

Constitution of "The Capital Incendiary Authority Inc"

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Part 1 Preliminary

1 Definitions

In this Constitution:

Note A definition applies except so far as the contrary intention appears (see Legislation Act, s 155).

Administrative Spending means the Association expenditure for administrative purposes; including, but not limited to; subcontractor fees, office supplies, logistics, incidentals required for event management, asset purchases and rentals.

Association means The Capital Incendiary Authority Incorporated.

Burning Man Project & Burning Man means the USA based non-profit organisation that manages the Burning Man event in Nevada and the International Regional Contact Organisation fostering the sharing of Burning Man culture and the 10 principles internationally, both of which are headquartered in California, USA.

Committee shall have the meaning given in the *Associations Incorporation Act 1991*.

Committee Meeting means a meeting of the Committee held in accordance with this Constitution.

Committee Member means a member of the Committee elected or appointed under rule 14 of this Constitution.

Decompression means a Regional Burn associated gathering hosted post *Burning Man* or *Regional Burn* event.

Financial Year means the year ending on 31 March.

Member means a member, however described, of the Association.

Ordinary Committee Member means a Member of the Committee who is not an office-bearer of the Association as mentioned in rule 13(1)(a) of this Constitution.

Regional Burn means a site specific event, adhering to the Ten Principles of Burning Man and officially sanctioned by Black Rock City LLC as affiliated to the Burning Man Project.

Register of Members means the register kept under rule 7 of this Constitution.

Resident of NSW or ACT means a person who has been living in the ACT or NSW for no less than three months and/or can provide photo identification that includes their name and a residential address in ACT or NSW.

Secretary means the person holding office under this Constitution as secretary of the Association or, if no such person holds that office, the public officer of the Association.

Special General Meeting means a general meeting of the Association other than an annual general meeting.

Ten Principles means the ten building principles of action, culture and behaviour forming the ethos of the Burning Man Project, and that are currently defined on the Burning Man Project Website (<https://burningman.org/about/10-principles/>) and incorporates any amendments to those principles from time to time.

the Act means the *Associations Incorporation Act 1991*.

the Regulation means the *Associations Incorporation Regulation 1991*.

1A Application of Legislation Act 2001

The *Legislation Act 2001* applies to this Constitution in the same way as it would if they were an instrument made under the Act.

1B Vision, Purpose & Objects

The vision and purposes of the Association are:

- (a) to promote the Ten Principles of the Burning Man Project through public engagement;
- (b) to foster and encourage the creation of original art, music and literature by the Association's members and the Burning Man Community;
- (c) to organise, develop, facilitate, manage and promote an annual Winter Solstice Burn fundraiser event or decompression event which is inclusive, accepting and safe and adheres to the 10 principles of the Burning Man Project;
- (d) to organise develop and promote other related events promoting self-expression, identity, participation, inclusion and understanding;
- (e) to foster, create and help fund new art projects in Canberra;
- (f) to engage and include the Burner community in the Association;
- (g) to facilitate, develop, support and promote workshops and training activities;
- (h) to support, develop and promote community-based fundraising events to further the Association's purposes above;
- (i) to train volunteers to facilitate the Association's purposes; and
- (j) to conduct the Association's activities in an environmentally sustainable manner.

Part 2 Membership

2 Membership qualifications

A person is qualified to be a Member if—

- (a) the person is a natural person aged 18 years or over;
- (b) the person is a person mentioned in the Act, section 21 (2) (a) or (b), and has not ceased to be a Member of the Association at any time after incorporation of the Association under the Act; or
- (c) the person—
 - (i) has applied for membership in accordance with rule 3 (1) of this Constitution; and
 - (ii) has been approved for membership of the Association by

the Committee of the Association.

3 Application for membership

(1) An application of a person for membership of the Association—

- (a) must be made and nomination confirmed by a Member of the Association in writing (including by email or other electronic means, if the Committee so determines) in the form set out in appendix 1 or as determined by the Committee from time to time; and
- (b) must be lodged (including by electronic means, if the Committee so determines) with the Secretary of the Association.

