



Homelessness
Australia

Creating a framework for
ending homelessness

HOMELESSNESS AUSTRALIA CONSTITUTION

Incorporating amendments made up to, and including, the 2010
SGM

www.homelessnessaustralia.org.au

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The Constitution of Homelessness Australia

1. NAME

The name of the Association is “Homelessness Australia Inc.” referred to in this Constitution as “the Federation”.

2. ACRONYMS

In this Constitution the following acronyms have the following meanings unless the context plainly indicates to the contrary:

AGM—Annual General Meeting

CHPA—Council for Homeless Persons Australia,

NYCH—National Youth Coalition for Housing Inc., an association incorporated in South Australia

SGM—Special General Meeting

WESNET—Women’s Services Network Inc., an association incorporated in the Australian Capital Territory.

3. DEFINITIONS

The following definitions apply in this Constitution:

The Act refers to the *Associations Incorporated Act 1991* (ACT)

The Board refers to the Board of Management of the Federation provided for in Clauses 10 and 11 of this Constitution

The Chair refers to the Chairperson provided for in Clause 11 of this Constitution

Diversity Issues Delegate refers to those Board members (excluding the Chair) who are nominated by CHPA, NYCH and WESNET. These delegates will be from diverse backgrounds such as:

- Aboriginal and/or Torres Strait Islander background
- Immigrant, refugee and/or non-English speaking background
- Rural or remote background
- other diverse or marginalised population groups identified by the Board from time to time.

The Organisations refers to CHPA, NYCH and WESNET collectively

Rural and remote areas relates to those geographical locations outside the boundaries of metropolitan and suburban boundaries, and in excess of 100 kilometres of a regional city.

4. VISION

To proactively research, develop and promote national policy and action to reduce homelessness and its impact upon the range of people it affects.

5. OBJECTIVES

5.1 To provide an effective national voice on homelessness and related issues by fulfilling the following:

- a) To be especially concerned with the well-being of individuals and groups experiencing or vulnerable to homelessness, and to promote their well-being through socially just policies and programs
- b) To undertake actions, research and policy aimed at:
 - i) Developing and promoting the Federation's policies
 - ii) Preventing or ameliorating the extent and effect of homelessness
 - iii) Educating the community on issues relating to homelessness
- c) To participate in and/or carry out programs designed to contribute to the alleviation or elimination of homelessness and related issues
- d) To provide a structure which enables the members to inform policy development in a manner that is consistent with the objectives and vision of Homelessness Australia and also reflects their needs and/or the needs of their constituents
- e) To provide a structure that maintains and develops relationships between members.

6. POWERS OF THE FEDERATION

6.1 In addition to the powers:

- a) Conferred by the Act, or by any Law; and
 - b) Conferred elsewhere in the Constitution
- the Federation shall have such powers as are reasonably required for attaining its objectives, and without limiting the generality of the foregoing, it shall have powers:
- c) To receive monies and grants
 - d) To acquire and dispose of real and personal property
 - e) To borrow money and to charge its property by way of security
 - f) To accept donations of money and property
 - g) To engage and dismiss employees as the federation deems necessary, and to determine the terms of employment.

7. INCOME AND PROPERTY

7.1 The income and property of the Federation, however derived, shall be applied solely towards the promotion of the objectives of the Federation and no portion thereof shall be paid or transferred, directly or indirectly, by dividend, bonus or otherwise, to any member of the Federation.

7.2 This does not prevent the payment in good faith to a worker or member of the Federation of remuneration in return for services actually rendered to the Federation by the worker or member or for goods supplied to the Federation by the worker or member in the ordinary course of business.

7.3 This clause does not prevent the reimbursement by the Federation of the out of pocket costs incurred by members of the Board and other representatives including attending formal meetings of the Federation, as is agreed by the Board.

