

Catalyst Australia Rules of Association

Part 1 Preliminary

- 1 Objects
- 2 Definitions

Part 2 Membership

- 3 Admission and Qualifications for membership
- 4 Eligibility for membership
- 5 Cessation of membership
- 6 Membership entitlements not transferable
- 7 Resignation of membership
- 8 Register of members
- 9 Fees and subscriptions
- 10 Members' liabilities
- 11 Resolution of internal disputes
- 12 Disciplining of members
- 13 Right of appeal of disciplined member

Part 3 The committee

- 14 Powers of the committee
- 15 Constitution and membership
- 16 Election of members
- 17 Secretary-treasurer
- 18 Casual vacancies
- 19 Removal of member
- 20 Meetings and quorum
- 21 Delegation by committee to sub-committee
- 22 Voting and decisions

Part 4 General meeting

- 23 Annual general meetings – holding of
- 24 Annual general meetings – calling of and business at
- 25 Special general meetings – calling of
- 26 Notice
- 27 Procedure
- 28 Presiding member
- 29 Adjournment
- 30 Making of decisions
- 31 Special resolution
- 32 Voting
- 33 Appointment of proxies

Part 5 Miscellaneous

- 34 Insurance
- 35 Funds – source
- 36 Funds – management
- 37 Alteration of objects and rules
- 38 Common seal
- 39 Custody of books
- 40 Service of notices
- 41 Dissolution

SCHEDULE OF FEES

APPENDIX 1 – Membership form

APPENDIX 2 – Proxy form

Part 1 Preliminary

1 Objects

- (1) Catalyst is an independent not-for-profit network of progressive organisations and individuals. Catalyst believes that citizens in a democracy have a great capacity to shape our economy to meet our social, regional and environmental needs. Our initial aim is to engage with the community to raise the level of progressive discussion and debate in Australia. We want to create a space for positive and imaginative policy alternatives that achieve social and economic justice.
- (2) The assets and income of Catalyst Australia shall be applied solely in furtherance of its above-mentioned objects and no portion shall be distributed directly or indirectly to the members of the organisation except as bona fide compensation for services rendered or expenses incurred on behalf of the organisation.

2 Definitions

- (1) In these rules:

Commissioner means the Commissioner of the Office of Fair Trading.

Committee means the management committee, whose membership, powers and functions are outlined in Part 3.

donor union means a registered union that qualifies for membership under the rules

general meeting means a special general meeting or an annual general meeting of Catalyst Australia

institution means a registered institution that qualifies for membership under the rules.

ordinary member means a member who is not an office-bearer of Catalyst Australia, as referred to in rule 14(2). An ordinary member may also be a member of the management committee.

office bearer is a person elected by the management committee to hold a position of President, Vice President or Secretary-Treasurer of Catalyst Australia

public officer means the Executive Director who is a member of Catalyst Australia appointed by the committee for the purpose of carrying out the functions as specified in the rules.

secretary-treasurer means:

- (a) the person holding office under these rules as secretary-treasurer of Catalyst Australia, or
- (b) if no such person holds that office – the public officer of Catalyst Australia.

the Act means the *Associations Incorporation Act 1984*.

the regulation means the *Associations Incorporation Regulation 1999*.

- (2) In these rules:
 - (a) a reference to a function includes a reference to a power, authority and duty, and
 - (b) a reference to the exercise of a function includes, if the function is a duty, a reference to the performance of the duty.
- (3) The provisions of the *Interpretation Act 1987* apply to and in respect of these rules in the same manner as those provisions would so apply if these rules were an instrument made under the Act.

Part 2 Membership

3 Admission and Qualification for Membership

- (1) The Management Committee shall admit members who support the objects of Catalyst. Membership shall comprise persons, donor unions and institutions.
- (2) The Management Committee may refuse membership of Catalyst if they consider it in the interests of the organisation to do so.
- (3) A person is qualified to be a member of Catalyst Australia if, and only if:
 - (a) the person has been approved for membership by the committee, and
 - (b) is a member of their relevant union.
- (4) A donor union is qualified to be a member of Catalyst Australia if, but only if:
 - (a) the union is registered in Australia, and
 - (b) has been approved for membership of Catalyst Australia by the committee of Catalyst Australia.
- (5) An institution is qualified to be a member of Catalyst Australia if but only if:
 - (a) the institution is registered in Australia, and
 - (b) has been approved for membership of Catalyst Australia by the committee of Catalyst Australia.