(2) As soon as is practicable after receiving an application for membership, the Secretary must refer the application to the Committee which must decide whether to approve or to reject the application.

(3) If the Committee decides to approve a nomination for membership, the Secretary must as soon as practicable after that decision notify the applicant in writing (including by electronic means, if the Committee so determines) of that approval and request the nominee to pay within 28 days after receipt of the notification the sum payable under this Constitution by a Member as the entrance fee and the first year's annual subscription.

(4) The Secretary must, on payment by the applicant of the amounts mentioned in subrule (3) within the period mentioned in that subrule, enter the applicant's name in the Register of Members and, on the name being so entered, the applicant becomes a Member of the Association.

4 Membership entitlements not transferable

A right, privilege or obligation that a person has because of being a Member of the Association—

- (a) cannot be transferred or transmitted to another person; and
- (b) terminates on cessation of the person's membership.

5 Cessation of membership

A person ceases to be a Member of the Association if the person—

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

6 Resignation of membership

- (1) A Member is not entitled to resign from membership of the Association except in accordance with this rule.
- (2) A Member who has paid all amounts payable by the Member to the Association may resign from membership of the Association by first giving notice (of not less than 1 month or, if the Committee has determined a shorter period, that shorter period) in writing (including by electronic means, if the Committee so determines) to the Secretary of

the Member's intention to resign and, at the end of the period of notice, the Member ceases to be a Member.

- (3) If a person ceases to be a Member, the Secretary must make an appropriate entry in the Register of Members recording the date the Member ceased to be a Member.

7 **Register of Members**

- (1) The Secretary must establish and maintain a Register of Members of the Association (whether in written or electronic form) specifying:
 - (a) The person's name and contact details;
 - (b) (where applicable) the class of membership of the person;
 - (c) The date the person became a Member of the Association; and
 - (d) anything else prescribed by the Regulation.
- (2) The Register of Members must be kept in the Australian Capital Territory (ACT) at:
 - (a) the main premises of the Association; or
 - (b) if the Association has no premises, at the Association's official address.

The Committee may determine that an electronic Register of Members is also kept.
- (3) Subject to s.67A of the Act, a Member may apply to the Committee to allow the Member to inspect the Register of Members.
- (4) Provided that the Committee has determined to allow inspection of the Register of Members pursuant to s.67A of the Act, a Member of the Association may obtain a copy of any part of the Register of Members on payment of a fee of not more than \$1 for each page copied.
- (5) If a Member requests that any information contained on the Register of Members about the Member (other than the Member's name) not be available for inspection, that information must not be made available for inspection.
- (6) A Member must not use information about a person obtained from the Register of Members to contact or send material to the person, other than for:
 - (a) The purposes of sending the person a newsletter, a notice in respect of a meeting or other event relating to the Association or other material relating to the Association, or
 - (b) Any other purpose necessary to comply with a requirement of the Act or the Regulation.
- (7) If the Register of Members is kept in electronic form:
 - (a) it must be convertible into hard copy, and
 - (b) the requirements in subrules (2) and (3) apply as if a reference to the Register of Members is a reference to a current hard copy of the Register of Members.

8 Fee, subscriptions etc

- (1) The entrance fee to the Association is \$10.00 or, if any other amount has been determined by resolution of the Committee, the other amount.
- (2) The annual membership fee of the Association is \$30.00 or, if any other amount has been determined by resolution of the Committee, that other amount.
- (3) The annual membership fee is payable—
 - (a) except as provided by paragraph (b)—before 1 July in each calendar year; or
 - (b) if a person becomes a Member on or after 1 July in any calendar year—before 1 July in each succeeding calendar year.

9 Members' liabilities

The liability of a Member to contribute towards the payment of the debts and liabilities of the Association or the costs, charges and expenses of the winding up of the Association is limited to the amount (if any) unpaid by the Member in relation to membership of the Association as required by rule 8 of this Constitution.

