



ASIS VICTORIA AUSTRALIA CHAPTER INC (081)

**RULES OF THE ASSOCIATION
ASIS VICTORIA AUSTRALIA CHAPTER INC
(081)**

A0025059Y

**INCORPORATED
ASSOCIATION**

15 AUGUST 2018

VERSION: 3.0

VERSION CONTROL

Date	Version	Author/s	Comments & Circulation Information
May 2012	1.0	Keith Wilson	Initial Version for comment by Committee
May 2012	1.1	Gordon Latimer	Revised version following Committee input for acceptance vote by Association members
July 2012	1.2	Eddy Sorokowski	Revised as voted by Association members at EGM
June 2015	2.0	Eddy Sorokowski	Revised following removal of distinction between Chapter membership and incorporated membership
November 2015	2.1	Eddy Sorokowski	Further revision following comments from the RVP on "fit and proper" applicants and members
August 2018	3.0	Eddy Sorokowski	Revision against model rules and electronic voting and reimbursement of travel expenses on Chapter business added

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Rules of The Association - ASIS Victoria Australia Chapter Inc (081), A002509Y

RULES OF THE ASSOCIATION ASIS VICTORIA AUSTRALIA CHAPTER INC (081) for an Incorporated Association

1. Name

The name of the incorporated association is ASIS VICTORIA AUSTRALIA CHAPTER (081) A0025094 (in these Rules called "the Association").

2. Purpose

ASIS International is the pre-eminent global organization for security professionals.

The ASIS Victoria Australia Chapter is the association which provides the forum for members of ASIS International within this geographical location to:

- a) Network with like-minded security professionals;
- b) Understand security industry subtleties;
- c) Provide personal development opportunities;
- d) Deliver security educational events and seminars;
- e) Assist with the attainment of the ASIS International Security Accreditations;
- f) Provide input into the local Security Industry legislation and operations;
- g) Identify with a global security body; and
- h) Contribute to the security industry by providing security articles and news items of topical interest.

3. Financial Year

The financial year of the Association is each period of 12 months ending on 31 October.

4. Definitions

4.1. In these Rules, unless the contrary intention appears—

Committee means the committee of management of the Association, being the office bearers and ordinary committee members of the Association;

Financial Year means the 12-month period specified in rule 3;

General Meeting means a general meeting of members convened in accordance with rule 16;

Member means a member of the ASIS International Victoria Australia Chapter and this Association (Specific classifications of members are detailed in ASIS International Policy 2000 - Membership);

Ordinary member of the committee means a member of the committee who is not an officer of the Association under rule 27;

Regulations mean regulations under the Act;

Relevant documents have the same meaning as in the Act;

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

The Act means the Associations Incorporation Reform Act 2012 and any regulations made under that Act.

4.2. In these Rules, a reference to the Secretary of an Association is a reference —

- a) If a person holds office under these Rules as Secretary of the association — to that person; and
- b) In any other case, to the public officer of the Association.

5. Powers of Association

Powers of Association

Subject to the Act, the Association has power to do all things incidental or conducive to achieve its purposes. 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; and
- g) Enter into any other contract it considers necessary or desirable.

The Association may only exercise its powers and use its income and assets (including any surplus) for its purposes.

6. Not for Profit Organisation

6.1. The Association must not distribute any surplus, income or assets directly or indirectly to its members.

6.2. Sub-rule 6.1 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.

6.3 The Association must not secure pecuniary profit for its members.

7. Alteration of the Rules

These Rules and the statement of purposes of the Association must not be altered except in accordance with the Act.

8. Membership and Association Fees

8.1. Membership in ASIS is open to all individuals with a professional interest in the security field, who are of high moral character, who have demonstrated a high degree of integrity, and who agree to follow and adhere to the purposes, Bylaws and Code of Ethics of ASIS International.

A person whose application has been approved for membership as provided by the ASIS International membership process becomes a member of the Association on payment of the ASIS International annual fee.

8.2. On becoming a member, the applicant is entitled to exercise the rights of membership when his or her name is entered in the register of members as advised by the ASIS International Board.

8.3. The committee may make written representation to the Regional Vice President that a new member approved by the ASIS International Board should have membership rescinded if it assesses the new member is not suitable due to failing to meet the ASIS International membership criteria or is not considered as a “fit and proper person” for Association membership as defined by the VicPol licencing provisions. The committee must, as soon as practicable, notify the applicant in writing that their membership has been assessed as unsuitable and that the matter has been referred to the Regional Vice President. The Committee will be bound by the decision of the Regional Vice President.

