

National Council of Women of Australian Capital Territory Inc.

MEMORANDUM & RULES OF ASSOCIATION as amended 12 June 2014

RULES

1. DEFINITIONS

“Act” means the Associations Incorporation Act 1991 (ACT) and the Regulations made thereunder.

“Council” shall mean the National Council of Women of Australian Capital Territory Inc.

“Members” means a person or organisation admitted to membership of the Council

“Executive” means the office bearers and members elected to conduct the business of the Council.

“Affiliated Organisation” means an organisation which is in sympathy with the Objects of the Council and whose application for membership has been accepted by the Executive.

“Delegate” means a person appointed by an Affiliated Organisation to represent it at the National Council of Women of Australian Capital Territory Inc.

“Associate member” means a person whose application for membership has been accepted by the Executive

A word which suggests one gender includes the other genders and singular includes the plural and vice versa

A reference to “writing” includes a facsimile transmission, email and any means of reproducing words in a visible form.

“Financial year” means the year ending on thirtieth June

2. OBJECTS

To be an umbrella organisation for persons and groups which further the interests of women and the community generally and where appropriate speak and act on their behalf.

To further the work of the National Council of Women Australia Inc.Ltd.

To help women help themselves by providing them with the opportunity to further their education, self-esteem and skills.

To seek to raise the awareness of women and of the community generally of the rights and responsibilities of women as citizens and to encourage the participation of women in all aspects of political and community life.

To conduct seminars, conferences, consultations, submissions and publications for members and the public generally about issues relating to these Objects.

To take such lawful steps as may from time to time be deemed expedient for the purpose of procuring contributions to the funds of the Council in the form of donations, annual subscriptions or otherwise; to accept or refuse any gift, subscription, donation, endowment or bequest made to or acquired by the Council.

To do all other such lawful things as are incidental or conducive to the attainment of the above Objects and the exercise of the powers of the Council.

3. PLACE OF BUSINESS

The business of the Council shall be carried on in the Australian Capital Territory

4. MEMBERSHIP

A. QUALIFICATIONS

(1) Membership shall be open to all organisations and persons who are in sympathy with the Objects of National Council of Women of Australian Capital Territory Inc. and who pay the appropriate fee, and shall be either delegates or associates.

(2) An organisations may become an Affiliated Organisation by:

- (a) making application for membership in writing and
- (b) the application being accepted by the Executive and
- (c) the payment of the annual fee

(3) A person may become an Associate by:

- (a) making application for membership in writing and
- (b) the application being accepted by the Executive and
- (c) payment of the annual fee

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B. REPRESENTATION

Each Affiliated Organisation may be represented by two delegates whose appointment must be notified in writing to the Secretary of the Council prior to any vote. Alternate delegates may be appointed in like manner. Responsibility for the appointment and instruction of delegates rests entirely with the Affiliated Organisation appointing them and the delegates are required to act in accordance with the spirit of the organisations they represent so far as they can judge it and not as individuals.

C. PATRON

The Council may invite an individual on the recommendation of the Executive to be its Patron.

D. HONORARY LIFE MEMBERS

The Council may on the recommendation of any associate or delegate, elect as a Life Member any individual member of Council who has given long and distinguished service to the National Council of Women of Australian Capital Territory Inc.

E. CESSATION OF MEMBERSHIP

Membership ceases if the member:-

- (a) dies or the Council is wound up; or
- (b) resigns from membership of the Council; or
- (c) is expelled from the Council; or
- (d) fails to renew membership of the Council.

F. RESIGNATION OF MEMBERSHIP

A member is not entitled to resign from membership of the Council except in accordance with this section.