10 Disciplining of members

- (1) If the Committee is of the opinion that a Member—
 - (a) has persistently refused or neglected to comply with a provision of this Constitution; or
 - (b) has persistently and wilfully acted in a manner prejudicial to the interests of the Association;

the Committee may, by resolution—
 - (c) expel the Member from the Association; or
 - (d) suspend the Member from the rights and privileges of membership of the Association that the Committee may decide for a specified period.
- (2) A resolution of the Committee under subsection (1) is of no effect unless the Committee, at a meeting held not earlier than 14 days and not later than 28 days after service on the Member of a notice under subrule (3), confirms the resolution in accordance with this rule.
- (3) If the Committee passes a resolution under subrule (1), the Secretary must, as soon as practicable, serve a written notice on the Member—
 - (a) setting out the resolution of the Committee and the grounds on which it is based; and
 - (b) stating that the Member may address the Committee 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, place and time of that meeting; and
 - (d) informing the Member that the Member may do either or both

of the following:

- (i) attend and speak at that meeting;
- (ii) submit to the Committee at or before the date of that meeting written representations relating to the resolution.

- (4) Subject to the Act, section 50, at a meeting of the Committee mentioned in subrule (2), the Committee must—
 - (a) give to the Member mentioned in subrule (1) an opportunity to make oral representations; and
 - (b) give due consideration to any written representations submitted to the Committee by that Member at or before the Meeting; and
 - (c) by resolution decide whether to confirm or to revoke the resolution of the Committee made under subrule (1).
- (5) If the Committee confirms a resolution under subrule (4), the Secretary must, within 7 days after that confirmation, by written notice inform the Member of that confirmation and of the Member's right of appeal under rule 11 of this Constitution.
- (6) A resolution confirmed by the Committee under subrule (4) does not take effect—
 - (a) until the end of the period within which the Member is entitled to appeal against the resolution if the Member does not exercise the right of appeal within that period; or
 - (b) if within that period the Member exercises the right of appeal—unless and until the Association confirms the resolution in accordance with subrule 10(4) of this Constitution.
- (7) A complaint may be made to the Committee by any person that a Member of the Association:
 - (a) Has refused or neglected to comply with a provision or provisions of this Constitution, or
 - (b) Has wilfully and persistently acted in a manner prejudicial to the interests of the Association.
- (8) The committee may refuse to deal with a complaint if it considers the complaint to be trivial or vexatious in nature.
- (9) If the Committee decides to deal with the complaint, the Committee:
 - (a) Must cause notice of the complaint to be served on the Member concerned, and
 - (b) Must give the Member at least 14 days from the time the notice is served within which to make submissions to the Committee in connection with the complaint, and
 - (c) Must take into consideration any submissions made by the member in connection with the complaint.

11 Right of appeal of disciplined member

- (1) A Member may appeal to the Association in general meeting against a resolution of the Committee that is confirmed under subrule 10(4) of this Constitution, within 7 days after notice of the resolution is served on the Member, by lodging with the Secretary a notice to that effect.
- (2) On receipt of a notice under subrule (1), the Secretary must notify the Committee which must call a general meeting of the Association to be held within 21 days after the date when the Secretary received the notice or as soon as possible after that date.
- (3) Subject to the Act, section 50, at a general meeting of the Association called under subsection (2)—
 - (a) no business other than the question of the appeal may be transacted; and
 - (b) the Committee and the Member must be given the opportunity to make representations in relation to the appeal orally or in writing, or both; and
 - (c) the Members present must vote by secret ballot on the question of whether the resolution made under subrule 10(4) of this Constitution should be confirmed or revoked.
- (4) If the meeting passes a special resolution in favour of the confirmation of the resolution made under subrule 10(4) of this Constitution, that resolution is confirmed.

Part 3 Committee

12 Powers of Committee

The Committee, subject to the Act, the Regulation, this Constitution, and to any resolution passed by the Association in general meeting—

- (a) controls and manages the affairs of the Association; and
- (b) may exercise all functions that may be exercised by the Association other than those functions that are required by these rules to be exercised by the Association in general meeting; and
- (c) has power to perform all acts and do all things that appear to the Committee to be necessary or desirable for the proper management of the affairs of the Association.