4 Eligibility for Membership

- (1) An application for membership by a person, donor union or institution for membership of Catalyst Australia:
 - (a) must be made in writing, or electronically using the form set out in Appendix 1 to these rules, or the form available on the Catalyst Australia website
 - (b) must be lodged with the public officer of Catalyst Australia.
- (2) As soon as practicable after receiving an application the public officer will refer it to the committee who will approve or reject the nomination.
- (3) As soon as practicable after the committee makes that determination, the public officer must:

- (a) notify the applicant, in writing, that the committee approved or rejected the application (whichever is applicable), and
 - (b) if the committee approved the application, request the applicant to pay (within the period of 28 days after receipt by the applicant of the notification) the sum payable under these rules by a member as entrance fee and annual subscription.
- (4) Once payments are made, the public officer must enter the applicant's, name in the register of members at which time the applicant becomes a member of Catalyst Australia.
- (5) A member is entitled to vote at an annual general meeting or special general meeting when they have been admitted as a member for a period of six months or more or have attended at least one general meeting since becoming a member. The management committee may approve a shorter period.

5 Cessation of membership

- (1) A person ceases to be a member of Catalyst Australia if the person:
- (a) dies, or
 - (b) resigns membership, or
 - (c) is no longer a member of his/her relevant union,
 - (d) has not paid their annual membership subscription and is in arrears for three months; or
 - (e) is expelled from Catalyst Australia.
- (2) A donor union ceases to be a member of Catalyst Australia if the donor union
- (a) ceases to be a registered union, or
 - (b) resigns membership,
 - (c) has not renewed an annual donation, or has not paid membership to Catalyst Australia, and is in arrears for three months, or
 - (d) is expelled from Catalyst Australia.
- (3) An institution ceases to be a member of Catalyst Australia if the donor union
- (a) ceases to be a registered institution,
 - (b) resigns membership, or
 - (c) has not paid their annual membership subscription and is in arrears for three months; or
 - (d) is expelled from Catalyst Australia.

6 Membership entitlements not transferable

A right, privilege or obligation which a person, donor union or institution has by reason of being a member of Catalyst Australia:

- (a) cannot be transferred or transmitted to another person, donor union or institution and
- (b) terminates on cessation of membership.

7 Resignation of membership

- (1) A member of Catalyst Australia may resign in writing to the Public Officer.
- (2) A member whose fees lapse for a period of three months or more is taken to have resigned their membership, unless otherwise agreed by the management committee.

8 Register of members

- (1) The public officer of Catalyst Australia must establish and maintain a register of members of Catalyst Australia specifying the name and address of each member of Catalyst Australia together with the date on which the person, donor union or institution became a member.
- (2) If a member of Catalyst Australia ceases to be a member the public officer must make an appropriate entry in the register of members recording the date on which the member ceased to be a member.
- (3) The register of members must be kept at the principal place of administration of Catalyst Australia. Any member of Catalyst Australia shall be entitled, at a reasonable hour, and with reasonable notice to the Public Officer, to inspect the register of members insofar as the records held relate to him or her.

9 Fees and subscriptions

- (1) To be admitted as a member, an entrance fee must be paid as scheduled under these rules.
- (2) In addition to the entrance fee, a member of Catalyst Australia must pay to Catalyst Australia an annual membership fee as scheduled under the rules:
 - (a) except as provided by paragraph (b), before 1 July in each calendar year, or
 - (b) if the member becomes a member on or after 1 July in any calendar year – on becoming a member and before 1 July in each succeeding calendar year.