7.4 Nothing in this clause prevents the Federation disbursing consultation expenses to the Organisations.

8. MEMBERSHIP

8.1 The membership of the Federation shall comprise the following:

- a) The 4 nominated representatives of WESNET, NYCH and CHPA, including the Diversity Issues Delegates, shall be members of the Federation; membership of these Boards, automatically confers membership of the Federation, no applications are required
- b) An associate member may be an individual who agrees to abide by the vision and objectives of the Federation; a welfare, community service, religious or other organisation that the Board may, from time to time determine, that agrees to abide by the vision and objectives of the Federation; or a representative peak organisation that agrees to abide by the vision and objectives of the Federation
- c) An affiliate member may be a government, corporate, academic or other organisation that the Board may, from time to time determine, that agrees to abide by the vision and objectives of the Federation.

8.2 The Chair if not already, shall become an associate member prior to being elected to the Homelessness Australia Board

8.3 An associate member may be nominated for a position on the Board according to the categories outlined in Clause 11.

8.4 An associate membership shall remain current as long as the prescribed fees, as determined by the Board from time to time, are paid in full.

8.5 An affiliate member may not be nominated for a position on the Homelessness Australia Board.

8.6 Affiliate membership shall remain current as long as the prescribed fees, as determined by the Board from time to time, are paid in full.

8.7 At the next meeting of the Board after the receipt of any application and fee for associate or affiliate membership, such application shall be considered by the Board, who shall determine on the admission or rejection of the applicant.

8.8 On the acceptance or rejection of an application for associate or affiliate membership, the Secretary shall, without delay, give the applicant notice in writing of such acceptance or rejection.

8.9 A member, associate member or affiliate member may resign from the Federation at any time by giving notice in writing to the Secretary. Such resignation shall take effect at the time such notice is received by the Secretary unless a later date is specified in the notice when it shall take effect on that later date.

8.10 If a member, associate member or affiliate member:

- a) Fails to comply with any of the provisions of this Constitution; or
- b) Has membership fees in arrears for a period of two months or more; or
- c) Acts in a manner considered to be injurious or prejudicial to the character or interest of the Federation,

the Board shall consider whether membership shall be terminated.

8.11 The member, associate member or affiliate member concerned shall be given a full and fair opportunity to present her/his case and if the Board resolves to terminate membership it shall instruct the Secretary to advise the member in writing accordingly.

9. REGISTER OF MEMBERS

9.1 A register of members shall be kept and available for inspection at all reasonable times by the Secretary of the Federation.

9.2 The register shall record the full name of each member and the date of commencement of membership and termination of membership and shall be conclusive evidence of matters recorded.

10. MANAGEMENT OF THE FEDERATION

10.1 The affairs of the Federation shall be managed by the Board. The Board, subject to the Act, the regulations and this Constitution, shall:

- a) Exercise all functions as may be exercised by the Federation
- b) Can delegate some or parts of some functions to Sub Committee
- c) Perform all such acts and do all such things as appear to the Board to be necessary or desirable for the proper management of the affairs of the Federation
- d) At its discretion, employ staff to carry out the day-to-day policy, research, liaison, secretarial and financial activities of the Federation
- e) Direct the activities of the Federation.

11. THE BOARD OF MANAGEMENT

11.1 The Board is subject to the requirements of the Act and to the will of the members at a general meeting of Homelessness Australia.

11.2 The Board shall consist of up to thirteen (13) persons:

- a) A Chairperson who can be an independent person or can be elected from one of WESNET, NYCH and CHPA.
- b) Nine (9) members comprising three (3) nominations from each of the Organisations
- c) Three (3) nominations for the diverse issues delegates, comprising one (1) nomination from each of the Organisations WESNET, NYCH and CHPA.

11.3 The immediate past-Chair may also be an additional member of the Board, ex-officio, and may by invitation be a member of the Executive, for one or more years as agreed by the Board immediately following the expiration of her/his term.

11.4 When a Board Member ceases to be a member of one of the Organisations WESNET, NYCH and CHPA they are required to resign their position on the Board and the Organisations are invited to nominate and have this position filled.