13 Constitution and membership

- (1) The Committee consists of a minimum of five and a maximum of seven (7) individuals being —
 - (a) the office-bearers of the Association; and
 - (b) 3 Ordinary Committee Members; each of whom must be elected under rule 14 of this Constitution or appointed in accordance with subrule (4).

(2) The office-bearers of the association are—

- (a) the president; and
- (b) the vice-president; and
- (c) the treasurer; and
- (d) the Secretary.

(3) A Committee member may hold up to 2 offices (other than both the offices of president and vice-president).

(4) The president or vice-president office-bearer position must be filled by a regional contact of Burning Man Project at all times.

(5) Each member of the Committee holds office, subject to this Constitution, until the conclusion of the annual general meeting following the date of the member's election, but is eligible for re-election.

(6) If there is a vacancy in the membership of the Committee, the Committee may appoint a Member of the Association to fill the vacancy and the Member so appointed holds office, subject to this Constitution, until the conclusion of the next annual general meeting after the date of the appointment.

(7) Each member of the Committee must be a Resident of ACT or NSW.

14 Election of Committee Members

(1) Nominations of candidates for election as office-bearers of the Association or as Ordinary Committee Members—

- (a) must be made in writing (including by electronic means, if the Committee so determines), signed by 2 Members of the Association and accompanied by the written consent of the candidate (which may be endorsed on the nomination form); and
- (b) must be given to the Secretary of the Association not less than 7 days before the date fixed for the annual general meeting at which the election is to take place; and
- (c) must be accompanied by a signed declaration stating that they have not been convicted of, whether in or outside the ACT:
 - a. an indictable offence;
 - b. an offence involving fraud or dishonesty; and
- (d) must be accompanied by a signed declaration stating, any perceived conflict of interest with regards to this Constitution and the intention of its vision and purposes (this may be composed within the nomination form);
- (e) must be accompanied by a copy of a current photographic government issued ID and proof of ACT or NSW residential address.

- (2) If insufficient nominations are received to fill all vacancies on the Committee, the candidates nominated are taken to be elected and further nominations may be received at the annual general meeting.
- (3) If insufficient further nominations are received, any vacant positions remaining on the Committee are taken to be vacancies.
- (4) If the number of nominations received is equal to the number of vacancies to be filled, the people nominated are taken to be elected.
- (5) If the number of nominations received exceeds the number of vacancies to be filled, a ballot must be held.
- (6) The ballot for the election of office-bearers and Ordinary Committee Members must be conducted at the annual general meeting in the way the Committee may direct.

15 Secretary

- (1) The Secretary of the Association must, as soon as practicable after being appointed as Secretary, notify the Association of his or her address.
- (2) The Secretary must keep minutes of—
 - (a) all elections and appointments of office-bearers and Ordinary Committee Members; and
 - (b) the names of Members of the committee present at a Committee Meeting or a general meeting; and
 - (c) all proceedings at Committee Meetings and general meetings.
- (3) Minutes of proceedings at a meeting must be signed by the person presiding at the meeting or by the person presiding at the next succeeding meeting.

16 Treasurer

- (1) The treasurer of the Association must—
 - (a) collect and receive all amounts owing to the Association and make all payments authorised by the Association; and
 - (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.

17 Vacancies

For this Constitution, a vacancy in the office of a member of the Committee happens if the member—

- (a) dies; or
- (b) ceases to be a Member of the Association; or
- (c) resigns the office; or

- (d) is removed from office under rule 18 of this Constitution (Removal of Committee Members); or
- (e) becomes bankrupt or personally insolvent; or
- (f) suffers from mental or physical incapacity; or
- (g) is disqualified from office under the Act, section 63 (1); or
- (h) is absent without the consent of the Committee from all meetings of the Committee held during a period of 6 months.

18 Removal of committee members

- (1) The Association in general meeting may by resolution, subject to the Act, section 50, remove any member of the Committee from the office of member of the Committee before the end of the member's term of office.
- (2) If a member of the Committee to whom a proposed resolution referred to in subrule (1) relates makes representations in writing to the Secretary or lead (not exceeding a reasonable length) and requests that the representations be notified to the Members of the Association, the Secretary or the lead may send a copy of the representations to each Member of the Association or, if the representations are not so sent, the Member is entitled to require that the representations be read out at the meeting at which the resolution is considered.