10 Members' liabilities

The liability of a member of Catalyst Australia to contribute towards the payment of the debts and liabilities of Catalyst Australia or the costs, charges and expenses of the winding up of Catalyst Australia is limited to the amount, if any, unpaid by the member in respect of membership of Catalyst Australia as required by rule 9.

11 Resolution of internal disputes

- (1) Disputes between members (in their capacity as members) of Catalyst Australia, and disputes between members and Catalyst Australia, are to be referred to a community justice centre for mediation in accordance with the *Community Justice Centres Act 1983*.
- (2) At least 7 days before a mediation session is to commence, the parties are to exchange statements of the issues that are in dispute between them and supply copies to the mediator.

12 Disciplining of members

- (1) A complaint may be made to the committee by any member that a member of Catalyst Australia:
 - (a) has persistently refused or neglected to comply with a provision or provisions of these rules, or
 - (b) has persistently and wilfully acted in a manner prejudicial to the interests of Catalyst Australia.
- (2) On receiving such a complaint, the committee:
 - (a) must serve notice of the complaint 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.
- (3) The committee may, by resolution, expel the member from Catalyst Australia or suspend the member from membership of Catalyst Australia if, after considering the complaint and any submissions made in connection with the complaint, it is satisfied that the facts alleged in the complaint have been proved.
- (4) If the committee expels or suspends a member, the secretary-treasurer must, within 7 days after the action is taken, cause written notice to be given to the member of the action taken, of the reasons given by the committee for having taken that action and of the member's right of appeal under rule 13.
- (5) The expulsion or suspension does not take effect:
 - (a) until the expiration of the period within which the member is entitled to appeal against the resolution concerned, or
 - (b) if within that period the member exercises the right of appeal, unless and until Catalyst Australia confirms the resolution under rule 13(5), whichever is the latter.

13 Right of appeal of disciplined member

- (1) A member may appeal to Catalyst Australia in general meeting against a resolution of the committee under rule 12, within 7 days after notice of the resolution is served on the member, by lodging with the secretary-treasurer a notice to that effect.
- (2) The notice may, but need not, be accompanied by a statement of the grounds on which the member intends to rely for the purposes of the appeal.
- (3) On receipt of a notice from a member under clause (1), the secretary-treasurer must notify the committee which is to convene a general meeting of Catalyst Australia to be held within 28 days after the date on which the secretary received the notice.
- (4) At a general meeting of Catalyst Australia convened under clause (3):
 - (a) no business other than the question of the appeal is to be transacted, and

- (b) the committee and the member must be given the opportunity to state their respective cases orally or in writing, or both, and
 - (c) the members present are to vote by secret ballot on the question of whether the resolution should be confirmed or revoked.
- (5) If at the general meeting Catalyst Australia passes a special resolution in favour of the confirmation of the resolution, the resolution is confirmed.

Part 3 The committee

14 Powers of the committee

The committee is to be called the Committee of Management of Catalyst Australia and, subject to the Act, the Regulation and these rules and to any resolution passed by Catalyst Australia in general meeting:

- (a) is to control and manage the affairs of Catalyst Australia, and
- (b) may exercise all such functions as may be exercised by Catalyst Australia, other than those functions that are required by these rules to be exercised by a general meeting of members of Catalyst Australia, and
- (c) has power to perform all such acts and do all such things as appear to the committee to be necessary or desirable for the proper management of the affairs of Catalyst Australia.

15 Constitution and membership

- (1) The committee is to consist of:
- (a) the office-bearers of Catalyst Australia, and
 - (b) 7 ordinary members.
- (2) A member may be nominated for the committee at an annual general meeting when they have been a member for a period of 12 months or more and have attended at least one general meeting in the 12 months prior to their nomination. .
- (3) The office-bearers of Catalyst Australia, with the exception of secretary-treasurer, are to be elected by the committee. The office-bearers are:
- (a) the president
 - (b) the vice-president, and
 - (c) the secretary-treasurer.
- The position of the secretary-treasurer is referred to in s16(2) below.
- (4) Each member of the committee is, subject to these rules, to hold office until the conclusion of the annual general meeting following the date of the member's election, but is eligible for re-election.
- (5) In the event of a casual vacancy occurring in the membership of the committee, the committee may appoint a member of Catalyst Australia to fill the vacancy and the member so appointed is to hold office, subject to these

rules, until the conclusion of the annual general meeting next following the date of the appointment. A casual vacancy is described in Rule 19.