11.5 Should the Chairperson come from one of the Organisations WESNET, NYCH and CHPA and cease to be a member of one of the Organisations, the Board can seek to invite the Chairperson to remain as an Independent Chairperson.

The Chairperson

11.6 At the first AGM following adoption of this Constitution, the Board will elect a Chair, and thereafter will elect subsequent Chairs at the AGM falling due at the expiry of the term of the incumbent Chair.

11.7 Nominations for the Chair must be received by the Secretary at least thirty (30) prior to the date of the election.

11.8 The election of a Chair will be made by the Board and can be through either receipt and review of letters of application from individuals who have been nominated by members and associate members of Homelessness or through nomination by the Organisations WESNET, NYCH and CHPA if the nominee is a Member of one of the Organisations.

11.9 The term of office for the Chair shall be two (2) years from the date of the AGM at which they are elected, or two (2) years from the next AGM if they are elected at an SGM.

11.10 The Chair shall be eligible for at least three (3) further consecutive terms and can have further terms as agreed by the Board.

11.11 The Chair will abide by the terms and conditions of her/his appointment.

11.12 The Chair may be a Board/national council/committee member of any of the Organisations and will have voting rights as are provided for in sub-clause 11(29).

The representatives of the Organisations

11.13 At the first AGM following adoption of this Constitution, the Board will confirm the three (3) nominations from each of the organisations and thereafter will confirm subsequent representatives of the Organisations at the AGM falling due at the expiry of the term of the incumbent representatives.

11.14 The term of office for the representatives of the Organisations shall be two (2) years from the date of the AGM at which they are elected, or two (2) years from the next AGM if they are elected at an SGM.

11.15 The representatives of the Organisations shall be eligible for a further three (3) consecutive terms and can have further terms as agreed by the Board.

The Diversity Issues Delegates

11.16 At the first AGM or SGM following adoption of this Constitution, each of the Organisations will nominate one (1) diverse issues delegate who will become a Board member. The Organisations thereafter will nominate subsequent diverse issues delegates at the AGM falling due at the expiry of the term of the incumbent Board member.

11.17 Nominations from the Organisations to the Board for the Diversity Issues Delegates will include an indication of the category of representation and the Board, prior to the election, will determine whether the nominee meets the criteria for the nominated category.

11.18 If the Board is satisfied that nominations received fairly meet the nominated category then nominees shall be elected unopposed and confirmed at the AGM or SGM.

11.19 The term of office for the diverse issues delegates shall be two (2) years from the date of the AGM at which they are elected, or two (2) years from the next AGM if they are elected at an SGM.

11.20 The diverse issues delegates shall be eligible for three (3) consecutive terms and can have further terms as agreed by the Board.

11.21 Each Organisation WESNET, NYCH and CHPA will have four (4) votes at each Board Meeting. Where the Board does not receive a nomination from one of the Organisations for the Diversity Issues Delegate, that Organisation shall be granted a proxy vote. The proxy vote will be exercised by another Board member nominated by the Organisation under clause 11 (2) (a).

The Executive

11.22 The Executive of the Board shall consist of the Chair, Secretary, Treasurer and one other ordinary Board member. The Executive positions of Secretary, Treasurer and ordinary member shall be held by one (1) representative each of the Organisations. The Executive shall be appointed by the Board at the first meeting after the AGM.

11.23 If there are not more nominations than the positions available then nominees shall be elected unopposed otherwise a ballot shall be held for each position.

11.24 The terms of the Executive members of the Board shall be the same as for the terms of the representatives of the Organisations on the Board.

Voting

11.25 All members of the Board including the current Chairperson with the exception of the immediate past-Chair will have a vote, and in the event of a tied vote, the Chair shall have a second and casting vote.

11.26 WESNET, NYCH and CHPA each have four (4) votes to be exercised irrespective of how many positions are filled on the Board by the three Organisations.

