

**CONSTITUTION
OF
ILLAWARRA WOMEN'S HEALTH CENTRE**

Revised 2015

FROM THE 2014-16 STRATEGIC PLAN

Our Vision

A society where women and girls are respected, safe, free and healthy, and achieve their full potential; where they enjoy well-being, prosperity and equality and fully participate in a local and global community.

Our mission

To provide a range of feminist comprehensive and integrated health care and well-being options for women in a unique, safe and empowering setting.

Our philosophy

The Illawarra Women's Health Centre is committed to empowering women and valuing women's life experiences. Our philosophy is to take a feminist, comprehensive and client-centred approach to health care in a primary health care framework. We strive to incorporate into our work the feminist ideal of a woman's right to a valued place in society, accountability in providing quality multidisciplinary, integrated health care services, integrity in maintaining ethical standards in the provision of services; and on-going development and support for staff and volunteers.

We have adopted the following **four guiding principles** to assist us in our decision making processes:

- **Equity** - targeting women with special needs and/or high risk, marginalized and/or poorest of health issues.
- **Effectiveness** - offer services and programs that have proven benefits and follow the client centered focus of integrated care.
- **Relevance** - address issues of significance to local women
- **Appropriateness** - services delivered with sensitivity to a diverse client base of women i.e. culture, language, financial circumstances, age, sexuality, abilities, etc.

We operate from a feminist perspective that views health within a social context as emphasised by the World Health Organisation and supported by the frameworks within both the State and Federal Ministries of Health.

This view recognises that:

- health is determined by a broad range of social, environmental, economic and biological factors;
- differences in health status and health objectives are linked to gender, age, socio-economic status, ethnicity, disability, location and environment, racism, sex-role stereotyping, gender inequality and discrimination, ageism, sexuality and sexual preference;
- health promotion, disease prevention, equity of access to appropriate and affordable services and strengthening the primary health care system are necessary, along with high

quality illness treatment services;

- information, consultation and community development are important elements of the health process.

Furthermore, critical considerations in women's health include:

- women's health being understood as encompassing all of a woman's lifespan and reflecting women's various roles in Australian society, not just their reproductive role;
- the greater participation by women in decision making about health services and health policy, as both consumers and providers;
- the recognition of women's rights, as health care consumers, to be treated with dignity in an environment which provides for privacy, informed consent and confidentiality;
- the availability of accessible information which is appropriately targeted for different socioeconomic, educational and cultural groups; and
- women's health policy and services must be based on accurate data and research concerning women's health, women's views about health, and strategies which most effectively address women's health needs.

Our values

- treat all women with dignity and respect;
- respect women's racial, cultural and lifestyle diversity in accordance with basic human rights;
- acknowledge women's ability to define their own health needs;
- uphold women's right to make informed choices about their health management;
- support women's ability to participate in and take responsibility for their own well being;
- provide a non-judgmental client-centred approach to service delivery, which is non-labelling, non-pathologising and respects women's stories;
- respect the privacy of women seeking services from the centre; ensure health and wellbeing is enhanced by trusting professional relationships and the provision of a safe and friendly environment;
- strive to improve women's health status through advocacy and social change strategies at local, state and federal levels;
- maintain strategies such as information provision, consultation, advocacy and community development as important elements of the health process;

continue to promote the fact that health promotion, disease prevention, early intervention, and strengthening the primary health care system are as important as providing high quality illness

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THE RULES AND POWERS OF THE ILLAWARRA WOMEN'S HEALTH CENTRE

PART I

GENERAL

1. DEFINITIONS

In these rules, unless the context or subject matter clearly indicates otherwise:

“the Act” means the Associations Incorporations Act 2009 (NSW)

“the Association” means the Illawarra Women's Health Centre Inc.

“Director General” means the Director General referred to in the Act

“the Council of Women” or “Council” is the governing body of the Illawarra Women's Health Centre Inc.

“the Constitution” means the Objects, Powers and Rules of the Illawarra Women's Health Centre Inc.

“the Regulations” means the Associations Incorporations Regulations 2010 (NSW)

“woman” means a person who identifies herself as female and is not a partnership, unincorporated association, incorporated association or company under the Corporations Law

“year” is from 1 July one year to 30 June the following year

“executive” means the following positions on the governing body, the Council of Women: chairwoman, vice chair, secretary and treasurer

“AGM” refers to the Annual General Meeting.

