



## Rules of Association

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### FemiliPNG Australia Incorporated (A05559)

#### Record of changes to the Rules of Association

15 November 2025	Updated the title of the CEO to that of Executive Director (ED). Amendment to clause 16.1, relating to the employment terms of the ED. Addition of ED to the defined terms. Addition of 7.2 requiring Board Members to be non-executive.
2 November 2024	Amendment to clauses 15.32, 16.2 Update to the correct forms (Appendix 1 – 3)
3 June 2023	Re-formatting to be in line with FemiliPNG Australia house style, and to increase accessibility Update to Name of the Association Addition of the Objects of Association Amendment to clauses 4.1, 4.2, 4.3, 4.6, 4.7, 4.8, 5.1, 7.1, 12.5, 16.12 Addition of clause 9.7, 12.1a, 14.4, 15.3a, 15.32, 15.33, 15.34, 17.7 Removal of a requirement to have an organisational seal, and sign meeting minutes Adjustment to the role of Secretary (clause 9.8), with the duties divided between the CEO and the Secretary Adjustment to the role of Treasurer (clause 9.9), with the duties divided between the Finance Officer and the Treasurer Addition of section 16, relating to the appointing of the CEO. Revised nomination form, membership form and notice of proxy form
20 November 2021	Amendment to clauses 1B, 2 and 12.
3 August 2019	Amendment to clauses 12 and 14. Addition of clause at 14.
11 November 2017	Amendment to clauses 11 and 12.
5 November 2016	Amendment to clause 32.4.
11 April 2015	Addition of clauses 32.3 and 32.4 under 'management of funds'. Addition of clause 1B. Amendments to clauses 24.1 and 25.2
7 February 2015	Model rules adopted

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FemiliPNG Australia Inc. is an Incorporated Association in the ACT (A05559); a member of ACFID and a signatory to its Code of Conduct; ABN 41 706 886 372.

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## 1. Name of the Association

The name of the incorporated association is FemiliPNG Australia, also referred to in the rules of association as “the association”.

## 2. Definitions

<b>Committee / Board</b>	The FemiliPNG Australia Inc. Board
<b>Financial year</b>	The year ending on 30 June
<b>Secretary</b>	The person holding office under these rules as secretary of the association or, if no such person holds that office, the public officer of the association.
<b>Member/s</b>	Person/s who are members of the association
<b>The Act</b>	Associations Incorporation Act 1991
<b>Special resolution</b>	A resolution that is passed by at least $\frac{3}{4}$ of those eligible to vote
<b>Flying minute</b>	When the need to make a decision between meetings arises, such decisions can be made by circular resolution, via electronic communication (such as email) which is called a flying minute
<b>Executive Director</b>	The Executive Director (ED) is the most senior staff member of the organisation, formerly titled Chief Executive Officer (CEO). References in any organisational policy, procedure, agreement, or document to ED or CEO shall be taken to mean the same role. The change in title does not alter the duties, powers, or responsibilities of the position.

## 3. Objects of the association

The objects of FemiliPNG Australia are as follows:

- 3.1 To support and promote the work of Femili PNG to assist survivors of family and sexual violence in Papua New Guinea to access the services they need.
- 3.2 To raise awareness on family and sexual violence in Papua New Guinea, and on what Papua New Guinea institutions and individuals are doing to respond to that challenge.
- 3.3 To apply all profits and income of the association towards activities that support Femili PNG and, where appropriate and with the agreement of Femili PNG, other activities that support survivors of family and sexual violence in Papua New Guinea and improve their access to services.

## 4. Membership

- 4.1 A person is qualified to be a member of FemiliPNG Australia if:
  - a) The person is 18 years or older; and
  - b) The person has been nominated for membership (see 4.2); and
  - c) The person has been approved for membership by the Committee (see 4.3).
- 4.2 A nomination of a person for membership of the association must be made by a member of the association in writing, in the form set out in Appendix 1:
  - a) The completed form must be lodged with the Executive Director (ED);
  - b) The ED must, as soon as practical, refer the completed nomination to the Committee; and
  - c) If the Committee approves the membership, the ED will notify the nominee of the decision as soon as practical.