- (a) An associate who has paid all amounts payable by the associate to the Council and has given to the Secretary all documents and property belonging to the Council in her possession or under her control may resign from membership by first giving notice (of not less than 1 month, or less if the Executive has determined a shorter period) in writing to the Secretary of the member's intention to resign and at the end of the period of notice the associate ceases to be a member.
- (b) If a person ceases to be an associate, the Secretary must make an appropriate entry in the register of members recording the date the member ceased to be a member.
- (c) The membership of an Affiliated Organisation shall terminate:-
 - (i) upon the receipt by the Secretary of written notice of its resignation; and the return to the Secretary by its delegates of any documents or other property held by her or her organisation.
 - (ii) upon the failure for a period of twelve months to pay the annual subscription; or
 - (iii) upon the expiration of twelve months, during which period the Affiliated Organisation has not nominated a delegate to the Council.
- (d) Where membership ceases for any reason, the Secretary shall make an appropriate entry in the roll of members recording the date of cessation

G. DISCIPLINING OF MEMBERS

1. If the Executive is of the opinion that a member of the Council or Executive:-

- (a) has persistently refused or neglected to comply with a provision of these rules; or
- (b) has persistently and wilfully acted in a manner prejudicial to the interests of the Council;

the Executive may, by resolution

- (c) expel the member from the Council or Executive; or
- (d) suspend the member from the rights and privileges of membership of the Council or the Executive as the Executive may decide for a specified period.

2. If the Executive passes a resolution under this section the Secretary must, as soon as practicable, serve a written notice on the member –

- (a) setting out the resolution of the Executive and the grounds on which it is based; and

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- (b) stating that the member may personally address the Executive at a meeting to be held not earlier than 14 days and not later than 28 days after service of the notice; and
 - (c) stating the date, time and place of that meeting; and
 - (d) informing the member that the member may do either or both of the following:
 - (i) attend in person and speak at the meeting;
 - (ii) submit to the Executive at or before the date of that meeting written representations by her relating to the resolutions.
3. Subject to the Act, at a meeting of the Executive mentioned in 2(b) above the Executive will
- (a) give to the member an opportunity to make personal oral representations; and
 - (b) give proper consideration to any written representations submitted to the Executive by that member at or before the meeting; and
 - (c) by resolution decide whether to confirm or to revoke the resolution made under (G)(1)(c) and (d) above.
 - (d) If the Executive confirms that resolution the Secretary must, within 7 days after that confirmation, by written notice inform the member of that confirmation and of the member's right to appeal.
4. A resolution confirmed under s 3(d) above does not take effect 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 to appeal within that period; or if within that period the member exercises the right of appeal unless and until the Executive confirms the resolution

H Right of appeal of disciplined member

- (a) A member may appeal to the association in general meeting against a resolution of the Executive within 7 days after notice of the resolution is served on the member, by lodging with the Secretary a notice to that effect.
- (b) On receipt of a notice under subsection (a), the Secretary must notify the Executive 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.
- (c) Subject to the Act, at a general meeting of the association called under subsection (H)(b)—
 - (aa) no business other than the question of the appeal may be transacted; and
 - (bb) the Executive and the member must be given the opportunity to make representations in relation to the appeal orally or in writing, or both; and
 - (cc) the members present must vote by secret ballot on the question of whether the resolution should be confirmed
 - (dd) If three quarters of those present and voting at the meeting pass a resolution in favour of the confirmation of the resolution that resolution is confirmed.

5.No legal or other representative will be allowed at any meetings referred to in G or H above.

6. The Executive and Council shall at all times act reasonably and in good faith at any meetings referred to in G and H above.

I. MEMBERS LIABILITIES.

The liability of a member to contribute towards the payment of debts and liabilities of the Council, or the costs, charges and expenses of the winding up of the Council is limited to the amount, if any, unpaid by the member in relation to membership of the Council.

5. ANNUAL GENERAL MEETING – CALLING OF AND BUSINESS AT

- 1.(a) The **Annual General Meeting** of the Council must be held not later than 30th September in each year
- (b) Subject to the provisions of the Act at least one month's notice must be given to members of an Annual General Meeting of the Council. This notice may be sent by email, fax, post, newsletter or other written form to the last address given by the associate, delegates or Life Member.
- (c) An Annual General Meeting must be specified as such in the notice calling it.

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(d) No business other than that specified in the notice convening the Annual General Meeting is to be transacted at the meeting

(e) In addition to any other business that may be transacted at an Annual General Meeting, the business of an Annual General Meeting is

- i. to confirm the minutes of the last Annual General Meeting and
- ii. to receive from the Executive and the Coordinators and Advisers reports on the activities of the Council during the last financial year; and
- iii. to elect the President and members of the Executive; and
- iv. to receive and consider the statement of accounts and the reports that are required to

be submitted to members under the Act.