16 Election of members

- (1) Nominations of candidates for election as members of the committee:
 - (a) must be made in writing, signed by 2 members of Catalyst Australia and accompanied by the written consent of the candidate (which may be endorsed on the form of the nomination), and
 - (b) must be delivered to the secretary-treasurer of Catalyst Australia at least 7 days before the date fixed for the holding of the annual general meeting at which the election is to take place.
- (2) Nomination of the secretary-treasurer and no more than four other members of the committee is reserved to donor unions that have donated at least \$10,000 to the operation of Catalyst Australia in the 12 months prior to the annual general meeting.
- (3) If insufficient nominations are received to fill all vacancies on the committee, the candidates nominated are taken to be elected and further nominations are to be received at the annual general meeting.
- (4) If insufficient further nominations are received, any vacant positions remaining on the committee are taken to be casual vacancies.
- (5) If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated are taken to be elected.
- (6) If the number of nominations received exceeds the number of vacancies to be filled, a ballot is to be held.
- (7) A member's eligibility to vote at the annual general meeting is under Rule 4.
- (8) The ballot for the election members of the committee is to be conducted at the annual general meeting by proportional representation in such usual and proper manner as the committee may direct.

17 Secretary-treasurer

- (1) The secretary-treasurer of Catalyst Australia must, as soon as practicable after being appointed as secretary, lodge notice with Catalyst Australia of his or her address.
- (2) It is the duty of the secretary-treasurer to keep minutes of:
 - (a) all appointments of office-bearers and members of the committee,
 - (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 approved by the committee must be signed by the chairperson of the meeting or by the chairperson of the next succeeding meeting.
- (4) It is the duty of the secretary-treasurer to ensure:

- (a) that all money due to Catalyst Australia is collected and received and that all payments authorised by Catalyst Australia are made, and
- (b) that correct books and accounts are kept showing the financial affairs of Catalyst Australia, including full details of all receipts and expenditure connected with the activities of Catalyst Australia.

18 Casual vacancies

- (1) For the purposes of these rules, a casual vacancy in the office of a member of the committee occurs if the member:
 - (a) dies, or
 - (b) ceases to be a member of Catalyst Australia, or
 - (c) resigns office by notice in writing given to the secretary-treasurer, or
 - (d) is removed from office under rule 19, or
 - (e) becomes a mentally incapacitated person, or
 - (f) is absent without the consent of the committee from all meetings of the committee held during a period of 6 months.
- (2) The filling of a casual vacancy subject to rule 15(5).

19 Removal of member

- (1) Catalyst Australia in general meeting may by resolution remove any member of the committee from the office of member before the expiration of the member's term of office and may by resolution appoint another person to hold office until the expiration of the term of office of the member so removed. Removal will occur when, in the opinion of at least two members of the committee, there has been a demonstrated breach of duty of a committee member.
- (2) If a member of the committee to whom a proposed resolution referred to in clause (1) relates makes representations in writing to the secretary-treasurer or president (not exceeding a reasonable length) and requests that the representation be notified to the members of Catalyst Australia, the secretary-treasurer or the president may send a copy of the representations to each member of Catalyst Australia 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.

20 Meetings and quorum – Management committee

- (1) The committee must meet at least 3 times in each period of 12 months at such place and time as the committee may determine. A meeting can occur in person or by telephone.
- (2) Additional meetings of the committee may be convened by the president or 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 7 days (or such other period as 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 clause (3) must specify the general nature of the business to be transacted at the meeting and no business other than that business is to be transacted at the meeting, except business which the committee members present at the meeting unanimously agree to treat as urgent business.
- (5) A minimum of 3 members of the committee constitute a quorum for the transaction of the business of a meeting of the committee. Provided that this must represent at least one ordinary member, one member nominated by a donor union, and one office-bearer.
- (6) No business is to be transacted by the committee unless a quorum is present and if, within half an hour of the time appointed for the meeting, a quorum is not present, the meeting is to stand adjourned to a time and place determined by members of the committee present.
- (7) If at the adjourned meeting a quorum is not present within half an hour of the time appointed for the meeting, the meeting is to be dissolved.
- (8) At a meeting of the committee:
 - (a) the president or, in the president's absence, the vice-president is to preside, or
 - (b) if the president and the vice-president are absent or unwilling to act, such one of the remaining members of the committee as may be chosen by the members present at the meeting is to preside.