8.5. Any membership contributions will be refunded to a person whose membership has been rescinded.

8.6. A right, privilege, or obligation of a person by reason of membership of the Association—

- a) Is not capable of being transferred or transmitted to another person; and
 - b) Terminates upon the cessation of membership whether by death or resignation or otherwise.
- 8.7. Membership is ceased when advice is received from ASIS International that a person's membership has been revoked or that the person no longer appears on the ASIS International membership advice.
- 8.8. The Chapter may choose to charge a voluntary levy to ensure that the Chapter has sufficient funds to operate. A voluntary levy will be imposed when the funds in the Chapter bank account fall below \$6,000 and will continue until the Committee is satisfied that the financial position of the Chapter is sound.
- 8.9. The Schedule of Fees is detailed in Appendix 3.

9. Register of Members

- 9.1. The Secretary must keep and maintain a register of members containing—
- a) The name and address of each member; and
 - b) The date on which each member's name was entered in the register.
- 9.2. The register is available for inspection free of charge by any member upon request by accessing the member's section on the ASIS Australia Victoria Chapter Inc website.
- 9.3. A member may make a copy of entries in the register.

10. Ceasing Membership

- 10.1. A member of the Association who has paid all moneys due and payable by a member to the Association may resign from the Association by giving one month's notice in writing to the Secretary of his or her intention to resign or by not renewing membership for the next year.
- 10.2. After the expiry of the period referred to in sub-rule (10.1)—
- a) The member ceases to be a member; and
 - b) The Secretary must record in the register of members the date on which the member ceased to be a member.

11. Discipline, Suspension and Expulsion of Members

- 11.1. Subject to these Rules, if the committee is of the opinion that a member has refused or neglected to comply with these Rules, or has been guilty of conduct unbecoming a member or prejudicial to the interests of the Association, the committee may by resolution—
- a) Suspend that member from membership of the Association for a specified period; or
 - b) Expel that member from the Association in accordance with the process detailed in Sub-rule 11.3.
- 11.2. A resolution of the committee under sub-rule (11.1) does not take effect unless—
- a) At a meeting held in accordance with sub-rule (11.3), the committee confirms the resolution; and
 - b) If the member exercises a right of appeal to the Association under this rule, the Association confirms the resolution in accordance with this rule.
- 11.3. A meeting of the committee to confirm or revoke a resolution passed under sub-rule (11.1) must be held not earlier than 14 days, and not later than 28 days, after notice has been given to the member in accordance with sub-rule (11.4).
- 11.4. For the purposes of giving notice in accordance with sub-rule (11.3), the Secretary must, as soon as practicable, cause to be given to the member a written notice—

- a) Setting out the resolution of the committee and the grounds on which it is based; and
 - b) Stating that the member, or his or her representative, may address the committee at a meeting to be held not earlier than 14 days and not later than 28 days after the notice has been given to that member; and
 - c) Stating the date, place and time of that meeting; and
 - d) Informing the member that he or she may do one or both of the following —
 - (i) Attend that meeting;
 - (ii) Give to the committee before the date of that meeting a written statement seeking the revocation of the resolution; and
 - e) Informing the member that, if at that meeting, the committee confirms the resolution, he or she may, not later than 48 hours after that meeting, give the Secretary a notice to the effect that he or she wishes to appeal to the Association in general meeting against the resolution.
- 11.5. At a meeting of the committee to confirm or revoke a resolution passed under sub-rule (11.1), the committee must—
- a) Give the member, or his or her representative, an opportunity to be heard; and
 - b) Give due consideration to any written statement submitted by the member; and
 - c) Determine by resolution whether to confirm or to revoke the resolution.
- 11.6. If at the meeting of the committee, the committee confirms the resolution, the member may, not later than 48 hours after that meeting, give the Secretary a notice to the effect that he or she wishes to appeal to the Association in general meeting against the resolution.
- 11.7. If the Secretary receives a notice under sub-rule (11.6), he or she must notify the committee and the committee must convene a general meeting of the Association to be held within 21 days after the date on which the Secretary received the notice.
- 11.8. At a general meeting of the Association convened under sub-rule (11.7)—
- a) No business other than the question of the appeal may be conducted; and
 - b) The committee may place before the meeting details of the grounds for the resolution and the reasons for the passing of the resolution; and
 - c) The member, or his or her representative, must be given an opportunity to be heard; and
 - d) The members present must vote by secret ballot on the question whether the resolution should be confirmed or revoked. Member's votes shall be submitted on paper annotated with either YES or NO to the resolution. A member of the committee, but not the Secretary, along with a member from the floor shall jointly count the votes and inform the Secretary of the decision.
- 11.9. A resolution is confirmed if, at the general meeting, not less than two-thirds of the members vote in person, or by proxy, in favour of the resolution. In any other case, the resolution is revoked.