“Public Officer” is a position required by the Act (as above) to perform specific duties in relation to the organisation and the Act (see clause 22).

2.

INTERPRETATION OF THE CONSTITUTION

- (a) Where there is a question as to the application or meaning of any clause or provision in the Constitution, the application or meaning will be determined by a majority vote of the Council.
- (b) The application or meaning of the clause or provision is to be determined in accordance with the Objects of the Association.
- (c) Where there is no majority as to the application or meaning of a clause or provision, the Interpretation Act 1987 apply to and in respect of this constitution in the same manner as those provisions would so apply if this constitution were an instrument made under the act.

PART II

MEMBERSHIP

3.

MEMBERSHIP QUALIFICATIONS

- (a) To become a financial member of the Association, the following requirements must be met:
 - The applicant must be:
 - (i) a woman,
 - who is nominated for membership of the Association,
 - who is approved for membership of the Association,
 - who has paid the requisite membership fee, and

- who agrees with the Philosophy, Aims and Constitution of the Association.
- (ii) an organisation,
- which is nominated for membership of the Association,
 - which is approved for membership of the Association,
 - which has paid the requisite membership fee, and
 - which agrees with the Philosophy, Aims and Constitution of the Association
- (b) To be considered a non-financial member, a member must have already been a financial member for a period of one year, and then not renewed the membership through the payment of the requisite membership fees. This status will only last for eighteen months, then the non-financial member ceases to be a member.

4. NOMINATION OF MEMBERSHIP See Appendix 2 flowchart

- (a) To apply for membership of the Association,
- (i) a woman or organisation must be nominated by a financial member of the Association.
 - (ii) the nomination form found in Appendix 1 of the Constitution must be completed by the woman or organisational representative, and the nominating financial member, and
 - (iii) this form must be lodged with the Secretary of the Association.
- (b) Upon receiving an application for membership, the Secretary must present the application at the next Council meeting for approval or rejection of the membership application.

5.

APPROVAL OF MEMBERSHIP APPLICATION

- (a) Where the applicant satisfies the membership criteria in Part II, Rule 3(a) (Membership Qualifications) the Council may approve the application for membership.
- (b) Where the Council elects to approve a membership application the Secretary must notify the applicant within 28 days.
- (c) The applicant must then pay the requisite membership fee within 28 days of notification of approval.
- (d) Once payment has been received, the Secretary must ensure that appropriate details of the member are entered into the Register of Members. The woman or organisation is then a member of the Association.

6.

REJECTION OF MEMBERSHIP APPLICATION

- (a) Where the Council elects to reject a membership application, the Secretary must notify the applicant within 28 days. No reasons for the rejection are required at this point. The woman or organisation applying for membership may choose to appeal the Council's determination.
- (b) To appeal a rejection
 - (i) the applicant must notify the Secretary;
 - (ii) the Council must give written reasons for the rejection of the application within 28 days;
 - (iii) upon receipt of reasons, the applicant may appear before the Council at the next Council Meeting, where they may present reasons for their nomination to be reconsidered.

- (c) The Council is then under an obligation to review their rejection of the application and present written reasons, within 28 days, if the nomination is again rejected.
- (d) If an applicant is rejected, either from the outset, where no appeal is lodged, or after an appeal, the woman or organisation cannot reapply to become a member of the Association within a 12 month period from the date of notification of the Council's decision.

7. CESSATION OF MEMBERSHIP

- (a) A woman or organisation ceases to be a member of the Association, if:
 - (i) the woman dies, or
 - (ii) the woman or the organisation resigns that membership, or
 - (iii) is expelled from the Association or
 - (iv) has been a non-financial member for eighteen months.
- (b) Once a woman or organisation ceases to be a member, all membership rights are extinguished.

8. TRANSFER OR ASSIGNING OF MEMBERSHIP RIGHTS

No membership rights of the Association can be transferred or assigned.

9. RESIGNATION OF MEMBERSHIP

- (a) To resign, a member must:
 - (i) give at least 28 days notice,

- (ii) in writing,
 - (iii) to the Secretaryof her/their intention to resign from the Association.
- (b) After the period of notice expires, the Secretary must record the date of resignation in the Register of Members.