Alternates

11.27 Each Organisation WESNET, NYCH and CHPA shall nominate an alternate representative to attend meetings and vote, when their Board Members are unavailable. The identity of the alternate must be notified to the Secretary of the Federation at least three (3) days prior to any meeting or vote involving the alternate. The alternate is bound to vote on any identified issue, in accordance with any direction given by the member by whom the alternate was appointed. Where no direction has been given by the Board member by whom the alternate was appointed, the alternate may vote as she/he thinks fit.

11.28 If neither a member nor their alternate can attend a Board meeting, the Organisation WESNET, NYCH and CHPA may authorise any other member of the Board to exercise a vote by proxy on her/his behalf, provided that the member who gives the proxy has notified the Secretary of the Federation of the fact, at least three (3) days prior to the meeting or vote concerned. No Board member may cast more than one proxy vote in any ballot.

Public Officer

11.29 A Public Officer will be appointed at each AGM pursuant to the Act and that officer may not necessarily be a member of the Board.

Members hold office

11.30 Members of the Board shall hold office in their own right, subject to the power of their Organisations to terminate their membership of the Board pursuant to sub-clause 12(1).

12. TERMINATION OF APPOINTMENTS TO THE BOARD AND CASUAL VACANCIES

12.1 Where a person becomes a Board member representing one of the Organisations, that person's membership of the Board shall automatically terminate if they cease to be a member of the nominating organisations, or if the organisation informs the Board that the member concerned no longer has the confidence of the nominating organisation.

12.2 Clause 12(1) shall also apply to the Diversity Issues delegate nominated by the Organisations.

12.3 A person's membership of the Board shall automatically cease if the member is absent from three (3) consecutive meetings of the Board without leave of the Board.

12.4 A person's membership of the Board may be terminated if that person is no longer able to uphold the vision and objectives of Homelessness Australia, for whatever reason, or behaves in a manner that is in direct contravention of the objectives and vision of Homelessness Australia. The Board will offer the member the opportunity of stating her/his case and if termination is recommended, such termination must be approved by two-thirds of the members of the Board.

12.5 If the membership of a person on the Board is terminated by reason of sub-clause 12(1), the nominating organisation shall appoint an alternative representative and that person will occupy a place on the Board until the next AGM.

12.6 If the membership of a person on the Board is terminated by reason of sub-clause 12(2), the Board may seek an alternative diverse issues delegate to fill the casual vacancy until the next AGM.

12.7 If the membership of a person on the Board is terminated by reason of sub-clause 12(3), the Board may seek an alternative representative to fill the casual vacancy until the next AGM.

12.8 In the event of a simple resignation of a Board member nominated by one of the Organisations prior to the expiration of her/his term of office, such vacancy shall be filled by nomination from the organisation concerned until the expiry of the term of office of the representative originally elected to that position.

12.9 In the event of a simple resignation of a diverse issues delegate prior to the expiration of her/his term of office, the Organisation that nominated that person may invite a suitable person to fill the vacancy until the expiry of the term of office of the representative originally elected to that position.

12.10 Where a casual vacancy has been filled, that person may, at the next AGM, be elected in their own right, at which time their term of office shall commence.

12.11 If the Chair resigns before the expiration of her/his term, nominations for a new Chair shall be called as per sub-clauses 11(5) and (6) and the newly appointed Chair shall act in that position until the next AGM at which stage the term of office of the new Chair will commence.

13. MEETINGS OF THE BOARD

13.1 Meetings of the Board may be held as face to face meetings, as teleconferences, as video conferences, or in any other manner as the Board determines.

13.2 The Board shall meet at least two (2) times each year, which may occur in person or by telecommunications. The Chair shall determine the mode of conduct of the meeting, subject to any resolution of the Board as a whole.