21 Delegation by committee to sub-committee

- (1) The committee may, by instrument in writing, delegate to one or more sub-committees (consisting of such member or members of Catalyst Australia as the committee thinks fit) the exercise of such of the functions of the committee as are specified in the instrument, other than:
 - (a) this power of delegation, and
 - (b) a function which is a duty imposed on the committee by the Act or by any other law.
- (2) A function the exercise of which has been delegated to a sub-committee under this rule may, while the delegation remains unrevoked, be exercised from time to time by the sub-committee in accordance with the terms of the delegation.
- (3) A delegation under this section may be made subject to such conditions or limitations as to the exercise of any function, or as to time or circumstances, as 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 sub-committee 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, by instrument in writing, revoke wholly or in part any delegation under this rule.
- (7) A sub-committee may meet and adjourn, as it thinks proper.

22 Voting and decisions – committee meetings

- (1) Questions arising at a meeting of the committee or of any sub-committee appointed by the committee are to be determined by a majority of the votes of members of the committee or sub-committee present at the meeting.
- (2) Each member present at a meeting of the committee or of any sub-committee appointed by the committee (including the person presiding at the meeting) is entitled to one vote. In the event of an equality of votes on any question, the question is lost.
- (3) Subject to rule 19(5), the committee may act despite any vacancy on the committee.
- (4) Any act or thing done or suffered, or purporting to have been done or suffered, by the committee or by a sub-committee appointed by the committee, is valid and effectual despite any defect that may afterwards be discovered in the appointment or qualification of any member of the committee or sub-committee.

Part 4 General meetings

23 Annual general meetings – holding of

- (1) With the exception of the first annual general meeting of Catalyst Australia, Catalyst Australia must, at least once in each calendar year and within the period of 6 months after the expiration of each financial year of Catalyst Australia, convene an annual general meeting of its members.
- (2) Catalyst Australia must hold its first annual general meeting:
 - (a) within the period of 18 months after its incorporation under the Act, and
 - (b) within the period of 6 months after the expiration of the first financial year of Catalyst Australia.
- (3) Clauses (1) and (2) have effect subject to any extension or permission granted by the Commissioner under section 26(3) of the Act.

24 Annual general meetings – calling of and business at

- (1) The annual general meeting of Catalyst Australia is, subject to the Act and to rule 23, to be convened on such date and at such place and time as the committee thinks fit.
- (2) In addition to any other business which may be transacted at an annual general meeting, the business of an annual general meeting is to include the following:
 - (a) to confirm the minutes of the last preceding annual general meeting and of any special general meeting held since that meeting,
 - (b) to receive from the committee reports on the activities of Catalyst Australia during the last preceding financial year,
 - (c) to elect members of the committee,
 - (d) to receive and consider the statement which is required to be submitted to members under section 26(6) of the Act.

- (3) An annual general meeting must be specified as such in the notice convening it.

25 Special general meetings – calling of

- (1) The committee may, whenever it thinks fit, convene a special general meeting of Catalyst Australia.
- (2) The committee must, on the requisition in writing of at least 5 per cent of the total number of members, convene a special general meeting of Catalyst Australia.
- (3) A requisition of members for a special 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-treasurer, and
 - (d) may consist of several documents in a similar form, each signed by one or more of the members making the requisition.
- (4) If the committee fails to convene a special general meeting to be held within 1 month after that date on which a requisition of members for the meeting is lodged with the secretary, any one or more of the members who made the requisition may convene a special general meeting to be held not later than 3 months after that date.
- (5) A special general meeting convened by a member or members as referred to in clause (4) must be convened as nearly as is practicable in the same manner as general meetings are convened by the committee and any member who consequently incurs expenses is entitled to be reimbursed by Catalyst Australia for any expense so incurred.