19 Committee Meetings and quorum

- (1) The Committee must meet at least 3 times in each calendar year at the place and time that the Committee may decide.
- (2) Additional meetings of the Committee may be called by any member of the Committee.
- (3) Oral or written notice of a meeting of the Committee must be given by the Secretary to each member of the Committee at least 48 hours (or any other period that may be unanimously agreed on by the members of the Committee) before the time appointed for the holding of the meeting.
- (4) Notice of a meeting given under subrule (3) must specify the general nature of the business to be transacted at the meeting and no business other than that business may be transacted at the meeting, except business that the Committee members present at the meeting unanimously agree to treat as urgent business.
- (5) Any 3 members of the Committee constitute a quorum for the transaction of the business of a meeting of the Committee.
- (6) No business may be transacted by the Committee unless a quorum is present and, if within half an hour after the time appointed for the meeting a quorum is not present, the meeting stands adjourned to the same place and at the same hour of the same day in the following week.
- (7) If at the adjourned meeting a quorum is not present within half an

hour after the time appointed for the meeting, the meeting is dissolved.

(8) At meetings of the Committee—

- (a) the president or, in the absence of the president, the vice president presides; or
- (b) if the president and the vice-president are absent—1 of the remaining members of the Committee may be chosen by the members present to preside.

20 Use of technology at Committee Meetings

(1) A Committee meeting may be held at 2 or more venues using any technology approved by the Committee that gives each of the Committee's members a reasonable opportunity to participate.

21 Delegation by Committee to subcommittee

- (1) The Committee may, in writing, delegate to 1 or more subcommittees (consisting of Members of the Association that the Committee considers appropriate) the exercise of the functions of the Committee that are specified in the instrument, other than—
 - (a) this power of delegation; and
 - (b) a function that is a function imposed on the Committee by the Act, by any other Territory law, or by resolution of the association in general meeting.
- (2) A function, the exercise of which has been delegated to a subcommittee under this rule may, while the delegation remains unrevoked, be exercised from time to time by the subcommittee in accordance with the terms of the delegation.
- (3) A delegation under this rule may be made subject to any conditions or limitations about the exercise of any function, or about time or circumstances, that may be specified in the instrument of delegation.
- (4) Despite any delegation under this rule, the Committee may continue to exercise any function delegated.
- (5) Any act or thing done or suffered by a subcommittee acting in the exercise of a delegation under this rule has the same force and effect as it would have if it had been done or suffered by the Committee.
- (6) The Committee may, in writing, revoke wholly or in part any delegation under this section.
- (7) A subcommittee may meet and adjourn as it considers appropriate.

22 Voting and decisions

(1) Questions arising at a meeting of the Committee or of any

subcommittee appointed by the Committee are decided by a majority of the votes of members of the Committee or subcommittee present at the meeting.

- (2) Each member present at a meeting of the Committee or of any subcommittee appointed by the Committee (including the person presiding at the meeting) is entitled to 1 vote but, if the votes on any question are equal, the person presiding may exercise a second or casting vote.

Part 4 General meetings

23 Annual general meetings—holding of

- (1) With the exception of the first annual general meeting of the Association, the Association must, at least once in each calendar year and within 5 months after the end of each Financial Year of the Association, call an annual general meeting of its Members.
- (2) The Association must hold its first annual general meeting—
 - (a) within 18 months after its incorporation under the Act; and
 - (b) within 5 months after the end of the first Financial Year of the Association.
- (3) Subrules (1) and (2) have effect subject to the powers of the registrar-general under the Act, section 120 in relation to extensions of time.