Quorum

13.3 A quorum for the Board shall be half (rounded up) of the total number of members presently on the Board including the Chairperson

13.4 No business shall be done unless there is a quorum present. If within half an hour of the proposed starting time of the meeting a quorum is not present, then the meeting shall be adjourned to another day, time and place as the Board may determine.

The Chairperson

13.5 The Chair shall preside at all Board meetings. In the absence of the Chair, the Chair can nominate a Board Member as the replacement Chairperson or the Secretary shall preside, and in the absence of the Secretary, the Treasurer shall preside. If no Executive members are present, a Chairperson shall be elected from the Board membership.

The Secretary

13.6 The Secretary shall be responsible for ensuring that minutes of all meetings are kept and that the books and records of the Federation are properly maintained.

The Treasurer

13.7 The Treasurer shall be responsible for the financial records of the Federation and for monitoring and ensuring that the financial records, annual financial reports and other financial dealings are properly recorded and maintained.

Voting

13.8 All resolutions shall be decided by a majority of votes of Board members. Where votes are equal, sub-clause 11(29) applies.

13.9 A member of the Board shall not vote in respect of any contract or proposed contract with the Federation in which the member is interested, or any matter arising out of such a contract or proposed contract, and if the member does vote the member's vote shall not be counted.

13.10 Voting on any issue shall generally be by show of hands or indication by voice on teleconferences but, if so requested by any five (5) members present, shall be by secret ballot to be conducted forthwith, or for which suitable arrangements are made in the case of a teleconference.

Agenda

13.11 The Secretary of the Federation shall give Board members at least fourteen (14) days written notice of an ordinary Board meeting and invite items for the agenda.

Speaking rights

13.12 Any authorised representative of the Organisations, and any associate or affiliate member, may attend Board meetings as an observer but shall only have such speaking rights as the Board determines.

13.13 The Board may grant such speaking rights to non-Board members as it sees fit.

The Executive

13.14 The Executive shall meet regularly, as required, or on the written request to the Secretary by two (2) members of the Executive.

13.15 A quorum for the Executive shall be half plus one of the number of members of the Executive. Where two inquorate meetings of the Executive occur in a row, the Chairperson can determine the quorum to be half the number of members for a maximum of two meeting.

Special Board meetings

13.16 Special meetings of the Board shall be convened by the Board or the Secretary of the Federation on the written request of any five (5) members of the Board.

13.17 Fourteen (14) days notice shall be given of any Special Board meetings outlining the general nature of the business to be done, and no other business will be done unless agreed by the Board.

13.18 If, within half an hour of the proposed starting time of the Special Board meeting, a quorum is not present, then the meeting shall lapse.

14. ANNUAL GENERAL MEETINGS

14.1 An AGM will be held within five (5) months of the close of each financial year.

14.2 The business of the AGM shall be:

- a) To confirm the minutes of the last AGM and of any SGMs held since that meeting
- b) To ratify the Board's Annual Report
- c) To receive the auditor's report
- d) The confirmation and /or election of Board members
- e) The appointment of the auditor
- f) The confirmation and/or election of the Public Officer.

14.3 The Secretary of the Federation shall give members at least thirty (30) days notice of the date and venue of an AGM and shall invite any items for the agenda. The Secretary shall give members a copy of the agenda for the AGM at least twenty-one (21) days prior to the date appointed for the AGM.

14.4 A quorum for the AGM shall be two thirds of the number of members presently on the Board.

14.5 No business shall be done unless there is a quorum present. If within half an hour of the proposed starting time of the meeting a quorum is not present, then the meeting shall be adjourned to another day, time and place as the Board may determine.

14.6 All resolutions shall be decided by a majority of votes of Board members. Where votes are equal, sub-clause 11(29) applies.

14.7 The election of the Board members shall be by secret ballot.

14.8 Voting on any issue shall generally be by show of hands or indication by voice on teleconferences but, if so requested by any five (5) members present, shall be by secret ballot to be conducted forthwith, or for which suitable arrangements are made in the case of a teleconference.

