

94.1 FM 3WBC

WHITEHORSE-BOROONDARA FM COMMUNITY

RADIO INCORPORATED CONSTITUTION AND

RULES

Association No. A0029570T

ABN 63 328 823 890

**Adopted:
July 25th 2024**

Table of Contents

PART 1—PRELIMINARY	4
1. Name	4
2. Purposes	4
3. Financial year	4
4. Definitions	4
PART 2—POWERS OF ASSOCIATION	5
5. Powers of Association	5
6. Not for profit organisation	5
PART 3—MEMBERS, DISCIPLINARY PROCEDURES AND GRIEVANCES	5
Division 1—Membership	5
7. Minimum number of members	5
8. Who is eligible to be a member	6
9. Application for membership	6
10. Consideration of application	6
11. New membership	6
12. Annual subscription and fee on joining	7
13. General rights of members	7
14. Membership Categories	7
15. Ordinary Membership	8
16. Family Membership	8
17. Business Membership	8
18. Life Membership	8
19. Associate membership	9
20. Rights not transferable	9
21. Ceasing membership	9
22. Resigning as a member	9
23. Register of members	9
Division 2—Disciplinary action	10
24. Grounds for taking disciplinary action	10
25. Disciplinary subcommittee	10
26. Notice to member	10
27. Decision of subcommittee	11
28. Appeal rights	11
29. Conduct of disciplinary appeal meeting	12
Division 3—Grievance procedure	12
30. Application	12
31. Parties must attempt to resolve the dispute	13
32. Appointment of mediator	13
33. Mediation process	13
34. Failure to resolve dispute by mediation	13
PART 4—GENERAL MEETINGS OF THE ASSOCIATION	14
35. Annual general meetings	14
36. Special general meetings	14
37. Special general meeting held at request of members	14
38. Notice of general meetings	15
39. Proxies	15
40. Use of technology	16
41. Quorum at general meetings	16
42. Adjournment of general meeting	17
43. Voting at general meeting	17
44. Special resolutions	17

45. Determining whether resolution carried	17
46. Minutes of general meeting	18
PART 5—COMMITTEE	18
Division 1—Powers of Committee	18
47. Role and powers	18
48. Delegation	19
Division 2—Composition of Committee and duties of members	19
49. Composition of Committee	19
50. Appointment of Office Holders.	19
51. General Duties	19
52. President and Vice-President	20
53. Secretary	20
54. Treasurer	21
Division 3—Election of Committee members and tenure of office	21
55. Who is eligible to be a Committee member	21
56. Positions to be declared vacant	21
57. Nominations	22
58. Election of committee members	22
59. Ballot	22
60. Term of office	23
61. Transitional Arrangements	24
62. Vacation of office	24
63. Filling casual vacancies	24
Division 4—Meetings of Committee	24
64. Meetings of Committee	24
65. Notice of meetings	25
66. Urgent meetings	25
67. Procedure and order of business	25
68. Use of technology	25
69. Quorum	25
70. Voting	26
71. Conflict of interest	26
72. Minutes of meeting	26
73. Leave of absence	27
PART 6—FINANCIAL MATTERS	27
74. Source of funds	27
75. Public Fund	27
76. Management of funds	28
77. Financial records	28
78. Financial statements	29
PART 7—GENERAL MATTERS	29
79. Common seal	29
80. Registered address	29
81. Notice requirements	29
82. Custody and inspection of books and records	30
83. Winding up and cancellation	30
84. Alteration of Rules	31

PART 1—PRELIMINARY

1. Name

The name of the incorporated association is “Whitehorse Boroondara FM Community Radio Incorporated”.

2. Purposes

The purposes of the association are —

To provide entertaining and informative radio programmes for the residents of the City of Whitehorse and the City of Boroondara in accordance with the purpose of Community Radio as defined by the Broadcasting Services Act.