(f) a member desiring to bring any business before an Annual General Meeting must give notice in writing of that business to the Secretary who must include that business in the next notice calling the Annual General Meeting given after receipt of that notice from the member

(g) no proxies are permitted.

(2) Nominations:

(a) One month prior to the Annual General Meeting the Secretary shall forward to each delegate and associate member, nomination papers for the President, Secretary, Treasurer and other members of the Executive of the Council.

(b) nominations 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)

(c) Nomination papers must be returned to the Secretary at least fourteen (14) days prior to the Annual General Meeting accompanied by the written consent of the nominee.

(d) If insufficient nominations are received to fill all vacancies on the Executive, the candidates nominated are taken to be elected and further nominations may be received at the Annual General Meeting.

(e) If insufficient further nominations are received, any vacant positions remaining on the Executive are taken to be vacancies.

(f) If the number of nominations received is equal to the number of vacancies to be filled, those nominated are taken to be elected.

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

(h) The ballot for the election of office-bearers and ordinary Executive members must be conducted at the Annual General Meeting in the way the Chairperson directs.

5B. SPECIAL AND GENERAL MEETING – CALLING OF AND BUSINESS AT

1 (a) Subject to the provisions of the Act at least one month's notice must be given to members of a Special or General Meeting of the Council. This notice may be sent by email, fax, post or newsletter to the last address given by the associate, delegates or Life Member.

(b) The meeting must be specified as a General or Special meeting in the notice calling it.

(c) No business other than that specified in the notice convening the meeting is to be transacted at the meeting

2. Presiding member

(a) The President, or in the absence of the President, the Vice-President, presides at each meeting of the association.

(b) If the President and the Vice-President are absent from a general meeting, the members present must elect one of their number to preside at the meeting.

3 Minutes

Minutes of all Council meetings shall be kept and available for inspection as required by the Act. Following the acceptance of the minutes by the meeting they shall be signed by the Chairperson and shall be presumed to be an accurate record of the proceedings and resolutions unless the contrary is proved.

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4 Voting

- (a) Life Members, associates and delegates or alternate delegates may exercise a vote at the Council. Associate members and Life Members if acting as a delegate of an Affiliated Organisation shall vote as such delegate and if not so acting may each exercise one vote. Observers may attend and speak at meetings of the Council with the permission of the person chairing the meeting but may not vote
- (b) at any meeting of the Council, the Executive, Annual or General Meeting or Special Meeting matters will be decided by a simple majority vote except in the case of a Special Resolution which will require that the vote be decided by a three quarter majority of those present and voting .
- (c) In the event of a tied vote, the Chair of the meeting shall have a casting vote.
- (d) a resolution put to the vote at any meeting shall be decided on a show of hands except for the election of members of the Executive other than the President.
- (e) no proxies are permitted.

5 Quorum

- (a) At any meeting of the Council, nine members present in person and entitled to vote shall constitute a quorum.
- (b) No business shall be transacted by the Council 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 shall stand adjourned to a time and place nominated by the Chair of the meeting.
- (b) If at the adjourned meeting a quorum is not present within half an hour after the time appointed for the meeting, the meeting shall be dissolved.

6. NUMBER OF MEETINGS

- (a) The Council shall meet at least ten times per year.
- (b) The Executive shall meet at least six times per year.

7. EXECUTIVE OF THE COUNCIL

- (a) The Executive shall consist of up to 9 members and shall consist of the President, Immediate Past President, Vice President, Secretary, Treasurer, and four other members.
- (b) All members of the Executive shall be elected at the Annual General Meeting
- (c) Each member of the Executive 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.
- (d) If there is a vacancy in the membership of the Executive, the Executive 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. .
- (e) The President, Vice President, Treasurer and Secretary shall be elected by the Council.
- (f) In the event of more than the required number of nominations a secret ballot will be held.
- (g) In the event of a named office bearer becoming unavailable the President or the Executive may appoint a temporary replacement.
- (h) No President may hold office for more than three (3) consecutive years provided that the Council may on the recommendation of the Executive decide that a President shall be eligible to nominate for one further year.
- (i) No Vice President may hold office for more than three (3) consecutive years provided that such Vice President may upon the anniversary of the date upon which she ceased to be Vice President, or the closest Annual General Meeting thereto become eligible to be elected again as Vice President.
- (j) No member of the Executive (except the President) may act in any one capacity for more than three (3) consecutive years or serve on the Executive for more than six (6) consecutive years; provided that upon the anniversary of the date upon which she ceased to be a member of the Executive or the closest Annual General Meeting thereto, she becomes eligible to be elected again as a member of the Executive.
- (k) Where a resignation may occur from any position, the Executive will have the power to appoint a replacement for that position if it is deemed to be necessary. An Executive member so

