSRA Inc for the time being in force: Signature ..... Date ..... <i>(The AESSRA Inc Code of Conduct is in the Members' Handbook, on the website at <a href="http://www.aessra.org">www.aessra.org</a> or you can contact AESSRA Inc. for a copy. AESSRA Inc Rules are also available from the website or on request)</i>	
	<b>CHOOSE MEMBERSHIP CATEGORY</b>	<b>1 FULL MEMBERSHIP</b> You have allergies and/or sensitivities that significantly impair your ability to work, study or socialise: Do you have <input type="checkbox"/> chemical sensitivities, <input type="checkbox"/> food allergies/sensitivities, and/or <input type="checkbox"/> other allergies/sensitivities (please specify) ..... <input type="checkbox"/> Full Fee \$35 <input type="checkbox"/> Concession fee \$20 Pension/Health Care Card No. ....
<b>2 ASSOCIATE - RELATIVE MEMBERSHIP</b> You are joining on behalf of a child/ren or are you the carer of an adult who has allergies and/or sensitivities that significantly impair their ability to work, study or socialise. Please add details of affected relatives over page. <input type="checkbox"/> Full Fee \$35 <input type="checkbox"/> Concession fee \$20 Pension/Health Care Card No. ....		
<b>3 ASSOCIATE - SUPPORTER MEMBERSHIP</b> You have less severe allergies/sensitivities, or have recovered, or simply wish to support AESSRA <input type="checkbox"/> Full Fee \$35 <input type="checkbox"/> Concession fee \$20 Pension/Health Care Card No. ....		
<b>4 ASSOCIATE - PROFESSIONAL MEMBERSHIP</b> You have a professional interest (eg a health practitioner, manufacturer or retailer) <input type="checkbox"/> Associate—Professional (Australia) \$35 (please specify) .....		
<b>DONATIONS ETC</b>	<input type="checkbox"/> Donation to AESSRA Inc. .... <input type="checkbox"/> Donation to AESSRA Research Fund ..... <input type="checkbox"/> Keep my donation anonymous (If box isn't ticked donors will be listed and thanked in <i>Sensitivity Matters</i> ) Donations of \$2 and over are tax deductible. <input type="checkbox"/> Hospital Guidelines for patients with Multiple Chemical Sensitivity \$3.30 (includes GST) TOTAL \$.....	
	<b>PLEASE SEE OVER PAGE FOR FAMILY MEMBERS AFFECTED, HELPING AESSRA, REGISTER OF MEMBERS AND BROCHURES</b>	

**Allergy and Environmental Sensitivity Support and Research Association Inc**  
 Reg. No. A00061415    ABN 32 386 589 943

PO Box 298, Ringwood, Vic 3134 Phone: 03 9888 1382 [www.aessra.org](http://www.aessra.org)

## Appendix 1. Membership Application form for Australian Residents – page 2



**Associate - Relative.** Please fill out for affected relative(s).

**Other members:** Filling this in is optional but it will help us understand the needs of our members, and knowing the number of people affected helps us when approaching government departments or other organisations for funding or other help.

**All information will be kept in strict confidence.**

### ALL AFFECTED FAMILY MEMBERS, INCLUDING YOURSELF:

Name (optional)	age	m/f	chemical sensitivities	food allergies/ sensitivities	other (please specify)
.....	.....	.....	<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"/>	<input type="checkbox"/>	.....
.....	.....	.....	<input type="checkbox"/>	<input type="checkbox"/>	.....
.....	.....	.....	<input type="checkbox"/>	<input type="checkbox"/>	.....
.....	.....	.....	<input type="checkbox"/>	<input type="checkbox"/>	.....

### Helping AESSRA

Can you or your family help with any AESSRA activities?.....  
.....

### Register of members WILL BE REWRITTEN FOR NEW SITUATION

I give permission for my: ☐ name, ☐ phone number, ☐ email address and/or ☐ address to be made available to other members who request a copy of the register of members.  
Any information you don't give us permission to share with other members will be kept confidential.

**Brochures** to give people or put in waiting rooms, health food shops, libraries, community health centres etc. (Ask permission first.)

Please send me the following brochures:

Are you sensitive to chemicals? ☐ 5 ☐ 10 ☐ 20  
What's in your perfume, fragrances and scented products? ☐ 5 ☐ 10 ☐ 20  
Fragrance and Health ☐ 5 ☐ 10 ☐ 20

## Appendix 2. Form of Appointment of Proxy

### FORM OF APPOINTMENT OF PROXY

I,.....  
(*name*)  
of .....

.....  
(*address*)  
being a member of AESSRA Inc. appoint

.....  
(*name of proxy holder*)

of .....

.....  
(*address of proxy holder*)  
being a member of AESSRA Inc.,  
or failing him/her, the Chairman of the meeting,  
as my proxy to vote on my behalf at the annual/  
special\* general meeting of the Association to be  
held on

.....  
(*date of meeting*)  
and at any adjournment of that meeting.

My proxy is authorised to vote \*in favour of/  
\*against the following resolution [*insert details of  
resolution*].

.....  
Signed  
Date

\* Delete if not applicable

Complete this form and return it to:

The Secretary  
AESSRA Inc.,  
P.O. Box 298,  
Ringwood, Vic 3134

by .....

# **aessra**

**Allergy and Environmental Sensitivity  
Support and Research Association Inc.**

Reg. No. AOOO6141S ABN 32 386 589 943  
P.O. Box 298, Ringwood, Vic 3134  
Phone: 03 9888 1382 [www.aessra.org](http://www.aessra.org)

## Appendix 3. Complaint Form

### COMPLAINT FORM

Today's date .....

**aessra**

Allergy and Environmental Sensitivity  
Support and Research Association Inc.  
Reg. No. AOOO6141S ABN 32 386 589 943

#### Your details

Name .....

Address .....

.....

Phone number .....

Email address .....

#### Brief summary of your complaint

.....

.....

.....

.....

.....

#### Details of your complaint

Please attach to this form a detailed letter, setting out what happened in chronological order.

Also attach copies of any relevant letters, emails or other documents.

**Have you already attempted to resolve or discuss this complaint with an AESSRA committee member or volunteer? If so, what happened?**

.....

.....

.....

.....

.....

.....

#### What outcome are you seeking?

(What do you hope will happen as a result of you lodging this complaint?)

.....

.....

.....

.....

.....

.....

.....

Please post this completed form with attached letter and any relevant documents to: AESSRA Inc., P.O. Box 298, Ringwood, Vic 3134 or email them to [aessra@aessra.org](mailto:aessra@aessra.org)