24 Annual general meetings—calling of and business at

- (1) The annual general meeting of the Association must, subject to the Act, be called on the date and at the place and time that the Committee considers appropriate.
- (2) In addition to any other business that may be transacted at an annual general meeting, the business of an annual general meeting is—
 - (a) to confirm the minutes of the last annual general meeting and of any general meeting held since that meeting; and
 - (b) to receive from the Committee reports on the activities of the Association during the last Financial Year; and
 - (c) to elect members of the Committee, including office-bearers; and
 - (d) to receive and consider the statement of accounts and the reports that are required to be submitted to members under the Act, section 73 (1).
- (3) An annual general meeting must be specified as such in the notice calling it in accordance with rule 27 of this Constitution (Notice).
- (4) An annual general meeting must be conducted in accordance with the provisions of this part of the Constitution.

25 General meetings—calling of

- (1) The Committee may, whenever it considers appropriate, call a general meeting of the Association.
- (2) The Committee must, on the requisition in writing of not less than 5% of the total number of Members, call a general meeting of the association.
- (3) A requisition of Members for a general meeting—
 - (a) must state the purpose or purposes of the meeting; and
 - (b) must be signed by the Members making the requisition; and
 - (c) must be lodged with the Secretary; and
 - (d) may consist of several documents in a similar form, each signed by 1 or more of the Members making the requisition.
- (4) If the Committee fails to call a general meeting within 1 month after the date when a requisition of Members for the meeting is lodged with the Secretary, any 1 or more of the Members who made the requisition may call a general meeting to be held not later than 3 months after that date.
- (5) A general meeting called by a Member or Members mentioned in subrule (4) must be called as nearly as is practicable in the same way as general meetings are called by the Committee and any Member who thereby incurs expense is entitled to be reimbursed by the Association for any reasonable expense so incurred.

26 Use of technology at meetings of Members

- (1) A meeting of Members may be held at 2 or more venues using any technology approved by the Committee that gives each of the Members a reasonable opportunity to participate.

27 Notice

- (1) Except if the nature of the business proposed to be dealt with at a general meeting requires a special resolution of the Association, the Secretary must, at least 14 days before the date fixed for the holding of the general meeting, give notice to each Member in the way provided in rule 43 of this Constitution, and specifying the place, date and time of the meeting and the nature of the business proposed to be transacted at the meeting.
- (2) If the nature of the business proposed to be dealt with at a general meeting requires a special resolution of the Association, the secretary must, at least 21 days before the date fixed for the holding of the general meeting, give notice to each Member in the way provided in rule 43 of this Constitution specifying, in addition to the matter required under that subrule, the intention to propose the resolution as a special resolution.
- (3) No business other than that specified in the notice calling a general

meeting may be transacted at the meeting except, for an annual general meeting, business that may be transacted under subrule 24 (2) of this Constitution.

- (4) A Member desiring to bring any business before a general meeting may serve notice of that business to the Secretary who must include that business in the next notice calling a general meeting given after receipt of the notice from the Member.

28 General meetings—procedure and quorum

- (1) No item of business may be transacted at a general meeting unless a quorum of Members entitled under these Rules to vote is present during the time the meeting is considering that item.
- (2) Five (5) Members present in person (who are entitled under these rules to vote at a general meeting) constitute a quorum for the transaction of the business of a general meeting.
- (3) If within 30 minutes after the appointed time for the start of a general meeting a quorum is not present, the meeting if called on the requisition of Members is dissolved and in any other case stands adjourned to the same day in the following week at the same time and (unless another place is specified at the time of adjournment by the person presiding at the meeting or communicated by written notice to members given before the day to which the meeting is adjourned) at the same place.
- (4) If at the adjourned meeting a quorum is not present within 30 minutes after the time appointed for the start of the meeting, the Members present (being not less than 3) constitute a quorum.

29 Presiding member

- (1) The president, or in the absence of the president, the vice-president, presides at each general meeting of the Association.
- (2) If the president and the vice-president are absent from a general meeting, the Members present must elect 1 of their number to preside at the meeting.

30 Adjournment

- (1) The person presiding at a general meeting at which a quorum is present may, with the consent of the majority of Members present at the meeting, adjourn the meeting from time to time and place to place, but no business may be transacted at an adjourned meeting other than the business left unfinished at the meeting at which the adjournment took place.
- (2) If a general meeting is adjourned for 14 days or more, the Secretary must give written or oral notice of the adjourned meeting to each Member of the Association stating the place, date and time of the meeting and the nature of the business to be transacted at the meeting.