3. Financial year

The financial year of the Association is each period of 12 months ending on 30 June

4. Definitions

In these Rules—

absolute majority, of the Committee, means a majority of the committee members currently holding office and entitled to vote at the time (as distinct from a majority of committee members present at a committee meeting);

appeal subcommittee means a subcommittee appointed under rule 28(3);

associate member means a member referred to in rule 19;

Chairperson, of a general meeting or committee meeting, means the person chairing the meeting as required under rule 52;

Committee means the Committee having management of the business of the Association;

committee meeting means a meeting of the Committee held in accordance with these Rules;

committee member means a member of the Committee elected or appointed under Division 3 of Part 5;

disciplinary appeal meeting means a meeting of the appeal subcommittee convened for the purposes of rule 28;

disciplinary meeting means a meeting of the Committee convened for the purposes of rule 27;

disciplinary subcommittee means the subcommittee appointed under rule 25;

financial year means the 12-month period specified in rule 3;

general meeting means a general meeting of the members of the Association convened in accordance with Part 4 and includes an annual general meeting and a special general meeting;

member means a member of the Association;

registered mediator means a person registered as a mediator accredited under the National Mediator Accreditation System developed by the Mediator Standards Board Limited ABN 11 145 829 812;

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

the Act means the **Associations Incorporation Reform Act 2012** and includes any regulations made under that Act;

the Registrar means the Registrar of Incorporated Associations.

PART 2—POWERS OF ASSOCIATION

5. Powers of Association

- (1) Subject to the Act, the Association has power to do all things incidental or conducive to achieve its purposes.
- (2) Without limiting subrule (1), the Association may—
 - (a) acquire, hold and dispose of real or personal property; or
 - (b) open and operate accounts with financial institutions; or
 - (c) invest its money in any security in which trust monies may lawfully be invested; or
 - (d) raise and borrow money on any terms and in any manner as it thinks fit; or
 - (e) secure the repayment of money raised or borrowed, or the payment of a debt or liability; or
 - (f) appoint agents to transact business on its behalf; or
 - (g) enter into any other contract it considers necessary or desirable.
- (3) The Association may only exercise its powers and use its income and assets (including any surplus) for its purposes.

6. Not for profit organisation

- (1) The Association must not distribute any surplus, income or assets directly or indirectly to its members.
- (2) Subrule (1) does not prevent the Association from paying a member—
 - (a) reimbursement for expenses properly incurred by the member; or
 - (b) for goods or services provided by the member—if this is done in good faith on terms no more favourable than if the member was not a member.

PART 3—MEMBERS, DISCIPLINARY PROCEDURES AND GRIEVANCES

Division 1—Membership

7. Minimum number of members

The Association must have at least 5 members.

8. Who is eligible to be a member

Any person who supports the purposes of the Association is eligible for membership.

9. Application for membership

- (1) To apply to become a member of the Association, a person must submit a written or electronic application stating that the person—
 - (a) wishes to become a member of the Association; and
 - (b) supports the purposes of the Association; and
 - (c) agrees to comply with these Rules.
- (2) The application—
 - (a) must be signed by the applicant; and
 - (b) be accompanied by the joining fee.

10. Consideration of application

- (1) As soon as practicable after an application for membership is received, the Committee must decide by resolution whether to accept or reject the application.
- (2) The Committee must notify the applicant in writing of its decision as soon as practicable after the decision is made.
- (3) If the Committee rejects the application, it must return any money accompanying the application to the applicant.
- (4) The Committee is not required to give a reason for the rejection of an application.

11. New membership

- (1) If an application for membership is approved by the Committee—
 - (a) the resolution to accept the membership must be recorded in the minutes of the committee meeting; and
 - (b) the Secretary must, as soon as practicable, ensure the name and address of the new member, and the date on which they became a member, is recorded in the register of members.
- (2) A person becomes a member of the Association from the date on which both of the following have occurred—
 - (a) the Committee approves the person's membership; and
 - (b) the person pays the joining fee.
- (3) Subject to rule 11(2), a person is entitled to exercise their rights of membership from the date referred to in subrule (2).

12. Annual subscription and fee on joining

- (1) At each annual general meeting, the Association must determine—
 - (a) the process for setting the amount of the annual subscription (if any) for the following financial year; and
 - (b) the date for payment of the annual subscription.
- (2) The Association may determine that a lower annual subscription is payable by:
 - (a) associate members.
 - (b) other membership types based on eligibility (such as concession).
- (3) The rights of a member (including the right to vote) who has not paid the annual subscription by the due date are suspended until the subscription is paid.