- 4.3 A person becomes a member of the association when:
- d) They have submitted their membership form (Appendix 2) to the ED; and
  - e) The ED enters the nominees name into the register of members.
- 4.4 Membership entitlements are not transferable to another person, and terminate on cessation of the person's membership (see 4.5, 4.6)
- 4.5 A person ceases to be a member of the association when they:
- a) Resign their membership of the association (see 4.6); or
  - b) Are expelled from the association; or
  - c) Fail to renew their membership of the association; or
  - d) Dies or is otherwise medically incapacitated.
- 4.6 Resignation of Membership:
- a) A member may resign from membership of the association by giving notice in writing to the ED;
  - b) Members are encouraged to provide at least one month's notice; and
  - c) Once the notice of resignation has been received by the ED, the ED will update the register of members and record the date the person ceased to be a member, and notify the Board of the change in membership.
- 4.7 Membership liabilities:
- a) There is no liability of a member 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.

## 5. Disciplining members

- 5.1 The Committee may, by resolution, expel the member from the association OR suspend the member from the rights and privileges of membership of the association for a specific period of time, if the Committee is of the opinion that a member has:
- a) Persistently refused or neglected to comply with a provision of these rules; or
  - b) Persistently and wilfully acted in a manner prejudicial to the interests of the association; or
  - c) Breached the membership Code of Conduct.
- 5.2 Once a decision is made to expel or suspend a member, the Secretary must, as soon as practicable, serve a written notice on the member that:
- a) Explains the resolution of the committee and the grounds on which it is based; and
  - b) Informs the member that they may address the committee at a disciplinary meeting to be held not later than 28 days after service of the notice (see 5.3); and
  - c) Informs the member of the date, place and time of that meeting; and
  - d) Informs the member that the member may:
    - 1.1. Attend and speak at that meeting; and/or
    - 1.2. Submit to the Committee at or before the date of that meeting written representations relating to the resolution.

- 5.3 Subject to the Act, the disciplinary meetings must:
- a) Give to the member mentioned in subsection 5.1 an opportunity to make oral representations; and
  - b) Give due consideration to any written representations submitted to the Committee by that member at or before the meeting (see 5.2); and
  - c) By resolution decide whether to confirm or to revoke the resolution of the Committee made under section 5.1.
- 5.4 If the Committee confirms a resolution to expel or suspend (see 5.1, 5.3), the Secretary must, within 7 days after that confirmation, serve a written notice on the member that informs the member in writing of the outcome of the disciplinary meeting (as per 5.3) and of the member's right of appeal (see 5.6).
- 5.5 A resolution confirmed by the Committee under subsection 5.4 does not take effect:
- a) Until the end of the period within which the member is entitled to appeal against the resolution if the member does not exercise the right of appeal within that period; or
  - b) If within that period, the member exercises the right of appeal—unless and until the association confirms the resolution in accordance with subsection 5.6.
- 5.6 A member may appeal to the association in general meeting against a resolution of the committee that is confirmed under subsection 5.5 within 7 days after notice of the resolution is served on the member, by lodging with the Secretary a notice to that effect. On receipt of a notice, the Secretary must notify the committee which must call a general meeting of the association to be held within 21 days after the date when the Secretary received the notice or as soon as possible after that date.
- 5.7 Subject to the Act, at a general meeting of the association called under subsection 5.6 requires:
- a) No business other than the question of the appeal to be transacted;
  - b) The Committee and the member be given the opportunity to make representations in relation to the appeal orally or in writing, or both;
  - c) The members present to vote by secret ballot on the question of whether the resolution made under subsection 5.4 should be confirmed or revoked; and
  - d) If the meeting passes a special resolution in favour of the confirmation of the resolution made under section 5.4, that resolution is confirmed.

## 6. Committees

- 6.1 The Committee (also known as the Board):
- a) Controls and manages the affairs of the association; and
  - b) May exercise all functions that may be exercised by the association other than those functions that are required by these rules to be exercised by the association in general meeting; and
  - c) Has power to perform all acts and do all things that appear to the committee to be necessary or desirable for the proper management of the affairs of the association.