10. REGISTER OF MEMBERS

- (a) The Secretary is responsible for the Register of Members.
- (b) The Secretary must ensure that the register is recorded & amended as becomes necessary, with:
 - (i) the name,
 - (ii) the address,
 - (iii) the date on which the woman or organisation became a member, and
 - (iv) whether the woman or organisation is a financial or non-financial member,
 - (v) the date on which a member ceases to be a member
- (c) The Register of Members must be
 - (i) kept on the premises of the Association and
 - (ii) made available, free of charge, for any financial member to inspect, at any reasonable hour.

11. MEMBERSHIP FEES

- (a) In order to be a financial member, a woman must pay the requisite annual membership fee.

- (b) Annual membership payment is due on the
 - (i) 1 July,st
 - (ii) unless a woman becomes a member after the 31st March of that calendar year, where the first annual payment for such members will be due on 1 Julyst the following year.
- (c) For a non-financial member to regain financial status, the membership fee for that year must be paid. This can be paid at any time during the year.
- (d) The Council may alter the membership fee, by a majority vote, as it so chooses. Notice of this change must be given 28 days prior to membership fees becoming due.

12. MEMBERS' LIABILITIES

The liability of a member of the association to contribute towards the payment of the debts and liabilities of the association or the costs, charges and expenses of the winding up of the association is limited to the amount, if any, unpaid by the member in respect of membership of the association as required by clause 8.

13. DISCIPLINING OF MEMBERS

- (a) The Council may expel or suspend, for a specified length of time, up to a maximum of nine months, a member of the Association, who is not acting in accordance with the Constitution.
- (b) Expulsion and suspension will only occur where a majority of the Council votes that the member is not acting in accordance with the Constitution. If the member facing disciplinary action is a Council member, they have no right to vote.

- (c) A member is not acting in accordance with the Constitution, if the member is:
 - (i) engaging in activities harmful to the reputation of the Association or
 - (ii) engaging in activities that are obviously in conflict with the Objects of the Association or
 - (iii) non-compliant with the Constitution and rulings made in accordance with the Constitution or
 - (iv) engaging in any other act considered by the Council to be an act not in accordance with the Constitution.
- (d) The choice between expulsion and suspension is the choice of a majority of the Council. An order of suspension can be no longer than 9 months.
- (e) If a member is expelled, that member cannot reapply for membership for a period of five years, from the date expulsion takes effect.

14. INITIATING THE DISCIPLINARY PROCESS

- (a) A financial member of the Association must recommend to the Council that a member of the Association be disciplined, before disciplinary action can be initiated.
- (b) Only the Council has the right to initiate disciplinary action.
- (c) To initiate such action, the Council must be sufficiently convinced that action is warranted.
- (d) The member facing disciplinary proceedings must be notified 28 days prior to the Council voting for the suspension or expulsion of the member, by the Secretary of the Association.
- (e) The Council must notify the member, in writing, as to why disciplinary proceedings have been initiated, and the date, time

and place where the meeting at which disciplinary action is to be voted upon will be held.

- (f) The member has the right to defend the allegations made against her. This will be heard at the meeting where the actual vote as to whether disciplinary action should be taken is to take place.
- (g) If the Council, by majority vote, accepts the defence of the member, the matter ceases to exist.
- (h) If the Council votes to discipline a member, the disciplinary measure takes effect
- (i) after 14 days, subject to the member appealing the decision, or
 - (ii) immediately, if the member has appealed the decision, and the appeal is rejected.

15.

APPEALING DISCIPLINARY ACTION

(See Right of Appeal of Disciplined Members Flowchart in Appendix 3.)

- (a) A disciplined member has a right to appeal the decision of Council
- (b) A notice of appeal, in writing, must be lodged with the Secretary of the Association within 7 days after notice of the decision is served on the member. This notice must state reasons for appealing the decision.
- (c) Upon receipt of a notice from a member under (b), the Secretary will notify the Council who will convene a special general meeting as in clause 39.
- (d) At the special general meeting of the Association:
 - no business other than the appeal will take place;

- the Council and the member will have the opportunity to state their respective cases, verbally or in writing; or verbally and in writing, and
 - the members present will vote by secret ballot to determine if the Council resolution is upheld or revoked.
- (e) If at this meeting the Association passes a special resolution upholding the original Council resolution, this decision is final.