12. Disputes and Mediation

- 12.1. The grievance procedure set out in this rule applies to disputes under these Rules between—
- a) A member and another member; or
 - b) A member and the Association.
- 12.2. The parties to the dispute must meet and discuss the matter in dispute, and, if possible, resolve the dispute within 14 days after the dispute comes to the attention of all of the parties. The Associations Dispute Handling Guidelines should be referred for managing disputes.
- 12.3. If the parties are unable to resolve the dispute at the meeting, or if a party fails to attend that meeting, then the parties must, within 10 days, hold a meeting in the presence of a mediator.

- 12.4. The mediator must be—
- a) A person chosen by agreement between the parties; or
 - b) In the absence of agreement—
 - (i) In the case of a dispute between a member and another member, a person appointed by the committee of the Association; or
 - (ii) In the case of a dispute between a member and the Association, a person who is a mediator appointed or employed by the Dispute Settlement Centre of Victoria (Department of Justice).
- 12.5. A member of the Association can be a mediator.
- 12.6. The mediator cannot be a member who is a party to the dispute.
- 12.7. The parties to the dispute must, in good faith, attempt to settle the dispute by mediation.
- 12.8. The mediator, in conducting the mediation, must—
- a) Give the parties to the mediation process every opportunity to be heard; and
 - b) Allow due consideration by all parties of any written statement submitted by any party; and
 - c) Ensure that natural justice is accorded to the parties to the dispute throughout the mediation process.
- 12.9. The mediator must not determine the dispute.
- 12.10. If the mediation process does not result in the dispute being resolved, the parties may seek to resolve the dispute in accordance with the Act or otherwise at law.

13. Annual General Meetings

- 13.1. The committee may determine the date, time and place of the annual general meeting of the Association.
- 13.2. The notice convening the annual general meeting must specify that the meeting is an annual general meeting.
- 13.3. The ordinary business of the annual general meeting shall be—
- a) To confirm the minutes of the previous annual general meeting and of any general meeting held since that meeting; and
 - b) To receive from the committee reports upon the transactions of the Association during the last preceding financial year; and
 - c) To elect officers of the Association and the ordinary members of the committee; and
 - d) To receive and consider the statement submitted by the Association in accordance with section 30(3) of the Act.
- 13.4. The annual general meeting may conduct any special business of which notice has been given in accordance with these Rules.

14. Special General Meetings

- 14.1. In addition to the annual general meeting, any other general meetings may be held in the same year.
- 14.2. All general meetings other than the annual general meeting are special general meetings.
- 14.3. The committee may, whenever it thinks fit, convene a special general meeting of the Association.
- 14.4. If, but for this sub-rule, more than 15 months would elapse between annual general meetings, the committee must convene a special general meeting before the expiration of that period.

- 14.5. The committee must, on the request in writing of members representing not less than 5 per cent of the total number of members, convene a special general meeting of the Association.
- 14.6. The request for a special general meeting must—
 - a) State the objects of the meeting;
 - b) Be signed by the members requesting the meeting; and
 - c) Be sent to the address of the Secretary.
- 14.7. If the committee does not cause a special general meeting to be held within one month after the date on which the request is sent to the address of the Secretary, the members making the request, or any of them, may convene a special general meeting to be held not later than 3 months after that date.
- 14.8. If a special general meeting is convened by members in accordance with this rule, it must be convened in the same manner so far as possible as a meeting convened by the committee and all reasonable expenses incurred in convening the special general meeting must be refunded by the Association to the persons incurring the expenses.

15. Special Business

All business that is conducted at a special general meeting and all business that is conducted at the annual general meeting, except for business conducted under the rules as ordinary business of the annual general meeting, is deemed to be special business.

16. Notice of General Meetings

- 16.1. The Secretary of the Association, at least 14 days, or if a special resolution has been proposed at least 21 days, before the date fixed for holding a general meeting of the Association, must cause to be sent to each member of the Association, a notice stating the place, date and time of the meeting and the nature of the business to be conducted at the meeting.
- 16.2. Notice may be sent—
 - a) By electronic transmission to members who have provided the Association with a current email address, or
 - b) By pre-paid post in the absence of a current email address.