## 7. Board membership

- 7.1 The Board will consist of at least seven members, but is not subject to a maximum membership.
- 7.2 Board members must be non-executive. If a Board member accepts a executive position with FPNGA, they must resign from the Board.
- 7.3 The Board has four Office Bearers of the association, and the remainder of the Board comprises of ordinary committee members.
- 7.4 Each member of the Board must be elected (see section 9), except that:
- a) One member shall be an ex officio representative (single or alternating) from Femili PNG's Executive Management Committee or Board, selected by that Committee or Board; and
  - b) One member shall be an ex officio representative from the PNG High Commission to Australia, subject to that entity agreeing to nominate a member.
- 7.5 The four Office Bearers of the Board are the:
- a) Chair;
  - b) Deputy Chair;
  - c) Treasurer; and
  - d) Secretary.
- 7.6 Each member of the Committee holds office, subject to these rules, until the conclusion of the Annual General Meeting following the date of the member's election, but is eligible for re-election.
- 7.7 If there is a vacancy in the membership of the Committee, the committee may appoint a member of the association to fill the vacancy and the member so appointed holds office, subject to these rules, until the conclusion of the next Annual General Meeting after the date of the appointment.
- 7.8 A member of the Committee who has held office for a continuous period of nine years or more may only be re-appointed or re-elected by a special resolution.

## 8. Payments to members of the Board

- 8.1 The association must not pay fees to a member of the Committee for acting as part of the Board.
- 8.2 The association may:
- a) Pay a member of the Committee for work they do for the association, other than as part of the Board, if the amount is no more than a reasonable fee for the work done; and/or
  - b) Reimburse a member of the Committee for expenses properly incurred by the member of the Committee in connection with the affairs of the association
- 8.3 Any payment made under subsection 8.2 must be approved by the Board and be adequately documented.

## 9. Election of members of the Board

- 9.1 Nominations of candidates for election as Office Bearers of the association or as ordinary Committee members:
- a) Must be made in writing, signed by 2 members of the association and accompanied by the written consent of the candidate (which may be endorsed on the nomination form, see Appendix 4); and
  - b) Must be given to the ED not less than 7 days before the date fixed for the Annual General Meeting at which the election is to take place.
- 9.2 If insufficient nominations are received to fill all vacancies on the committee, the candidates nominated are taken to be elected and further nominations may be received at the Annual General Meeting.
- 9.3 If insufficient further nominations are received, any vacant positions remaining on the committee are taken to be vacancies.
- 9.4 If the number of nominations received is equal to the number of vacancies to be filled, the people nominated are taken to be elected.
- 9.5 If the number of nominations received exceeds the number of vacancies to be filled, ballot must be held.
- 9.6 The ballot for the election of office-bearers and ordinary committee members must be conducted at the Annual General Meeting in the way the committee may direct.
- a) A person is not eligible to simultaneously hold more than one position on the committee; and
  - b) A person is eligible for election as a committee member of the association if they are not ineligible to be a director under the Corporations Act or the Australian Charities or Not-for-profits Commissions Act.
- 9.7 If a vacancy arises for an Office Bearer of the association or an ordinary Committee member between Annual General Meetings, nominations can be made under the Special Resolution rules (See 14.4).
- a) A person nominated and accepted as an Office Bearer or ordinary Committee member through a Special Resolution, must be confirmed at the next Annual General Meeting.

### Secretary

- 9.8 The Secretary must review and approve minutes of:
- a) All elections and appointments of office-bearers and ordinary committee members; and
  - b) The names of members of the committee present at a committee meeting or a General Meeting; and
  - c) All proceedings at committee meetings and general meetings.

### Treasurer

- 9.9 The Treasurer of the association must:
- a) Oversee account documentation each month, including the profit and loss statement;
  - b) Ensure that the Finance Manager collects and receives all amounts owing to the association and makes all payments authorised by the association; and
  - c) Ensure that the Finance Manager and ED maintain detailed records of all financial affairs of the association including full details of all receipts and expenditure connected with the activities of the association; and
  - d) Review the annual budget with the ED before each general meeting; and
  - e) Review and approve the annual audit.

## 10. Vacancies

10.1 A vacancy in the office of a member of the Board happens if the member:

- a) Ceases to be a member of the association; or
- b) Resigns the office; or
- c) Is removed from office under section 11; or
- d) Becomes bankrupt or personally insolvent; or
- e) Suffers from mental or physical incapacity; or
- f) Is disqualified from office under the Act; or
- g) Is absent without the consent of the committee from all meetings of the committee held during a period of 6 months; or
- h) Dies or is otherwise medically incapacitated.

## 11. Removal of members of the Board

11.1 The association in General Meeting may by resolution, subject to the Act, section 50, remove any member of the Board from the office of member of the Board before the end of the member's term of office.