PART III

THE COUNCIL OF WOMEN

16. POWERS OF THE COUNCIL OF WOMEN

- (a) The Council of Women is responsible for the governance of the affairs of the Association.
- (b) The Council of Women is responsible for
 - (i) the employment of all staff,
 - (ii) determining policy,
 - (iii) legal compliance, including maintaining
Work, Health and Safety Standards,
 - (iv) fundraising,
 - (v) The Council is responsible for the management of
funds, in accordance with the Association's
Constitution.
 - (vi) the promotion of the Association, and its objects
 - (vii) engaging in any other activities that are necessary or
beneficial for the governance of the Association.

17. NUMBER OF COUNCIL MEMBERS

- (a) The Council of Women shall consist of nine members.
- (b) There will be:
 - (i) four office bearers, and
 - (iii) five general members.

18. TERM OF OFFICE OF COUNCIL MEMBERS

- (a) Each member of the Council will hold office for a period of two years from the Annual General Meeting where they are elected, to the Annual General Meeting two years later. Half the number of Council members must stand down at each AGM
- (b) A member who fills a vacant position will hold that position for the remainder of the term that was left vacant.
- (c) The Council may, from time to time as it requires, co-opt up to two additional general members of the Council of Women to ensure a broad coverage of skills and knowledge on the Council. The Council of Women will never exceed eleven (11) members.

19. OFFICE BEARERS

- (a) There are four office bearers, elected by the Council:
 - (i) a Chairwoman
 - (ii) a vice chair
 - (iii) a Secretary, and
 - (iv) a Treasurer.
- (b) If an office bearer resigns or is removed or expelled, a Council member will be appointed by the Council of Women to fill the position until the next Annual General Meeting.

20. TERM OF OFFICE OF OFFICE BEARERS

- (a) Each office bearer will hold office for a period of two years from the first Council Meeting where they are elected, to the Annual General Meeting one year later.

- (b) A Council Member can not be re-elected to the same office for more than four consecutive years.

21. CHAIRWOMAN

The Chairwoman is:

- (a) the convenor of Council meetings, Special General Meetings and Annual General Meetings. She may delegate the chairing responsibility from time to time.
- (b) the public spokeswoman and representative for the Association, and
- (c) fulfils any other role which is deemed necessary by the Council.

Vice chair supports chair and substitutes for her in her absence

22. SECRETARY

- (a) The Secretary must
 - (i) be over 18 years of age and a resident of New South Wales
 - (ii) take minutes at all meetings,
 - (iii) distribute a copy of the minutes to all Council members and make available a copy to all members,
 - (iv) ensure the Register of Members is maintained,
 - (v) take responsibility for all Council correspondence, incoming or outgoing, and
 - (vi) fulfil all other obligations as required under this Constitution.

(vii) fulfil or formally delegate Public Officer duties, which are:

- ☐ The public officer must within one (1) month after the date of each Annual General Meeting of the Association, lodge with the Commissioner in an approved form:
 - a statement containing the particulars of the AGM
 - a certificate signed by two (2) members of the Council authorised by the Council, that the statement has been submitted to the members at the annual general meeting
 - a copy of the terms of any resolution passed at that meeting concerning that statement and this must be accompanied by the prescribed fee.

- The public officer must lodge notice with the Commissioner within one (1) month of a change in the Association's objects or rules, in the approved form, outlining the details of the alteration and accompanied by the prescribed fee.

- If there is a vacancy in the office of Public Officer, the Council must within fourteen (14) days after the vacancy arises:
 - give notice to the Commissioner in an approved form of the vacancy; and
 - appoint a Council member to fulfill the vacancy.

- The Public Officer must within fourteen (14) days after being appointed as public officer give notice of her full name and address to the:
 - Association; and
 - Commissioner, in an approved form accompanied by the prescribed fee.

- If the public officer changes her address, within fourteen (14) days after the change, she must give notice of her new address to the:
 - Association; and
 - Commissioner, in an approved form accompanied by the prescribed fee.
- (b) When the Public Officer ceases to hold office at any time, a new Public Officer must be appointed by the Council within fourteen (14) days and the Commissioner must be notified in accordance with the Act.