13. General rights of members

- (1) A member of the Association has the right—
 - (a) to receive notice of general meetings and of proposed special resolutions in the manner and time prescribed by these Rules; and
 - (b) to submit items of business for consideration at a general meeting; and
 - (c) to attend and be heard at general meetings; and
 - (d) to vote at a general meeting, subject to subrule (2); and
 - (e) to have access to the minutes of general meetings and other documents of the Association as provided under rule 75; and
 - (f) to inspect the register of members.
- (2) To attend committee meetings as an observer. If a member chooses to attend a committee meeting they must not —
 - (a) Participate in the meeting
 - (b) May not vote
 - (c) May be excluded from select proceedings on matters of a sensitive nature or are deemed commercial in-confidence.
- (3) A member is entitled to vote if—
 - (a) the member is a member other than an associate member; and
 - (b) more than 20 business days have passed since the member became a member of the Association; and
 - (c) the member's membership rights are not suspended for any reason.

14. Membership Categories

- (1) Membership will be available in the following categories:
 - (a) Ordinary membership
 - (b) Family membership

- (c) Business membership
- (d) Associate membership
- (e) Life membership

15. Ordinary Membership

- 1) An individual accepted as an ordinary member is entitled to all rights afforded by membership
- 2) An ordinary member must be over the age of 18 years.

16. Family Membership

- 1) Family membership is available for (up to) 4 members who reside at the same address.
- 2) The first named individual (over the age of 18 years) will be referred to as the “Primary Member”
- 3) A primary member is afforded the all the rights of ordinary membership.
- 4) All additional individuals listed on the family membership will be afforded the rights of an “Associate Member” irrespective of age.

17. Business Membership

- 1) The named individual will be referred to as the “Primary Member”
- 2) A primary member is afforded the all the rights of ordinary membership.

18. Life Membership

- (1) Life Membership maybe bestowed upon of any member (irrespective of their category of membership) based on exceptional or distinguished service or support given to the Association.
- (2) Life members are exempt from annual membership fees, but otherwise hold the same obligations, rights and privileges as ordinary members
- (3) To be considered for life membership;
 - (a) Any member may nominate (to the Committee) a member for consideration as a Life Member of the Association. The nomination must —
 - i. be in writing, and;
 - ii. supported by (not less) than ten (10) ordinary members of the association.
- (4) Nominations for life membership close 28 days prior to the association’s Annual General Meeting.
- (5) The committee may also bestow life membership on an individual irrespective of receiving a nomination under subrule (3). To do this, it must be
 - (a) By resolution at a general meeting,
 - (b) accepted by an absolute majority of committee members.

19. Associate membership

- (1) Associate members of the Association include—
 - (a) any members under the age of 18 years,
 - (b) Additional individuals listed on a Family Membership, as per rule 16,
 - (c) any other category of member as determined by special resolution at a general meeting.
- (2) An associate member must not vote but may have other rights as determined by the Committee or by resolution at a general meeting.
- (3) Where an associate member is ineligible for ordinary membership due to age, they will automatically transition to ordinary membership on their 18th birthday, unless the member is listed as an additional individual on a family membership.

20. Rights not transferable

The rights of a member are not transferable and end when membership ceases.

21. Ceasing membership

- (1) The membership of a person ceases on resignation, expulsion or death.
- (2) If a person ceases to be a member of the Association, the Secretary must, as soon as practicable, enter the date the person ceased to be a member in the register of members.

22. Resigning as a member

- (1) A member may resign by notice in writing given to the Association.
- (2) A member is taken to have resigned if—
 - (a) the member's annual subscription is more than 12 months in arrears; or
 - (b) where no annual subscription is payable—
 - i. the Secretary has made a written request to the member to confirm that the member wishes to remain a member; and
 - ii. the member has not, within 3 months after receiving that request, confirmed in writing that the member wishes to remain a member.