## 12. Board meetings and quorum

12.1 The Board must meet at least three times in each calendar year at the place and time that the Committee may decide.

- a) Meetings may be held online or in person, or be a hybrid meeting with some members online and some members attending in person.

12.2 Additional meetings of the Board may be called by any member of the committee.

12.3 Oral or written notice of a meeting of the Board must be given by the ED to each member of the committee at least 48 hours (or any other period that may be unanimously agreed on by the members of the Board) before the time appointed for the holding of the meeting.

12.4 Notice of a meeting given under subsection 12.3 must specify the general nature of the business to be transacted at the meeting and no business other than that business may be transacted at the meeting, except business that the Board members present at the meeting unanimously agree to treat as urgent business.

12.5 Any four members of the Board constitute a quorum for the transaction of the business of a meeting of the Board.

12.6 No business may be transacted by the Committee unless a quorum is present and, if within half an hour after the time appointed for the meeting a quorum is not present, the meeting stands adjourned to the same place and at the same hour of the same day in the following week.

12.7 If at the adjourned meeting a quorum is not present within half an hour after the time appointed for the meeting, the meeting is dissolved.

12.8 At meetings of the Committee:

- a) the Chair or, in the absence of the Chair, the Deputy Chair presides; or
- b) If the Chair and Deputy Chair are absent, one of the remaining members of the Committee may be chosen by the members present to preside.

## 13. Subcommittees

- 13.1 The Board may, in writing, delegate to one or more subcommittees.
- 13.2 Subcommittees must be made up of members of the association that the Board considers appropriate.
- 13.3 The exercise of the functions of the Committee that are specified in the instrument, other than:
- a) This power of delegation; and
  - b) A function that is a function imposed on the committee by the Act, by any other Territory law, or by resolution of the association in general meeting.
- 13.4 A function, the exercise of which has been delegated to a subcommittee under this section may, while the delegation remains unrevoked, be exercised from time to time by the subcommittee in accordance with the terms of the delegation.
- 13.5 A delegation under this section may be made subject to any conditions or limitations about the exercise of any function, or about time or circumstances, that may be specified in the instrument of delegation.
- a) Despite any delegation under this section, the Board may continue to exercise any function delegated; and
  - b) Any act or thing done or suffered by a subcommittee acting in the exercise of a delegation under this section has the same force and effect as it would have if it had been done or suffered by the Board; and
  - c) The Board may, in writing, revoke wholly or in part any delegation under this section; and
  - d) A subcommittee may meet and adjourn as it considers appropriate.

## 14. Voting and decisions

- 14.1 Questions arising at a meeting of the Board or of any subcommittee are decided by a majority of the votes of members present at the meeting.
- 14.2 Each member present at a meeting of the Board or of any subcommittee (including the person presiding at the meeting) is entitled to one vote.
- 14.3 If the votes on any question are equal, the person presiding may exercise a second or casting vote.

### Special resolutions

- 14.4 A resolution of an incorporated association is taken to be a special resolution if:
- a) It is passed at a General Meeting of the association, being a meeting of which at least 21 days' notice, accompanied by notice of intention to propose the resolution as a special resolution, has been given to the members of the association
  - b) It is passed by at least 3/4 of the votes of those members of the association who, being entitled to vote, vote in person or vote by proxy at the meeting

## 15. General Meetings

### **Holding Annual General Meetings**

- 15.1 Except for the first Annual General Meeting of the association, the association must, at least once in each calendar year and within five months after the end of each financial year of the association, call an Annual General Meeting of its members.
- 15.2 The association must hold its first Annual General Meeting:
- a) Within 18 months after its incorporation under the Act; and
  - b) Within five months after the end of the first financial year of the association.

### **Calling Annual General Meetings**

- 15.3 The Annual General Meeting of the association must, subject to the Act, be called on the date, place and time that the Board considers appropriate.
- a) Meetings may be held online or in person, or be a hybrid meeting with some members online and some members attending in person.
- 15.4 The notice of the Annual General Meeting must specify that the meeting is an Annual General Meeting.