(3) Except as provided in subrules (1) and (2), notice of an adjournment of a general meeting or of the business to be transacted at an adjourned meeting is not required to be given.

31 Making of decisions

(1) A question arising at a general meeting of the Association is to be decided on a show of hands and, unless before or on the declaration of the show of hands a poll is demanded, a declaration by the person presiding that a resolution has, on a show of hands, been carried or carried unanimously or carried by a particular majority or lost, or an entry to that effect in the 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.

(2) At a general meeting of the Association, a poll may be demanded by the person presiding or by not less than 3 Members present in person or by proxy at the meeting.

(3) If the poll is demanded at a general meeting, the poll must be taken—

- (a) immediately if the poll relates to the election of the person to preside at the meeting or to the question of an adjournment; or
- (b) in any other case—in the way and at the time before the close of the meeting that the person presiding directs, and the resolution of the poll on the matter is taken to be the resolution of the meeting on that matter.

32 Voting

(1) Subject to subrule (3), on any question arising at a general meeting of the Association a Member has 1 vote only.

(2) All votes must be given personally or by proxy but no Member may hold more than 5 proxies.

(3) If the votes on a question at a general meeting are equal, the person presiding is entitled to exercise a second or casting vote.

(4) A Member or proxy is not entitled to vote at any general meeting of the Association unless all money due and payable by the Member or proxy to the Association has been paid, other than the amount of the annual subscription payable for the then current year.

33 Appointment of proxies

(1) Each Member is entitled to appoint another Member as proxy by notice given to the Secretary no later than 24 hours before the time of the meeting for which the proxy is appointed.

(2) The notice appointing the proxy must be in the form set out in appendix 2.

Part 5 Miscellaneous

34 Funds—source

- (1) The funds of the Association must be derived from entrance fees and annual subscriptions of Members, donations and, subject to any resolution passed by the Association in general meeting and subject to the Act, section 114, any other sources that the Committee decides.
- (2) All money received by the Association must be deposited as soon as practicable and without deduction to the credit of the Association's bank account.
- (3) The Association must, as soon as practicable after receiving any money, issue an appropriate receipt.

35 Funds—management

- (1) Subject to any resolution passed by the Association in general meeting, the funds of the Association must be used for the objects of the Association in the way that the Committee decides.
- (2) All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments must be signed by any 2 members of the Committee or employees of the Association, being members of the Committee or employees authorised to do so by the Committee.

36 Association is non-profit

Subject to the Act and the Regulation, the Association must apply its funds and assets solely in pursuance of the objects of the Association and must not conduct its affairs so as to provide a pecuniary gain for any of its Members.

The property and income of the Association shall be applied solely towards the promotion of the vision and purpose/objects of the Association and no part of that property or income may be paid or otherwise distributed, directly or indirectly, to Members, except in good faith in the promotion of those objects or as genuine compensation for services rendered or expenses incurred on behalf of the organisation.

37 Distribution of property on winding up of association

- (1) Subject to the Act and the Regulations, in a winding up of the Association, any surplus property of the Association is to be transferred to another organisation with similar purposes/objects and which is not carried on for the profit or gain of its individual members.
- (2) In this rule, reference to the "surplus property" is a reference to that property of the Association remaining after satisfaction of the debts and liabilities of the Association and the costs, charges and expenses of the winding up of the Association.

38 Change of name, objects and constitution

An application for registration of a change in the Association's name, purpose/objects or this Constitution in accordance with the Act is to be made by the public officer or a Committee member.

39 Alteration of objects and rules

Neither the vision and purpose/objects of the Association mentioned in the Act, section 29 nor this Constitution may be altered except in accordance with the Act.

40 Common seal

- (1) The common seal of the Association must be kept in the custody of the Secretary.
- (2) The common seal must not be attached to any instrument except by the authority of the Committee and the attaching of the common seal must be attested by the signatures either of 2 members of the Committee or of 1 member of the Committee and of the Secretary.