The Notice is also to be displayed on the Chapter Website.
- 16.3. No business other than that set out in the notice convening the meeting may be conducted at the meeting.
- 16.4. A member intending to bring any business before a meeting may notify in writing, or by electronic transmission, the Secretary of that business, who must include that business in the notice calling the next general meeting.

17. Quorum at General Meetings

- 17.1. No item of business may be conducted at a general meeting unless a quorum of members entitled under these Rules to vote is present at the time when the meeting is considering that item.
- 17.2. Five members personally present (being members entitled under these Rules to vote at a general meeting) constitute a quorum for the conduct of the business of a general meeting.
- 17.3. If, within half an hour after the appointed time for the commencement of a general meeting, a quorum is not present—
 - a) In the case of a meeting convened upon the request of members—the meeting must be dissolved; and
 - b) In any other case—the meeting shall stand adjourned to the same day in the next week at the same time and (unless another place is specified by the Chairperson at the time of the adjournment or by written notice to members given before the day to which the meeting is adjourned) at the same place.

18. Presiding at General Meetings

- 18.1. The Chapter Chairperson, or in the Chapter Chairperson's absence, the Vice-Chapter Chairperson, shall preside as Chairperson at each general meeting of the Association.
- 18.2. If the Chapter Chairperson and the Vice-Chapter Chairperson are absent from a general meeting, or are unable to preside, another office bearer shall preside as Chairperson of the general meeting.

19. Adjournment of Meetings

- 19.1. The person presiding may, with the consent of a majority of members present at the meeting, adjourn the meeting from time to time and place to place.
- 19.2. No business may be conducted at an adjourned meeting other than the unfinished business from the meeting that was adjourned.
- 19.3. If a meeting is adjourned for 14 days or more, notice of the adjourned meeting must be given in accordance with rule 16.
- 19.4. Except as provided in sub-rule (19.3), it is not necessary to give notice of an adjournment or of the business to be conducted at an adjourned meeting.

20. Voting at General Meetings

- 20.1. Upon any question arising at a general meeting of the Association, a member has one vote only.
- 20.2. All votes must be given personally or by proxy.
- 20.3. In the case of an equality of voting on a question, the Chairperson of the meeting is entitled to exercise a second or casting vote.
- 20.4. Non-members are not entitled to vote at a general meeting.

21. Poll at General Meetings

- 21.1. If at a meeting a poll on any question is demanded by not less than 3 members, it must be taken at that meeting in such manner as the Chairperson may direct and the resolution of the poll shall be deemed to be a resolution of the meeting on that question.
- 21.2. A poll that is demanded on the election of a Chairperson or on a question of an adjournment must be taken immediately and a poll that is demanded on any other question must be taken at such time before the close of the meeting as the Chairperson may direct.

22. Manner of Determining Whether Resolution Carried

If a question arising at a general meeting of the Association is determined on a show of hands—

- a) A declaration by the Chairperson that a resolution has been—
 - (i) Carried; or
 - (ii) Carried unanimously; or
 - (iii) Carried by a particular majority; or
 - (iv) Lost.
- b) An entry to that effect in the minute book 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.

23. Proxies

- 23.1. Each member is entitled to appoint another member as a proxy by notice given to the Secretary no later than 24 hours before the time of the meeting in respect of which the proxy is appointed.
- 23.2. The notice appointing the proxy must be—

- a) For a meeting of the Association convened under rule 11(11.7), in the form set out in Appendix 1; or
- b) In any other case, in the form set out in Appendix 2.

24. Electronic Voting

- 24.1. From time to time an issue may arise which requires input and a vote from the members but where the calling of a Special General Meeting is not considered necessary by the Committee.
This may include—
- a) Revision to these Rules of The Association; or
 - b) Other minor Chapter administrative matters.
- 24.2. In these instances, the Secretary must provide notification to all members by email and on the Chapter website of the issue requiring their input and closing date of the vote.
- 24.3. Members shall be given a minimum of 21 days in which to seek clarification, if necessary, and provide a vote.
- 24.4. For a vote to be carried there must be 75% in favour.
- 24.5. No response by a member will be considered a vote in favour and this must be highlighted in the notification to members.
- 24.6. This does not apply to Annual General Meetings or when Special General Meetings are called.