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appointed under this rule must retire at the next Annual General Meeting of the Council and is eligible for re-election.

(l) The Council may from time to time appoint from amongst its delegates and associates such ad hoc committees as are necessary for furthering work of the Council.

(m) For these rules, a vacancy in the office of a member of the Executive happens if a member:

- (a) dies
- (b) ceases to be a member of the Council.
- (c) resigns the office; or
- (d) is removed from office or
- (e) becomes bankrupt or personally insolvent; or
- (f) is disqualified from office under the Act section 63 (1); or
- (g) is subject to a disqualification order under the Act section 63A; or
- (h) if any member of the Executive is absent from three (3) consecutive meetings of the Executive without sufficient cause, she may be given notice in writing by the Executive that she has ceased to be a member thereof.
- (i) The Executive may grant leave of absence to any member thereof.
- (j) A person is not eligible to simultaneously hold more than one position on the Executive.
- (k) The association in general meeting may by resolution, subject to the Act, remove any member of the Executive from the office of member of the Executive before the end of the member's term of office.

7A POWERS OF THE EXECUTIVE

- (a) The management of the business and affairs of the Council are vested in the Executive.
- (b) The Executive may exercise all powers and do all such acts and things which the Council is authorised or permitted to exercise and do and which are allowed by law.
- (c) The Executive may do all such other lawful things as are incidental or conducive to the attainments of the Objects and the exercise of the powers of the Council
- (d) each member of the Executive, whether an associate or delegate, must make the interests of National Council of Women ACT Inc paramount in her deliberations while fulfilling her obligations as a member of the Executive.
- (e) Matters of general policy must be ratified by the Council at a meeting of the Council and at such a meeting Executive members who are delegates shall vote as delegates.
- (f) The Executive may delegate any of its powers to such persons and for such time and on such conditions as it deems appropriate and as permitted by law.
- (g) Despite any delegation under this section, the Executive may continue to exercise any function delegated.
- (h) Any act or thing done or permitted by a person delegated under this clause, acting in the exercise of a delegation under this clause has the same force and effect as it would have if it had been done or permitted by the Executive.
- (i) The Executive has power to appoint any member to the Executive either to fill a casual vacancy or as an addition to the Executive but the total number of the Executive may never exceed the maximum number fixed by these Rules.
- (j) An Executive member so appointed must retire at the next Annual General Meeting of the Council and is eligible for re-election
- (k) **Coordinators and Advisers of Standing Committees and Representatives.**

For the purpose of furthering the work of the National Council of Women of Australia Inc. Ltd., the Executive may appoint:-

- (a) coordinators and Advisers of Standing committees; and
 - (b) representatives on outside bodies
- from amongst its delegates and associates , provided that on the recommendation of the Coordinator of a Standing Committee, the Council may also appoint as an Adviser to that Standing committee any other person qualified to fill that role.
- The Coordinator of Standing Committees shall attend to the requirements of her office as set out in the Rules of Procedure of the National Council of Women of Australian Inc. Ltd.

7B MEETINGS OF THE EXECUTIVE

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(1) Quorum

At any meeting of the Executive of the Council, five persons shall form a quorum. No business shall be transacted by the Council 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 shall stand adjourned to a time and place nominated by the Chair of the meeting. If at the adjourned meeting a quorum is not present within half an hour after the time appointed for the meeting, the meeting shall be dissolved.

(2) Presiding member

- (a) The President, or in the absence of the President, the Vice-President, presides at each Executive meeting.
- (b) If the President and the Vice-President are absent from a general meeting, the members present must elect one of their number to preside at the meeting.