23. Register of members

- (1) The Secretary must keep and maintain a register of members that includes—
 - (a) for each current member—
 - I. the member's name; and
 - II. the address for notice last given by the member; and
 - III. the email address last given by the member (if available); and
 - IV. the date of becoming a member; and
 - V. the members date of birth; and
 - VI. if the member is an associate member, a note to that effect; and
 - VII. any other information determined by the Committee; and

- (b) for each former member, the name of the person and the date on which the person ceased to be a member of the Association.
- (2) Any member may, at a reasonable time and free of charge, inspect the register of members.

Division 2—Disciplinary action

24. Grounds for taking disciplinary action

- a. The Association may take disciplinary action against a member in accordance with this Division if it is determined that the member—
 - (a) has failed to comply with these Rules; or
 - (b) refuses to support the purposes of the Association; or
- b. has engaged in behaviour that is causing (or has caused) damage or harm to the association.
- c. If the committee believes the conduct is of a serious nature, they may resolve to temporarily suspend a member until a disciplinary subcommittee is convened as per rule 25 and 26.

25. Disciplinary subcommittee

- (1) If the Committee is satisfied that there are sufficient grounds for taking disciplinary action against a member, the Committee must appoint a disciplinary subcommittee to hear the matter and determine what action, if any, to take against the member.
- (2) Subject to subrule (4), the Committee may appoint any person to a disciplinary subcommittee.
- (3) Committee members may be appointed to the disciplinary subcommittee.
- (4) A person must not be appointed to a disciplinary subcommittee if the person is biased in favour of or against the member concerned.

26. Notice to member

- (1) Before disciplinary action is taken against a member, the Secretary must give written notice to the member—
 - (a) stating that the Association proposes to take disciplinary action against the member; and
 - (b) stating the grounds for the proposed disciplinary action; and
 - (c) specifying the date, place and time of the meeting at which the disciplinary subcommittee intends to consider the disciplinary action (the disciplinary meeting); and
 - (d) advising the member that the member may do one or both of the following—
 - i. attend the disciplinary meeting and address the disciplinary subcommittee at the meeting;

- ii. give a written statement to the disciplinary subcommittee at any time before the disciplinary meeting; and
 - b. setting out the member's appeal rights under rule 28.
- (2) The notice must be given no earlier than 28 days, and no later than 14 days, before the disciplinary meeting is held.

27. Decision of subcommittee

- (1) At the disciplinary meeting, the disciplinary subcommittee must—
 - (a) give the member an opportunity to be heard; and
 - (b) consider any written statement submitted by the member.
- (2) After complying with subrule (1), the disciplinary subcommittee may—
 - (a) take no further action against the member; or
 - (b) elect to take the following action:
 - i. reprimand the member; or
 - ii. suspend the membership rights of the member for a specified period; or
 - iii. expel the member from the Association.
- (3) The disciplinary subcommittee may not fine the member.
- (4) The disciplinary subcommittee must detail the reasons for their decision to the member.
- (5) The suspension of membership rights or the expulsion of a member by the disciplinary subcommittee under this rule takes effect immediately after the vote is passed.

28. Appeal rights

- (1) A person whose membership rights have been suspended or who has been expelled from the Association under rule 27 may give notice to the effect that the person wishes to appeal against the suspension or expulsion.
- (2) The notice must be in writing and given—
 - a. to the disciplinary subcommittee immediately after the vote to suspend or expel the person is taken; or
 - b. to the Secretary not later than 7 days after the vote.
- (3) If a person has given notice under subrule (2), the Committee must appoint at least 3 persons to an appeal subcommittee to consider the appeal.
- (4) Subject to subrule (5), the Committee may appoint any person to an appeal subcommittee.
- (5) A person must not be appointed to an appeal subcommittee if the person—
 - a. was appointed to the disciplinary subcommittee to hear and determine the matter of the member concerned; or
 - b. has a personal interest in the dispute; or
 - c. is biased in favour of or against the member concerned.

- (6) The committee must convene a meeting of the appeal subcommittee (the *disciplinary appeal meeting*) as soon as practicable and no later than 21 days after the notice of the appeal is received.
- (7) Notice of the disciplinary appeal meeting must be given to each member of the appeal subcommittee and the member concerned as soon as practicable and must—
 - (a) specify the date, time and place of the meeting; and
 - (b) state—
 - i. the name of the person against whom the disciplinary action has been taken; and
 - ii. the grounds for taking that action; and
 - iii. that at the disciplinary appeal meeting the appeal subcommittee members present must vote on whether the decision to suspend or expel the person should be upheld or revoked.