### **Business at an Annual General Meeting**

- 15.5 In addition to any other business that may be transacted at an Annual General Meeting, the business of an Annual General Meeting is to:
- a) Confirm the minutes of the last Annual General Meeting, and any General Meeting held since the AGM; and
  - b) Receive from the Board reports on the activities of the association during the last financial year; and
  - c) Elect members of the Board, including office-bearers; and
  - d) Receive and consider the statement of accounts and the reports that are required to be submitted to members under the Act. This includes the Annual Report, and the organisation's Financial Audit Report.

### **Calling General Meetings**

- 15.6 The Board may, whenever it considers appropriate, call a General Meeting of the association.
- 15.7 The Board must, on the requisition in writing of not less than 5% of the total number of members, call a General Meeting of the association.
- 15.8 A requisition of members for a General Meeting:
- a) Must state the purpose or purposes of the meeting; and
  - b) Must be signed by the members making the requisition; and
  - c) Must be lodged with the Secretary; and
  - d) May consist of several documents, each signed by one or more of the members making the requisition.
- 15.9 If the Board fails to call a General Meeting within one month after the date when the requisition of members for the meeting is lodged with the secretary, any one or more of the members who made the requisition may call a General Meeting to be held not later than 3 months after that date.

15.10 A General Meeting called by a member or members mentioned in subsection 15.7 must be called as nearly as is practicable in the same way as general meetings are called by the Board, and any member who thereby incurs expense is entitled to be reimbursed by the association for any reasonable expense so incurred.

#### **Notice of a General Meeting**

15.11 Except if the nature of the business proposed to be dealt with at a General Meeting requires a special resolution of the association, the Secretary must, at least 14 days before the date fixed for the holding of the general meeting, send by prepaid post or by email to each member at the member's address appearing in the register of members, a notice specifying the place, date and time of the meeting and the nature of the business proposed to be transacted at the meeting.

15.12 If the nature of the business proposed to be dealt with at a General Meeting requires a special resolution of the association, the Secretary must, at least 21 days before the date fixed for the holding of the general meeting, send notice to each member in the way provided in subsection 15.1 specifying, in addition to the matter required under that subsection, the intention to propose the resolution as a special resolution.

15.13 No business other than that specified in the notice calling a General Meeting may be transacted at the meeting except, for an annual general meeting, business that may be transacted under section 15.5.

15.14 A member desiring to bring any business before a General Meeting may give written notice of that business to the Secretary who must include that business in the next notice calling a General Meeting given after receipt of the notice from the member.

#### **Procedure and quorum of a General Meeting**

15.15 No item of business may be transacted at a General Meeting unless a quorum of members entitled under these rules to vote is present during the time the meeting is considering the item.

15.16 Five members present in person or by teleconference (who are entitled under these rules to vote at a general meeting) constitute a quorum for the transaction of the business of a general meeting.

15.17 If within 30 minutes after the appointed time for the start of a General Meeting a quorum is not present, the meeting if called on the requisition of members is dissolved and in any other case stands adjourned to the same day in the following week at the same time and (unless another place is specified at the time of adjournment by the person presiding at the meeting or communicated by written notice to members given before the day to which the meeting is adjourned) at the same place.

15.18 If at the adjourned meeting a quorum is not present within 30 minutes after the time appointed for the start of the meeting, the members present (being not less than three) constitute a quorum.

#### **Presiding member of a General Meeting**

15.19 The Chair, or in the absence of the Chair, the Deputy Chair, presides at each General Meeting of the association.

15.20 If the Chair and Deputy Chair are absent from a General Meeting, the members present must elect one of their number to preside at the meeting.

### **Adjournment of a General Meeting**

- 15.21 The person presiding at a General Meeting at which a quorum is present may, with the consent of the majority of members present at the meeting, adjourn the meeting from time to time and place to place, but no business may be transacted at an adjourned meeting other than the business left unfinished at the meeting at which the adjournment took place.
- 15.22 If a General Meeting is adjourned for 14 days or more, the Secretary must give written or oral notice of the adjourned meeting to each member of the association stating the place, date and time of the meeting and the nature of the business to be transacted at the meeting.
- 15.23 Except as provided in 15.22, notice of an adjournment of a General Meeting or of the business to be transacted at an adjourned meeting is not required to be given.