26 Notice

- (1) Except if the nature of the business proposed to be dealt with at a general meeting requires a special resolution of Catalyst Australia, the secretary-treasurer must, at least 14 days before the date fixed for the holding of the general meeting, give a notice to each member 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 Catalyst Australia, the secretary must, at least 21 days before the date fixed for the holding of the general meeting, cause notice to be given to each member specifying, in addition to the matter required under clause (1), the intention to propose the resolution as a special resolution. Instances where a special resolution is required are outlined in rule 31.
- (3) No business other than that specified in the notice convening a general meeting is to be transacted at the meeting except, in the case of an annual general meeting, business which may be transacted under rule 24(2).
- (4) A member desiring to bring any business before a general meeting may give notice in writing of that business to the secretary-treasurer who must include

that business in the next notice calling a general meeting given after receipt of the notice from the member.

27 Procedure

- (1) No item of business is to 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) 15 members present in person (being members 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 half an hour after the appointed time for the commencement of a general meeting a quorum is not present, the meeting:
 - (a) if convened on the requisition of members, is to be dissolved, and
 - (b) in any other case, is to stand adjourned to the same day in the following week at the same time and (unless another place is specified at the time of the 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 half an hour after the time appointed for the commencement of the meeting, the members present (being at least 3) is to constitute a quorum.

28 Presiding member

- (1) The president or, in the president's absence, the vice-president, is to preside as chairperson at each general meeting of Catalyst Australia.
- (2) If the president and the vice-president are absent or unwilling to act, the members present must elect one of their number to preside as chairperson at the meeting.

29 Adjournment

- (1) The chairperson of 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 is to 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 Catalyst Australia 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 clauses (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.

30 Making of decisions

- (1) A question arising at a general meeting of Catalyst Australia is to be determined 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 chairperson 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 Catalyst Australia, 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 Catalyst Australia, a poll may be demanded by the chairperson or by at least 3 members present in person or by proxy at the meeting.
- (3) If a poll is demanded at a general meeting, the poll must be taken;
 - (a) immediately in the case of a poll which relates to the election of the chairperson of the meeting or to the question of an adjournment, or
 - (b) in any other case, in such manner and at such time before the close of the meeting as the chairperson directs,and the resolution of the poll on the matter is taken to be the resolution of the meeting on that matter.

31 Special resolution

- (1) A resolution of Catalyst Australia is a special resolution:
 - (a) if it is passed by a majority which comprises at least three-quarters of such members of Catalyst Australia as, being entitled under these rules so to do, vote in person or by proxy at a general meeting of which at least 21 days' written notice specifying the intention to propose the resolution as a special resolution was given in accordance with these rules, or
 - (b) where it is made to appear to the Commissioner that it is not practicable for the resolution to be passed in the manner specified in paragraph (a) if the resolution is passed in a manner specified by the Commissioner.
- (2) The following matters require a special resolution: changing the association's name, rules or objects, amalgamating with another incorporated association, voluntarily winding up or cancelling the association and distributing property, and applying for registration as a co-operative or a company, or any other matters determined by the *Act* as requiring a special resolution.

32 Voting

- (1) On any question arising at a general meeting of Catalyst Australia a member has one vote only.
- (2) All votes must be given personally or by proxy but no member may hold more than 5 proxies.
- (3) In the case of an equality of votes on a question at a general meeting, the matter is lost.
- (4) A member or proxy is not entitled to vote at any general meeting of Catalyst Australia unless all money due and payable by the member or proxy to Catalyst Australia has been paid, other than the amount of the annual subscription payable in respect of the then current year.

33 Appointment of proxies

- (1) Each member is to be entitled to appoint another member as proxy by notice given to the secretary-treasurer no later than 24 hours before the time of the meeting in respect of which the proxy is appointed.
- (2) The notice appointing the proxy is to be in the form set out in Appendix 2 to these rules.