23. TREASURER

- (a) The Treasurer is responsible for:
- (i) ensuring all monies owing to the Association are collected.
 - (ii) ensuring all payments authorised by the Association are made.
 - (iii) ensuring correct accounts and books, that clearly show the financial affairs of the Association in full detail, are kept.
 - (iv) ensuring a detailed account of all receipts and expenditures of the Association is kept.

24. STAFF REPRESENTATIVE

- (a) There can be a staff representative present at any Council meetings.
- (b) The role of the staff representative at the Council meetings is to:
- (i) bring forward issues which are of concern to staff members,

- (ii) ensure that the staff have a voice on the Council, and
 - (iii) inform staff of issues which are discussed at Council meetings and are of concern to staff members.
- (c) The staff representative is not a member of the Council and has no voting rights.
- (d) The Council may agree at any time during a meeting, to close the meeting to the staff representative on a particular issue, as it sees fit.

25.

ELECTION OF COUNCIL MEMBERS

- (a) In order to qualify for election, it is necessary to be a financial member.
- (b) Council members are elected, by secret ballot, at the Annual General Meeting.
- (c) For a member to be eligible for election, the member must be nominated by a financial member of the Association, in writing, lodged with the Secretary fourteen (14) days prior to the Annual General Meeting at which the election is to take place. A written consent from the nominated member must accompany the nomination.
- (d) If the number of nominations is equal to or less than the number of positions to be filled, the persons nominated are taken to be elected.

26.

ELECTION OF OFFICE BEARERS

- (a) Once the Council has been elected by the members of the Association, the Council is responsible for electing the office bearers.

- (b) This election is to take place at the first Council meeting following the Annual General Meeting.
- (c) To be eligible for election as office bearer, Council members must:
 - (i) be nominated by another Council member, or
 - (ii) nominate themselves at the Council meeting where election of office bearers takes place.

27. CASUAL VACANCIES

Where there is a casual vacancy occurring in the membership of the Council, the Council may appoint a member of the Association to fill the vacancy. The member appointed will hold office, subject to these rules, until the conclusion of the next Annual General Meeting following the date of the appointment.

28. MEETINGS – GENERAL

- (a) The Council must meet no less than five times per year, including the Annual General Meeting.
- (b) Notification must be given to all Council members no less than 48 hours & no more than 7 days prior to the meeting being held.
- (c) At the beginning of each meeting the agenda for the meeting will be set.
- (d) The Chairwoman or vice chair is the convenor of all meetings, and in her absence the role will be appointed, by the Council, to a member who is present.
- (e) The Executive can meet at any time for the purpose of making urgent decisions.

29. QUORUM

- (a) five Council members, being three (3) general members of Council & a minimum of two (2) Executive members, must be present for any Council meeting to take place.
- (b) If five Council members are not present within half an hour of the time scheduled for the meeting to take place, the meeting will be re-scheduled, and Council members notified.

30. VOTING

- (a) All Council members must vote for the benefit of the management/governance of the Association.
- (b) Votes will be by a show of hands with the exception of the election of Council members, which will be determined by secret ballot.

31. CONFLICT OF INTEREST

If a Council member is aware of a conflict of interest in relation to herself (as outlined in service's code of conduct & ethics) she:

- (a) must disclose the conflict of interest to the Council, and
- (b) must refrain from participating in discussions relating to the issue, and
- (c) must not participate in any vote relating to the matter.

PART IV

GENERAL MANAGER & COUNCIL

32. THE RELATIONSHIP BETWEEN THE GENERAL MANAGER AND THE COUNCIL

- (a) The General Manager is an employee of the Association and is directly answerable to the Council.
- (e) The General Manager must report to the Council.
- (f) The General Manager does not have voting rights at Council meetings.

PART V

GENERAL MEETINGS

33. ANNUAL GENERAL MEETINGS

- (a) One (1) Annual General Meeting must be held each year.
- (b) An Annual General Meeting must be held by December 31st each year.

34. CALLING OF ANNUAL GENERAL MEETINGS

- (a) Notification must be given to all members twenty-one (21) days prior to the Annual General Meeting being held.