25. Committee of Management

- 25.1. The affairs of the Association shall be managed by the committee of management.
- 25.2. The committee—
- a) Shall control and manage the business and affairs of the Association; and
 - b) May, subject to these Rules, the Act and the Regulations, exercise all such powers and functions as may be exercised by the Association other than those powers and functions that are required by these Rules to be exercised by general meetings of the members of the Association; and
 - c) Subject to these Rules, the Act and the Regulations, has power to perform all such acts and things as appear to the committee to be essential for the proper management of the business and affairs of the Association.
- 25.3. Subject to section 23 of the Act, the committee shall consist of—
- a) The officers of the Association; and
 - b) Two or more ordinary members — each of whom shall be elected at the annual general meeting of the Association in each year.

26. Office Holders

- 26.1. The officers of the Association shall be—
- a) A President (Chapter Chairperson);
 - b) A Vice-President (Deputy Chapter Chairperson);
 - c) A Treasurer; and
 - d) A Secretary.
- 26.2. The Public Officer to be one of the Secretary of the Association.
- 26.3. The provisions of rule 28, so far as they are applicable and with the necessary modifications, apply to and in relation to the election of persons to any of the offices referred to in sub-rule (26.1).

- 26.4. Each officer of the Association shall hold office until the annual general meeting next after the date of his or her election but is eligible for re-election.
- 22.5. In the event of a casual vacancy in any office referred to in sub-rule (26.1), the committee may appoint one of its members to the vacant office and the member appointed may continue in office up to and including the conclusion of the annual general meeting next following the date of the appointment.

27. Ordinary Members of the Committee

- 27.1. Subject to these Rules, each ordinary member of the committee shall hold office until the annual general meeting next after the date of election but is eligible for re-election.
- 27.2. In the event of a casual vacancy occurring in the office of an ordinary member of the committee, the committee may appoint a member of the Association to fill the vacancy and the member appointed shall hold office, subject to these Rules, until the conclusion of the annual general meeting next following the date of the appointment.

28. Election of Officers and Ordinary Committee Members

- 28.1. Nominations of candidates for election as officers of the Association or as ordinary members of the committee 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); or
 - b) By use for the Electronic Nomination Form; and
 - c) Delivered to the Secretary of the Association not less than 7 days before the date fixed for the holding of the annual general meeting.
- 28.2. A candidate may only be nominated for one office, or as an ordinary member of the committee, prior to the annual general meeting.
- 28.3. If insufficient nominations are received to fill all vacancies on the committee, the candidates nominated shall be deemed to be elected and further nominations may be received at the annual general meeting.
- 28.4. 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.
- 28.5. If the number of nominations exceeds the number of vacancies to be filled, a ballot must be held.
- 28.6. The ballot for the election of officers and ordinary members of the committee must be conducted at the annual general meeting in such manner as the committee may direct.

29. Vacancies

The office of an officer of the Association, or of an ordinary member of the committee, becomes vacant if the officer or member—

- a) Ceases to be a member of the Association; or
- b) Becomes an insolvent under administration within the meaning of the Corporations Act; or
- c) Resigns from office by notice in writing given to the Secretary.

30. Meetings of the Committee

- 30.1. The committee must meet at least 6 times in each year at such place and such times as the committee may determine.
- 30.2. Special meetings of the committee may be convened by the President or by any 4 members of the committee.

31. Notice of Committee Meetings

- 31.1. Written notice of each committee meeting must be given to each member of the committee at least 2 business days before the date of the meeting.
- 31.2. Written notice must be given to members of the committee of any special meeting specifying the general nature of the business to be conducted and no other business may be conducted at such a meeting.

32. Quorum for Committee Meetings

- 32.1. Any 4 members of the committee constitute a quorum for the conduct of the business of a meeting of the committee.
- 32.2. No business may be conducted unless a quorum is present.
- 32.3. If within half an hour of the time appointed for the meeting a quorum is not present—
 - a) The case of a special meeting — the meeting lapses;
 - b) In any other case — the meeting shall stand adjourned to the same place and the same time and day in the following week.
- 32.4. The committee may act notwithstanding any vacancy on the committee.

33. Presiding at Committee Meetings

At meetings of the committee—

- a) The Chapter Chairperson or, in the Chapter Chairperson's absence, the Deputy Chapter Chairperson presides; or
- b) If the Chapter Chairperson and the Deputy Chapter Chairperson are absent, or are unable to preside, the members present must choose one of their numbers to preside.