Part 5 Miscellaneous

34 Insurance

Catalyst Australia may effect and maintain insurance.

35 Funds – source

- (1) The funds of Catalyst Australia are to be derived from entrance fees and annual subscriptions of members, donations and, subject to any resolution passed by Catalyst Australia in general meeting, such other sources as the committee determines.
- (2) All money received by Catalyst Australia must be deposited as soon as practicable and without deduction to the credit of Catalyst Australia's bank account.
- (3) Catalyst Australia must, as soon as practicable after receiving any money, issue an appropriate receipt.

36 Funds – management

- (1) Subject to any resolution passed by Catalyst Australia in general meeting, the funds of Catalyst Australia are to be used in pursuance of the objects of Catalyst Australia in such manner as the committee determines.
- (2) All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments must be signed by 2 members of the committee, or one member of the committee and an authorised employee of Catalyst Australia.

37 Alteration of objects and rules

The statement of objects and these rules may be altered, rescinded or added to only by a special resolution of Catalyst Australia.

38 Common seal

- (1) The common seal of Catalyst Australia must be kept in the custody of the public officer.
- (2) The common seal must not be affixed to any instrument except by the authority of the committee and the affixing of the common seal must be attested by the signatures either of 2 members of the committee or of 1 member of the committee and of the public officer or secretary-treasurer.

39 Custody of books

Except as otherwise provided by these rules, the public officer must keep in his or her custody or under his or her control all records, books and other documents relating to Catalyst Australia.

40 Service of notices

- (1) For the purpose of these rules, a notice may be served on or given to a person:
 - (a) by delivering it to the person personally, or
 - (b) by sending it by pre-paid post to the address of the person, or
 - (c) by sending it by facsimile transmission or some other form of electronic transmission to an address specified by the person for giving or serving the notice.
- (2) for the purpose of these rules, a notice is taken, unless the contrary is proved, to have been given or served:
 - (a) in the case of a notice given or served personally, on the date on which it is received by the addressee, and
 - (b) in the case of a notice sent by pre-paid post, on the date when it would have been delivered in the ordinary course of post, and
 - (c) in the case of a notice sent by facsimile transmission or some other form of electronic transmission, on the date it was sent, or if the machine from which the transmission was sent produces a report indicating that the notice was sent on a later date, on that date.

41 Dissolution

In the event of the organisation being dissolved, the amount that remains after such dissolution and the satisfaction of all debts and liabilities shall be transferred to another organisation with similar purposes which is not carried on for the profit or gain of its individual members.

Schedule of fees

Classes of members

1. Ordinary members
2. Donor unions
3. Institution

Type	Entrance Fee	Annual Fee
Ordinary member	\$25	\$25
Ordinary member - concessional	\$15	\$15
Donor union	\$100	\$100
Institution	\$100	\$100

The concessional rate applies to seniors, unemployed, students and where determined by the management committee.

Appendix 1

(Rule 4 (1))

APPLICATION FOR MEMBERSHIP OF CATALYST AUSTRALIA INC.

(Incorporated under the *Associations Incorporation Act 1984*).

.....
(full name of applicant)

of.....
(address)

.....hereby applies to become a member of Catalyst Australia. In the event of admission as a member, the applicant agrees to be bound by the rules of Catalyst Australia for the time being in force.

.....
(Signature of person applying. In the case of donor union or institution, the signature of the person having authority and their position.)

Date.....

Appendix 2
(Rule 33)

FORM OF APPOINTMENT OF PROXY

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

of.....
(address)

being a member of Catalyst Australia

hereby appoint of
(full name of proxy)

of.....
(address)

being a member of Catalyst Australia, as my proxy to vote on my behalf at the general meeting of Catalyst Australia (annual general meeting or special general meeting, as the case may be) to be held on the

.....day of.....
(month and year)

and at any adjournment of that meeting.

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

.....
Signature of member appointing proxy

Date.....

NOTE: A proxy vote may not be given to a person who is not a member of Catalyst Australia.