35. PROCEDURE AND BUSINESS AT ANNUAL GENERAL MEETINGS

- (a) At each Annual General Meeting the following must take place, and the agenda must include but will not be limited to:
 - (i) Election of Council members;
 - (ii) Confirmation of minutes of the previous Annual General Meeting and any Special General Meeting held within the last year;
 - (iii) Receiving reports on the Association's activities since the previous Annual General Meeting;

- (iv) To receive and consider any financial statement or report require to be submitted to Members under the Act
 - (v) To appoint the Public Officer
 - (vi) To appoint the Auditor
- (b) Issues to be discussed at the Annual General Meeting will be specified in the notification of the date on which the Annual General Meeting is to take place.

36. SPECIAL GENERAL MEETINGS – GENERAL

- (a) Special General Meetings can only be called by the Council.
- (b) The Council must call a Special General Meeting when:
 - (i) the Council considers it necessary or
 - (ii) an application is lodged in writing with the secretary by no less than three financial members
- (c) In the case of members requesting a Special General Meeting, the application must be noted before the Council at the next Council Meeting and a Special General Meeting must be called within twenty-eight (28) days.

37. CALLING OF SPECIAL GENERAL MEETINGS

- (a) Notification must be given to all members twenty-one (21) days prior to a meeting being held.
- (b) The notification must outline the business to be conducted at the Special General Meeting.

38. PROCEDURE AND BUSINESS AT SPECIAL GENERAL MEETINGS

- (a) For a Special General Meeting to take place ten (10) per cent of all financial members must be present

- (b) If ten (10) per cent of all financial members are not present half an hour after the scheduled starting time of the meeting the meeting is to be rescheduled and members must be notified.
- (c) Only business that is specified in the notification can be discussed at Special General Meetings.

39. MAKING OF DECISIONS AT BOTH ANNUAL GENERAL MEETINGS AND SPECIAL GENERAL MEETINGS

- (a) A member of the Association has the right to vote in decision making procedures only if she a financial member and she is present at the meeting.
- (b) There is no voting by proxy or casting pre- or post-voting votes.
- (c) All votes concerning membership applications and Council member elections will be by secret ballot, other decisions will be reached by a show of hands.

40. SPECIAL RESOLUTION

- (a) A decision of the Association is passed by special resolution if it is a decision passed at a Special General Meeting, where notice has been given according to this Constitution, and the resolution is approved by seventy-five percent (75%) of the financial members present.
- (b) If it is not possible for this to occur, a special resolution is deemed to be passed if it is passed in a way prescribed by the Council, decided on by a majority of Council members.

PART VI

MISCELLANEOUS

41. ALTERATION OF THE OBJECTS, POWERS AND RULES OF THE ASSOCIATION

- (a) The Constitution can only be changed by special resolution.

42. CUSTODY OF BOOKS

- (a) The records, books and other documents of the Association will be under the control of Treasurer and will be kept at the principal place of administration at all times.

43. INSPECTION OF BOOKS

- (a) The records, books and other documents of the Association will be open to inspection, free of charge, to financial members of the Association at any reasonable time.

44. SERVICE OF NOTICES

- (a) A notice may be served on behalf of the Association on any member either personally or by posting it to the member at the member's address shown in the register of members or by electronic transmission to an address specified by the member for giving or serving of notice
- (b) A document properly addressed, prepaid and posted to a member is, unless the contrary is proved, taken to have been served on the member at the time at which the letter would have been delivered in the ordinary course of post.
- (c) If documents are sent to a person electronically, the document is, unless the contrary is proved, taken for the purpose of these rules to have been served on the person at the time it was sent.

45. FINANCIAL YEAR

The period of 12 months after the expiration of the previous financial year of the association, commencing on 1 July and ending on the following 30 June

46.

WINDING UP

(See also Clause 52 Establishment & Operation of a Gift Fund)

- (a) In the event of winding up or cancellation of the Association, the Association will pass a special resolution nominating an incorporated association/s as the association in which it is to vest surplus property. Special requirements exist regarding the Gift Fund, and these are set out in Clause 52.