34. Voting at Committee Meetings

- 34.1. Questions arising at a meeting of the committee, or at a meeting of any subcommittee appointed by the committee, shall be determined on a show of hands or, if a member requests, by a poll taken in such manner as the person presiding at that meeting may determine.
- 34.2. Each member present at a meeting of the committee, or at a meeting of any subcommittee appointed by the committee (including the person presiding at the meeting), is entitled to one vote and, in the event of an equality of votes on any question, the person presiding may exercise a second or casting vote.
- 34.3. From time to time an issue may arise which requires a Committee vote outside a scheduled Committee meeting. In these instances, the Chairman will provide notification to Committee members by email of the issue requiring their input and vote. A majority vote will be required carry the issue, which must be formally tabled and recorded in the minutes of the next scheduled Committee meeting.

35. Removal of Committee Member

- 35.1. The Association in general meeting may, by resolution, remove any member of the committee before the expiration of the member's term of office and appoint another member in his or her place to hold office until the expiration of the term of the first-mentioned member.
- 35.2. A member who is the subject of a proposed resolution referred to in sub-rule (35.1) 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.
- 35.3. 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.

36. Minutes of Meetings

The Secretary of the Association must keep minutes of the resolutions and proceedings of each general meeting, and each committee meeting, together with a record of the names of persons present at committee meetings.

37. Funds and Expenditure

37.1. The Treasurer of the Association must—

- a) Collect and receive all moneys due to the Association and make all payments authorised by the Association;
- b) Keep correct accounts and books showing the financial affairs of the Association with full details of all receipts and expenditure connected with the activities of the Association; and
- c) For an annual audit of the Association's financial transactions.

37.2. All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments must be authorised by two members of the committee.

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

37.4. Approved expenses incurred by Committee members will be reimbursed on production of the receipt. Travel and accommodation costs incurred by Committee members on official Chapter may be reimbursed up to the value set in Appendix 4. Under the following conditions—

- a) Expenditure has been incurred and receipts provided;
- b) The Committee has approved the reimbursement; and
- c) The travel is for Chapter business only and is not part of any other non-Chapter reason for travel.

38. Seal

38.1. If applicable, the common seal of the Association must be kept in the custody of the Secretary.

38.2. The common seal must not be affixed to any instrument except by the authority of the committee and the affixing of the common seal must be attested by the signatures either of two members of the committee or, of one member of the committee and of one member of the committee and of the public officer of the Association.

39. Notice to Members

Except for the requirement in rule 16, any notice that is required to be given to a member, by or on behalf of the Association, under these Rules may be given by—

- a) Delivering the notice to the member personally; or
- b) Electronic transmission, where a member has provided a current email address; or
- c) Electronic post on the ASIS Victoria Chapter Website; or
- d) Where a member has advised the Association that they have neither a current email address or internet access, by pre-paid post.

40. Winding Up

In the event of the winding up or the cancellation of the incorporation of the Association, the assets of the Association must be disposed of in accordance with the provisions of the Act.

41. Custody and Inspection of Books and Records

- 41.1. Except as otherwise provided in these Rules, the Secretary must keep in his or her custody or under his or her control all books, documents and securities of the Association.
 - 41.2. All accounts, books, securities and any other relevant documents of the Association must be available for inspection free of charge by any member upon request.
 - 41.3. A member may make a copy of any accounts, books, securities and any other relevant documents of the Association.
-

42. APPENDIX 1 - Form of Appointment of Proxy for Meeting of Association Convened under Rule 11(11.7)

I,
 (name)

of
 (address)

being a member of
 (name of Incorporated Association)

appoint
 (name of proxy holder)

of
 (address of proxy holder)

being a member of that Incorporated Association, as my proxy to vote on my behalf at the appeal to the general meeting of the Association convened under rule 11(11.7), to be held on—

 (date of meeting)

and at any adjournment of that meeting.

I authorise my proxy to vote on my behalf at their discretion in respect of the following resolution: [*insert details of resolution passed under rule 11(11.1)*]

Signed

Date

43. APPENDIX 2 - Form of Appointment of Proxy

I,

(name)

of

(address)

being a member of

(name of Incorporated Association)

appoint

(name of proxy holder)

of

(address of proxy holder)

being a member of that Incorporated Association, 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

44. APPENDIX 3 - Schedule of Fees

<i>Fee</i>	<i>Amount</i>
ASIS International Membership	\$200US
Annual Chapter Levy	Nil

Please note: GST is not applicable.

45. APPENDIX 4 – Reimbursable Amount

The maximum reimbursable amount referenced in Clause 37.4 is \$2,500.