### **Making of decisions at a General Meeting**

- 15.24 A question arising at a General Meeting of the association is to be decided on a show of hands, unless before or on the declaration of the show of hands a poll is demanded by the person presiding or by not less than 3 members present in person or by proxy at the meeting.
- 15.25 If a show of hands proceeds, a declaration by the person presiding that a resolution has, on a show of hands, been carried or carried unanimously or carried by a particular majority or lost, or an entry to that effect in the minutes of the association is evidence of the fact without proof of the number or proportion of the votes recorded in favour of or against that resolution.
- 15.26 If the poll is demanded at a General Meeting, the poll must be taken, and taken to be the resolution of the meeting on that matter.
- 15.27 If the poll relates to the election of the person to preside at the meeting or to the question of an adjournment, it must be taken immediately.
- 15.28 If the poll relates to any other matter, the poll may be taken at any time before the close of the meeting that the person presiding directs.

### **Voting at a General Meeting**

- 15.29 In line with section 14, on any question arising at a general meeting of the association a member has one vote only.
- a) All votes must be given personally or by proxy, but no member may hold more than 5 proxies
  - b) If the votes on a question at a general meeting are equal, the person presiding is entitled to exercise a second or casting vote
  - c) A member or proxy is not entitled to vote at any general meeting of the association unless all money due and payable by the member or proxy to the association has been paid, other than the amount of the annual subscription payable for the then current year.

### **Appointment of proxies at a General Meeting**

- 15.30 Each member is entitled to appoint another member as proxy by notice given to the Secretary no later than 24 hours before the time of the meeting for which the proxy is appointed.
- 15.31 The notice appointing the proxy must be in the form set out in Appendix 3.

## **Between meetings: Use of the flying minute for Board decisions**

- 15.32 A flying minute of a decision made by the Board members which is approved by a majority of members of the Board (via email or other digital platform) is regarded as valid and effectual as if it had been passed at a duly convened Board meeting.
- 15.33 A flying minute should contain the necessary background information in relation to the matter(s) being canvassed and a form of motion proposed in relation to the matter(s) or the suggested outcome(s).
- 15.34 The agenda of the next General Meeting occurring after the transmission of the flying minute should include an item which reports on the consultation and outcome of the motion as adopted by the Board in the flying minute.

## **16. Executive Director**

- 16.1 The Board shall appoint an ED for the period and the terms that the Board determines.
- 16.2 Subject to Board approval, the Board may:
- a) Delegate any of its powers and functions to the ED.
  - b) Approve the ED to delegate any of their powers to personnel.

## **17. Miscellaneous**

### **Source of funds**

- 17.1 The funds of the association must be derived from donations, grant funding and consultancy contracts, subject to any resolution passed by the association in a General Meeting and subject to the Act, any other sources that the Board decides.
- 17.2 All money received by the association must be deposited as soon as practicable and without deduction to the credit of the association's bank account.
- 17.3 The association must, as soon as practicable after receiving any money, issue an appropriate receipt.

### **Management of funds**

- 17.4 Subject to any resolution passed by the Board in a general meeting, the funds of the association must be used for the objects of the association in the way that the Committee decides.
- 17.5 All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments must be signed by any two members of the Committee or employees of the association, being members of the committee or employees authorised to do so by the Committee.
- 17.6 The assets and income of the organisation shall be applied solely to further its objects, and no portion shall be distributed directly or indirectly to the members of the organisation except as genuine compensation for services rendered or expenses incurred on behalf of the organisation.

## **Wind-up**

17.7 The association may be wound up:

- a) Voluntarily, by special resolution
- b) By order of the Supreme Court, in circumstances outlined by the Act.

17.8 If the organisation is wound up or its endorsement as a deductible gift recipient is revoked (whichever occurs first), any surplus of the following assets shall be transferred to another organisation with similar objects, which is charitable at law, to which income tax deductible gifts can be made:

- a) Gifts of money or property for the principal purpose of the organisation
- b) Contributions made in relation to an eligible fundraising event held for the principal purpose of the organisation
- c) Money received by the organisation because of such gifts and contributions
- d) Such an organisation will be determined by vote at a Special General Meeting.

## **Alteration of objects and rules**

17.9 These objects and rules of association may be changed by special resolution (see 14.4).

## **Custody of books**

17.10 Subject to the Act, the regulation and these rules all records, books and other documents relating to the articles of association are saved in a single file, that is shared with the Secretary.

## **Inspection of books**

17.11 The records, books and other documents of the association must be open to inspection at a place in the Australian Capital Territory, free of charge, by a member of the association at any reasonable hour.