The nominated association/s in (a) must have similar objects to the Illawarra Women's Health Centre Incorporated, and in the case of distribution of surplus assets from the Gift Fund, must be distributed to Deductible Gift Recipients as approved by the Australian Taxation Office under the ITAA97 Ammended 2006 (See also Clause 52)

- (b) The distribution of surplus property referred to in clause 47(a) above:
 - (i) must comply with Clause 52; and
 - (ii) is not to be made to any individual member or former individual member of the Association or to any person to be held on trust for any individual member or former individual member of the Association.

47.

INSURANCE

- (a) The Association must have insurance, as required by the Act.
- (b) In addition to the required insurance, the Association can maintain any other insurance.
- (c) The Council is responsible for maintaining insurance.

48.

FUNDS

- (a) Funds of the Association are derived from a variety of sources, including, but not limited to, government grants, membership fees, donations and fundraising.

- (b) The Treasurer must ensure that all funds are deposited, within fourteen (14) days of receipt, into the Association's bank account.
- (c) The Council is responsible for the management of funds, in accordance with the Association's Constitution.

49. COMPLIANCE WITH THE ACT

The Association must, in all of its activities, comply with the provisions of the Act and any other applicable legislation.

50. NON-PROFIT CLAUSE

The income and the property of the Centre however derived shall be applied solely towards the promotion of the objects of the Centre and no portion of this income shall be paid or transferred directly or indirectly by way of dividend, bonus or otherwise, by way of profit, to the members of the Centre PROVIDED THAT nothing contained in this constitution shall prevent the payment in good faith of remuneration to any officers or employees of the Centre or to any member of the centre, or any other person in return for any service actually rendered to the Centre (other than attendance of members of the Council of Women or any committee of the centre at any meeting of the Council of Women or committee) nor prevent the payment of interest at a rate not exceeding interest at the rate for the time being charged by bankers in Sydney for overdrawn accounts on money lent or reasonable and proper rent remuneration or return for the premises demised, let or licensed by any member to the centre.

51. ESTABLISHMENT AND OPERATION OF A GIFT FUND

- (a) Maintaining a Gift Fund

The Association will maintain for the principal purpose of the Association a Gift Fund,

- (i) to which gifts of money or property for that purpose are to be made,
- (ii) to which any money received by the Trust because of those gifts is to be credited, and
- (iii) that does not receive any other money or property.

(b) Limits on use of Gift Fund

Certain kinds of money and property will not go to the gift fund.

This includes:

- (i) income from sponsorship,
- (ii) income from commercial activities, and
- (iii) proceeds from raffles, auctions or fundraising dinners.

The Association will use the following only for the principal purpose of the Association:

- (i) gifts made to the Gift Fund;
- (ii) any money received because of those gifts.

(c) Winding up

At the first occurrence of:

- (i) the winding up of the Gift Fund; or
- (ii) the Association ceasing to be a Deductible Gift Recipient as defined in the ITAA97 AMMENDED 2006

any surplus assets of the Gift Fund will be transferred to one or more Deductible Gift Recipients as approved by the Australian Taxation Office under the ITAA97 amended 2006 as the Association decides.

(d) Bank account

The Association will maintain a separate bank account for the Gift Fund.

APPENDIX 1

Application for Membership Of The Illawarra Women’s Health Centre Inc.

I, Full Name
(individual or organisation)
of.....
..... Postal address
..... Phone number
..... E-mail address

By signing this form you apply to be a member of the Illawarra Women’s Health Centre Inc. Unless formally requested otherwise all notices will be sent to your nominated email address

When, and if, my/our membership is accepted, I/we agree to be bound by the Objects, Powers and Rules of the Illawarra Women’s Health Centre Inc., as required under the Associations Incorporations Act 2009 (NSW).

I/we meet all the requirements for membership of the Illawarra Women’s Health Centre Inc., as found in the Objects, Powers and Rules of the Illawarra Women’s Health Centre Inc.

I/we have been nominated by a financial member of the Illawarra Women’s Health Centre Inc., and agree, if accepted for membership, to pay the required membership fee upon notification of acceptance.