(3) Meetings

- (a) The Executive may meet, adjourn and otherwise regulate its meetings as it thinks fit.
- (b) A member of the Executive may at any time convene a meeting of the Executive.
- (c) Reasonable notice must be given of every Executive meeting. The notice may be given by fax, telephone, email or other electronic means or other written form.
- (d) Without limiting the discretion of Executive members to regulate their meetings, the Executive members may if they think fit, confer by electronic or other means.
- (e) The Chairperson has a second or casting vote in the event of a tied vote.
- (f) An Executive member may appoint as her representative at an Executive meeting another member of the Executive or may vote via email or fax or other means if that member is unable to be present at an Executive meeting because of illness, geographical location or for any other reason which the Executive considers appropriate.
- (g) Minutes of all Executive meetings shall be kept and available for inspection as required by the Act.
- (h) Following the acceptance of the minutes by the meeting they shall be signed by the Chairperson and shall be presumed to be an accurate record of the proceedings and resolutions unless the contrary is proved.

8 WHO MAY REPRESENT THE COUNCIL

- (a) The President of the Council may enter into agreements which bind the Council and represent and make statements and express views on behalf of the Council about matters of public interest or of interest to the Council.
- (b) With the agreement of the majority of the Executive, the President may authorise members of the Executive and the Council to represent or make statements or express views on behalf of the Council for such a period and subject to any conditions which the President and Executive thinks fit.
- (c) Unless authorised under this Clause, no member including an Executive member may make statements or express views which purport to be the views of the Council or enter into any agreements which purport to bind the Council.

9. FINANCE.

- (a) The annual subscriptions are due and payable in advance on the first day in July each year. The annual subscription shall be such a sum or sums as may from time to time be determined by the Council.
- (b) Signatories for all accounts and investments shall be any two of the Executive.
- (c) A Statement of Accounts shall be presented to each meeting of the Executive Committee.
- (d) An audited Financial Statement shall be presented to the Annual General Meeting for endorsement.
- (e) The Council shall appoint an accredited accountant whose business is operated in the ACT.

10. FUNDS

- (a) The monies of the Council shall be kept at such Bank or Banks or other financial institution as the Executive determines.
- (b) All money received by the Council must be deposited as soon as practicable, and without deduction, to the credit of the Council's bank or other account.
- (c) The Council must, as soon as practicable after receiving any money, issue an appropriate receipt.
- (d) The Executive may take such lawful steps as may from time to time be deemed expedient for the purpose of procuring contributions to the funds of the Council in the form of donations, annual

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subscriptions or otherwise and may accept or refuse any gift, subscription, donation, endowment or bequest made to or acquired by the Council.

(e) The Executive may invest the monies and funds of the Council in such manner as may be permitted by law for the investment of trust funds and to vary any such investments from time to time and to leave money for any period at current account with any bank or financial institution.

(f) The funds of the Council shall be used in pursuance of the Objects of the Council in such manner as the Council or the Executive determines and no part shall be paid or transferred in any manner to the members of the Council except as permitted by these Rules.

(g) The Executive may pay all fees, costs, charges and expenses insured in the promotion, maintenance and organisation of the affairs of the Council, and may pay all reimbursements of out of pocket expenses and honoraria where the Executive deems this appropriate, but not otherwise.

(h) The foregoing shall not prevent repayment to any member of the Council of reasonable out of pocket expenses or honoraria deemed appropriate by the Executive.

11 OFFICE BEARERS

A THE SECRETARY must keep records of –

(a) all elections and appointments of office-bearers, Affiliated Organisations, delegates, associate members, Life Members;

(b) the names of members present at Executive and Council meetings;

(c) Minutes of all proceedings at Executive and General Meetings which after adoption by the meeting must be signed by the person presiding at the meeting or by the person presiding at the next meeting;

(d) keep a record in which is recorded minutes of all meetings of the Council and the executive of the Council, such minutes to contain details of all motions passed by the meetings and such other information as may be required by the Chairperson of each meeting and to be dated and signed by the Chairperson;

(e) keep an up-to-date record of all gifts and bequests, which record shall contain particulars of all trusts, conditions and requirements (if any) which the donor may have prescribed in the document or imposed at the time of the gift or bequest;

(f) attend to the requirements other office as set out in the Rules of Procedure of the National Council of Women of Australian Inc. Ltd.