15. SPECIAL GENERAL MEETING

15.1 A SGM may be convened by the Board or by the Secretary upon receipt of the written request of seven (7) Board members.

15.2 A quorum for a SGM shall be two thirds the number of members presently on the Board.

15.3 No business shall be done unless there is a quorum present. If within half an hour of the proposed starting time of the meeting a quorum is not present, then the meeting shall be adjourned to another day, time and place as the Board may determine.

15.4 All resolutions shall be decided by a majority of votes of Board members. Where votes are equal, sub-clause 11(29) applies.

15.5 If Board members are elected at a SGM voting shall be by secret ballot.

15.6 Voting on any issue shall generally be by show of hands or indication by voice on teleconferences but, if so requested by any five (5) members present, shall be by secret ballot to be conducted forthwith, or for which suitable arrangements are made in the case of a teleconference.

16 PROXIES

16.1 In the event of an AGM or SGM voting by proxy will be permitted, on the proviso that the intention to cast a vote by proxy is notified to the Secretary seven (7) days in advance of the meeting and that members present and voting may only cast two proxy votes each. Just clarifying that unless proxies are limited you could find yourself with only two people in attendance and them holding proxies for everyone else – can lead to stacking and bad public presentation

17. STAFF OF THE FEDERATION

17.1 The Board may employ such staff as it sees fit to conduct the affairs of the Federation and may determine their terms and conditions of employment, subject to any relevant award or statute.

17.2 The Board may second staff from outside the Federation on such terms and for such period as may be agreed by the Board.

17.3 All staff are responsible to the Board and shall accept all lawful directions from the Board.

18. PUBLIC REPRESENTATION OF THE FEDERATION

18.1 No officer of the Federation or any staff member is empowered, by virtue of their appointment alone, to make any public statement, or represent the Federation in any public forum.

18.2 The Board may delegate to such of its members or staff as it sees fit, the right to make public statements on behalf of the Federation or to represent the Federation in public forums. The delegation may be given with such conditions and qualifications as the Board sees fit.

18.3 The Chairperson will approve any public statements or media contacts in accordance with policy and procedure and current directions.

19. SUB-COMMITTEES AND DELEGATIONS

19.1 The Board may delegate any of its powers to the Executive as it sees fit. In the performance of its functions, the Executive shall be subject to the direction of the Board.

19.2 The Board may establish sub-committees as are necessary to conduct its business and fulfil its objects. The Board may delegate any of its powers to such sub-committees and make rules for regulating the proceedings of the sub-committees.

19.3 The term of members of a sub-committee is at the discretion of the Board.

19.4 The Board may appoint Board members and non Board members to sub-committees.

19.5 The Board may delegate any of its powers to specified members of the sub-committee to be exercised subject to any conditions imposed in the delegation.

19.6 The delegation of any power by the Board under sub-clause (4) does not preclude the Board from exercising the same power.

19.7 The Chairperson, Secretary or Treasurer may delegate any of their functions to a member of staff or enlist the assistance of a member of staff, on such terms and conditions as the Chairperson, Secretary or Treasurer may prescribe, provided that they retain a sufficient oversight of the discharge of those delegated functions to satisfy their duty of care to the Federation arising by virtue of their office on the Board.

20. RESOLUTION OF DISPUTES

20.1 Where any dispute arises between any two or more members which cannot be resolved by direct negotiations between the parties, the parties shall agree to submit their disagreement to the Chairperson for assistance, discussion, or mediation.

20.2 Where any dispute arises between any two or more members which cannot be resolved by direct negotiations between the parties or then with the Chairperson, the parties shall agree to submit their disagreement to mediation.

20.3 The mediation shall be conducted by an independent mediation service agreed between the parties unless the parties agree to the appointment of a mutually acceptable specified individual to conduct the mediation, with any cost thereof to be considered by the Board.