## **Service of notice**

17.12 For these rules, the association may serve a notice on a member by sending it by post to the member at the member's address shown the register of members. Documents may be served pursuant to Legislation Act pt 19.5.

## **Surplus property**

17.13 At the first general meeting of the association, the association must pass a special resolution nominating:

- a) Another association for the Act, or
- b) A fund, authority or institution for the Act, in which it is to vest its surplus property in the event of the dissolution or winding up of the association.
- c) An association nominated must fulfil the requirements specified in the Act.

# Appendix 1: Nomination form

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## Nomination: Membership of the Association

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FemiliPNG Australia Incorporated Association in the Australian Capital Territory (A05559)

Full name of nominee	
Address	
Occupation	

### Declaration of the sponsor

I, **INSERT NAME**, nominate **INSERT NAME OF APPLICANT** for the membership of the association. I have met with the nominee, and considered their professional and personal background and I am confident of their ability to support and advance the mission and objects of our association.

I have discussed association with them, and they consent to the nomination.

Signature of sponsor:	
Date	

### Declaration of the seconder

I, **INSERT NAME**, second the nomination of **INSERT NAME OF APPLICANT** for the membership of the association. I have reviewed documentation provided about the professional and personal background and/or I have met with them. I am confident of their ability to support and advance the mission and objects of our association.

Signature of seconder:	
Date	

**Contact:** C/- Development Policy Centre, 7 Liversidge Street, Australian National University, Acton, ACT 2601, Australia

FemiliPNG Australia Inc. is an Incorporated Association in the ACT (A05559); and a member of ACFID and ACFID Code of Conduct Signatory; ABN 41 706 886 372.

## Appendix 2: Membership Form

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### Application: Membership of the Association

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FemiliPNG Australia is an Incorporated Association in the Australian Capital Territory (A05559)

<b>Full name of nominee</b>	
<b>Address</b>	
<b>Occupation</b>	

- I apply to become a member of the incorporated association, FemiliPNG Australia
- If I am admitted as a member, I agree to be bound by the rules of the association for the time being in force
- I agree to abide by the members Child Protection Code of Conduct
- I have attached my CV, including the names of two referees
- I have attached my Australian National Police Certificate (NPC) OR working with children card OR I have [applied for an NPC](#) and will forward it as soon as possible.

<b>Signature of applicant:</b>	
<b>Date</b>	

**Contact:** C/- Development Policy Centre, 7 Liversidge Street, Australian National University, Acton, ACT 2601, Australia

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# Appendix 3: Notice of Proxy

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## Form of appointment of proxy

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FemiliPNG Australia Incorporated is an association in the Australian Capital Territory (A05559)

I, **INSERT FULL NAME**, as a member of FemiliPNG Australia, appoint **INSERT FULL NAME OF MEMBER FOR PROXY** as my proxy, to vote for me on my behalf at the general meeting of the association, to be held on **INSERT DATE**, and any adjournment of that meeting.

My proxy is authorized to vote in the following resolutions:

Resolution	In Favour / Against

Full name of member	
Address	
Signature of member:	
Date	

**Note: A proxy vote may not be given to a person who is not a member of the association.**

**Contact:** C/- Development Policy Centre, 7 Liversidge Street, Australian National University, Acton, ACT 2601, Australia

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# Appendix 4: Nomination for office bearer

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## Nomination: Office bearer of the Association

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FemiliPNG Australia Incorporated Association in the Australian Capital Territory (A05559)

Full name of nominee	
Address	
Occupation	

### Declaration of the sponsor

I, **INSERT NAME**, nominate **INSERT NAME OF APPLICANT** for the position of **CHAIR / DEPUTY CHAIR / TREASURER / SECRETARY** of the association.

Signature of sponsor:	
Date	

### Declaration of the seconder

I, **INSERT NAME**, second the nomination of **INSERT NAME OF APPLICANT**, for the position of **CHAIR / DEPUTY CHAIR / TREASURER / SECRETARY** of the association.

Signature of seconder:	
Date	

### Declaration of the nominee

I, **INSERT NAME**, endorse my nomination for the position of **CHAIR / DEPUTY CHAIR / TREASURER / SECRETARY** of the association.

Signature of nominee:	
Date	

**Contact:** C/- Development Policy Centre, 7 Liversidge Street, Australian National University, Acton, ACT 2601, Australia

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