41 Custody of books

Subject to the Act, the Regulation and this Constitution, the Secretary must keep in his or her custody or under his or her control all records, books, and other documents relating to the Association.

42 Inspection of books

The records, books and other documents of the Association must be open to inspection at a place in the ACT, free of charge, by a Member of the association at any reasonable hour.

43 Service of notice

- (1) The Association may serve a notice on a Member by:
 - a. sending it by post, email, or text message to the Member at the Member's address or phone number shown in the Register of Members; and/or
 - b. publishing it on a social media platform(s) nominated by the Association and advised to its Members from time to time.
- (2) A Member may elect to be served notices only through post, by providing confirmation of the same, in writing, to the Secretary of the Association.
- (3) A Member may opt out of receiving notices electronically (i.e. via email, text message or social media platform) by selecting the unsubscribe option in the electronic communication or by giving written notice to the Secretary of the Association. If a Member opts out of all electronic notices, the Member will receive all notices by post.
- (4) Notice will be deemed to be given and received:
 - a. if sent by post, two (2) Business Days after it has been posted; and
 - b. if sent by email, text message, or social media platform; upon the Association receiving confirmation of a receipt (in whatever form) generated by the electronic platform or system used by the Association to send or publish the Notice.

44 Surplus property

- (1) At the first general meeting of the Association, the Association must pass a special resolution nominating—

- (a) another association for the Act, section 92 (1) (a); or
- (b) a fund, authority or institution for the Act, section 92 (1) (b); in which it is to vest its surplus property in the event of the dissolution or winding up of the Association.

(2) An association nominated under subsection (1) (a) must fulfil the requirements specified in the Act, section 92 (2).

45 Resolution of Dispute between Members

- (1) Disputes between:
 - (a) Members (in respect of their membership or the affairs of the Association);
 - (b) a Member and the Association;

shall be referred to the Committee which must take reasonable steps to resolve the dispute which it considers appropriate. If the parties to the dispute are a Member and the Association, then the parties must attempt to resolve the dispute themselves by negotiating in good faith within fourteen (14) days of the dispute coming to the attention of each party.

- (2) If a dispute so referred is not resolved to the satisfaction of any party to the dispute within 30 days of its being referred, then that party may refer the dispute to mediation before a mediator appointed by mutual agreement of the parties.
- (3) Failing agreement by the parties to the appointment of a mediator within 14 days of a party notifying the other party of its intention to refer the dispute to mediation, the appointment of the mediator shall be made by the President of the Law Society of the Australian Capital Territory.
- (4) The costs of the mediator appointed pursuant to subrules 45(2) or 45(3) (as the case may be) shall be shared equally between the parties to the dispute.
- (5) At least 7 days before a mediation established by a mediator appointed pursuant to subrule 45(2) or 45(3) (as the case may be) is to commence, the parties to the dispute are to exchange statements of the issues that are in dispute between them and supply copies to the mediator.
- (6) The mediator must not be a person who has a personal interest in the dispute, or is biased in favour of or against any party. The mediator must not determine the dispute.
- (7) If the mediation process does not resolve the dispute, the parties may seek to resolve the dispute in accordance with the provisions of s.65B of the Act or otherwise at law.

Appendix 1

(see rule 3 (1) of the Constitution)

Application for membership of association

.....
The Capital Incendiary Authority Incorporated (incorporated under the *Associations Incorporation Act 1991*) I,

.....
(*full name of applicant*)

of

.....
(*address*)

.....apply to become
(*occupation*)

a member of the incorporated association. 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

Appendix 2

(see rule 33 (2) of the Constitution)

Form of appointment of proxy

I,

.....
(full name)

of

.....
(address)

a member of

.....
(name of incorporated association)

appoint

.....
(full name of proxy)

of

.....
(address)

a member of that incorporated association, as my proxy to vote for me on my behalf at the general meeting of the association (annual general meeting or other general meeting, as the case may be) to be held on

.....
And at any adjournment of that meeting.

*My proxy is authorised to vote in favour of/against (delete as appropriate) the resolution (insert details).

.....
(Signature of member appointing proxy)

(*To be inserted if desired.)

Date

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