20.4 If the mediation is not successful, the parties shall submit their disagreement to arbitration by a mutually agreed arbitrator. If the parties are unable to agree on an arbitrator, then the Chairperson (or the Secretary if the Chairperson is a party) can determine a suitable arbitrator. The parties must accept the arbitrator appointed by the Chairperson and proceed to arbitration in good faith. The arbitration process shall be determined by the arbitrator subject only to the mandatory requirement that the arbitrator ensure that each party has a fair chance to present their case and to test the merits of the other party's case. The costs of the arbitrator shall be considered by the Board and costs paid by the Federation if within the budget.

20.5 Each party to a dispute agrees to abide by the decision of the arbitrator.

21. PUBLIC OFFICER

21.1 The Board of the Federation shall within fourteen (14) days after the position of Public Officer becomes vacant, appoint a person to fill the vacancy. The person need not be a member of the Board, but must reside in the Australian Capital Territory.

22. SOURCE OF FUNDS

22.1 The Federation may derive funds from members' subscriptions and contributions, grants and donations, fees for services provided, charges for activities and any other lawful source.

23. FUNDS AND ACCOUNTS

23.1 The funds of the Federation shall be banked in the name of the Federation in such bank as the Board may determine from time to time.

23.2 Proper books and accounts shall be kept and maintained.

23.3 All moneys shall be banked as soon as possible after receipt.

23.4 As soon as possible after the end of the financial year the Treasurer shall arrange the preparation of a statement containing the particulars of:

a) Income and expenditure for the year just ended

- b) The assets, liabilities and of all mortgages, charges and securities affecting the property of the Federation at the close of that year.

23.5 Any member may inspect the books and records of account at any reasonable time after application to the Secretary.

24. DISSOLUTION OF THE FEDERATION

24.1 The Federation shall be dissolved by any process provided for at law.

24.2 The Federation may be dissolved on a motion put and carried by seventy five percent (75%) of all members present and voting at a Special General Meeting called for this purpose.

24.3 If upon the winding up or dissolution of the Federation there remains, after satisfaction of all its debts and liabilities, any property whatsoever, the same may in the first instance be offered in equal parts to the Organisations

24.4 If the Board does not determine to implement sub-clause 24(3), the remaining property and funds may be distributed to another organisation identified as having similar objectives to those of the Federation, and which is a fund, authority or institution referred to in paragraph 78(1)(a) of the *Income Tax Assessment Act 1936*.

25. ALTERATION OF THE CONSTITUTION

25.1 The Constitution may be amended, rescinded or added to, by resolution, carried by a seventy five percent (75%) majority at any general meeting. At least twenty-one (21) days notice in writing shall be given to all members of the meeting concerned.

26. COMMON SEAL

26.1 The Board shall provide for a common seal and for its safe keeping, and it may be affixed and attested by two Board members or one Board member and one authorised staff member. The use of the seal by two Board members or one Board member and one authorised staff member will be tabled at the next meeting of the Board for endorsement.

27. FINANCIAL YEAR

27.1 The financial year of the Federation shall commence on July 1, and end on June 30 of the following year.

28. NOTICES

28.1 The Board shall determine the way notice is given to members unless stated otherwise in this Constitution.

29. APPOINTMENT OF AN AUDITOR

29.1 The Federation shall appoint an Auditor at each AGM. This shall be a Certified Practising Accountant with sufficient experience to carry out capably the duties of Auditor. This person shall not be a member of the Federation.

30. ANNUAL AUDIT OF ACCOUNTS

30.1 The Board shall submit to the Auditor all the accounts, books, receipts and records of the Federation at the end of each financial year.

30.2 The Auditor shall present a detailed annual balance sheet and statement of receipts and expenditure at the AGM.

30.3 The Federation shall comply with part 5 of the Act concerning the presentation of financial statements to the AGM.

31. BY-LAWS

31.1 The Board may from time to time make, amend or repeal by-laws, not inconsistent with this Constitution, for the internal management of the Federation and any by-law may be set aside by a general meeting of members.