.....(Signature of Applicant)Date

Nominated by:

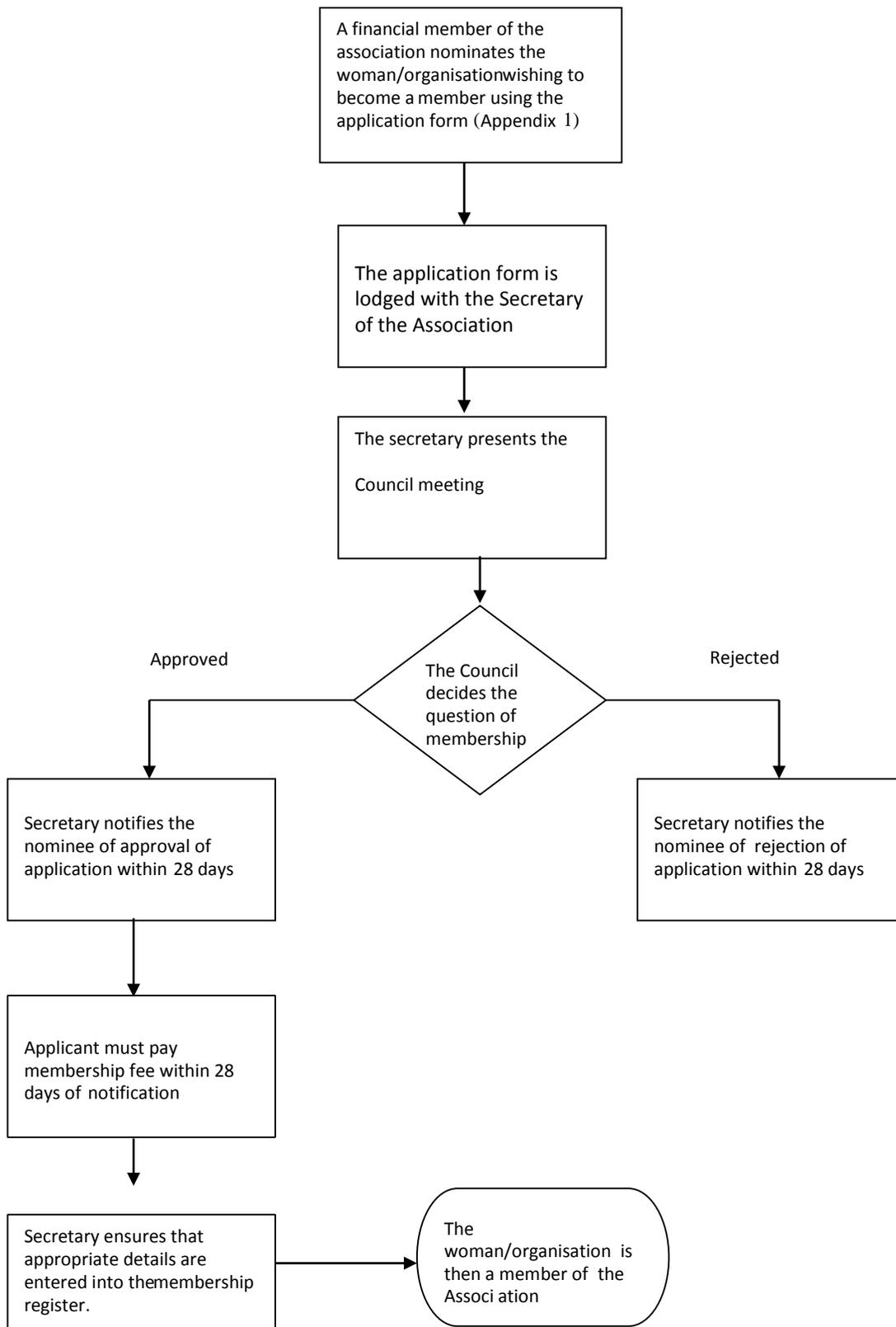
..... Full Name
(A financial member of the Illawarra Women’s Health Centre Inc)

.....
(Signature of Member Nominating) Date of Nomination:.....

- I/we attach payment of membership fee in anticipation of acceptance (refundable if not accepted)
- I/we agree to pay membership fee after membership is approved by Council

APPENDIX 2

Nomination for Membership Flowchart (Rule 4)



APPENDIX 3 Right of Appeal of Disciplined Members Flowchart

A member who has been expelled or suspended under rule 14, may appeal.