B THE TREASURER must:

(a) collect and receive all moneys due to the Council and ensure that all payments are made as authorized by the Council or Executive;

(b) keep correct accounts and books showing the financial affairs of the Council with full details of all receipts and expenditure associated with the activities of the Council;

C THE PUBLIC OFFICER must-

(a) be a resident of the Australian Capital Territory and shall be appointed pursuant to the provisions of the Act :

(b) be familiar with the Act

(c) lodge with the Registrar General within one (1) month any change of her address on the approved form as required by the Act.

(d) prior to 31 December in each year (being 6 months after the close of the financial year of the Council) lodge with the Registrar of Associations the statements referred to in section 79 (1) of the Act.

(e) the office of the Public Officer shall become vacant if the appointed Public Officer resigns this position, dies, ceases to be a resident of the Australian Capital Territory or is removed from office

(f) should the position of Public Officer become vacant, the Executive shall, within fourteen days (14) days, appoint a person to fill the vacancy.

(g) the newly appointed Public Officer shall, within one (1) month of appointment, lodge with the Registrar General a notice of appointment.

12. ALTERATION OF RULES.

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- (a) The Rules may be amended by special resolution pursuant to Section 33 of the Act at the Annual General Meeting or other General Meeting of the Council.
- (b) Notice of intention to propose the amendment(s), as a special resolution shall be given by the Secretary to each member at least one month before such meeting.
- (c) Such amendment(s) may be effected if carried by a three-quarters majority of those present and voting.
- (d) At any such meeting the amendment(s) of which notice has been given may be further amended if such further amendment is carried by a three-quarters majority of those present and voting.
- (e) Not later than one month after the meeting at which an amendment(s) is made to the Rules the Council shall lodge with the registrar General a printed copy in consolidated form of the Council's Rules as altered and in force at that date, including a declaration by at least 2 members of the Executive to the effect that a special resolution was duly passed.

13.COMMON SEAL

- (a) The common seal of the Council must be kept in the custody of the Secretary or such other person as the Executive determines.
- (b) The common seal of the Council must not be attached to any instrument except by the authority of the Executive.

14.CUSTODY OF BOOKS

Subject to the Act and these Rules, the Secretary must keep in her custody or under her control, all records, books, and other documents relating to the Council.

15.INSPECTION OF BOOKS

The records, books and other documents of the Council shall be open for inspection at a place in the ACT, free of charge, by a member of the Council at any reasonable hour after giving reasonable notice.

16. INDEMNITIES AND INSURANCE

Subject to the extent permitted by law, the Council may pay a premium in respect of a contract insuring a person who is or has been an officer of the Council against a liability incurred by that person acting lawfully and in good faith on behalf of the Council against all liability for costs and expenses incurred by that person in defending or instituting any proceedings or against the person when acting lawfully and properly on behalf of the Council or carrying out duties for the Council in a lawful and proper manner.

17.DISSOLUTION: SURPLUS PROPERTY

If on the dissolution of the Council, there remains after satisfaction of all debts and liabilities, property of any kind, the same shall not be distributed among the members of the Council but shall be given to the National Council of Women of Australia Inc. or such like organisation as shall be determined by the members of the Council at or before the time of dissolution.

18.MODEL RULES

The Model Rules prescribed under the Act shall apply where any matter required by the Act is not covered by these Rules.

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MEMBERSHIP APPLICATION

I,
(full name of applicant)
of
(address)

.....apply to become
(occupation)

a member of the National Council of Women Australian Capital Territory Inc. If I am admitted as a member, I agree to be bound by the rules of the association for the time being in force.

.....
(Signature of applicant)
Date

I,
(full name)

a member of the association, nominate the applicant, who is personally known to me, for the membership of the association.

.....

(Signature of proposer)
Date

I,
(full name)

a member of the association, second the nomination of the applicant, who is personally known to me, for membership of the association.

.....

(Signature of seconder)
Date