29. Conduct of disciplinary appeal meeting

- (1) At a disciplinary appeal meeting—
 - a) no business other than the question of the appeal may be conducted; and
 - b) the appeal subcommittee must state the grounds for suspending or expelling the member and the reasons for taking that action; and
 - c) the person whose membership has been suspended or who has been expelled must be given an opportunity to be heard.
- (2) After complying with subrule (1), members of the appeal subcommittee present and entitled to vote at the meeting must vote by secret ballot on the question of whether the decision to suspend or expel the person should be upheld or revoked.
- (3) A member may not vote by proxy at the meeting.
- (4) The decision is upheld if a majority of the persons voting at the meeting vote in favour of the decision.

Division 3—Grievance procedure

30. Application

- (1) The grievance procedure set out in this Division applies to disputes under these Rules between—
 - a) a member and another member; and
 - b) a member and the Committee; and
 - c) a member and the Association.
- (2) A member must not initiate a grievance procedure in relation to a matter that is the subject of a disciplinary procedure until the disciplinary procedure has been completed.

31. Parties must attempt to resolve the dispute

The parties to a dispute must attempt to resolve the dispute between themselves within 14 days of the dispute coming to the attention of each party.

32. Appointment of mediator

- 1) If the parties to a dispute are unable to resolve the dispute between themselves within the time required by rule 32, the parties must within 10 days—
 - (a) notify the Committee of the dispute; and
 - (b) agree to or request the appointment of a mediator; and
 - (c) attempt in good faith to settle the dispute by mediation.
- 2) The mediator must be—
 - (a) a person chosen by agreement between the parties; or
 - (b) in the absence of agreement—
 - (i) if the dispute is between a member and another member—a person appointed by the Committee; or
 - (ii) if the dispute is between a member and the Committee or the Association—a registered mediator.
- 1) Subject to subrule (2), the Committee may appoint any person as a mediator.
- 2) The Committee must not appoint a person as a mediator if the person—
 - (a) has a personal interest in the dispute; or
 - (b) is biased in favour of or against any party.

33. Mediation process

- (1) The mediator to the dispute, in conducting the mediation, must—
 - (a) give each party every opportunity to be heard; and
 - (b) allow due consideration by all parties of any written statement submitted by any party; and
 - (c) ensure that natural justice is accorded to the parties throughout the mediation process.
- (2) The mediator must not determine the dispute.
- (3) Any costs of mediation are to be paid—
 - (a) if an agreement as to costs is reached between the parties—in accordance with that agreement; or
 - (b) if there is no such agreement—by the Committee.

34. Failure to resolve dispute by mediation

If the mediation process does not resolve the dispute, the parties may seek to resolve the dispute in accordance with the Act or otherwise at law.

PART 4—GENERAL MEETINGS OF THE ASSOCIATION

35. Annual general meetings

- (1) The Committee must convene an annual general meeting of the Association to be held within 5 months after the end of each financial year.
- (2) Despite subrule (1), the Association may hold its first annual general meeting at any time within 18 months after its incorporation.
- (3) The Committee may determine the date, time and place of the annual general meeting.
- (4) The ordinary business of the annual general meeting is as follows—
 - (a) to confirm the minutes of the previous annual general meeting and of any special general meeting or general meeting held since then;
 - (b) to receive and consider—
 - (i) the annual report of the Committee on the activities of the Association during the preceding financial year; and
 - (ii) the financial statements of the Association for the preceding financial year submitted by the Committee in accordance with Part 7 of the Act;
 - (c) to elect the members of the Committee;
 - (d) to consider and accept the fees for membership of the association for the following year.
- (5) The annual general meeting may also conduct any other business of which notice has been given in accordance with these Rules.

36. Special general meetings

- 1) Any general meeting of the Association, other than an annual general meeting or a disciplinary appeal meeting, is a special general meeting.
- 2) The Committee may convene a special general meeting whenever it thinks fit.
- 3) No business other than that set out in the notice under rule 38 may be conducted at the meeting.

37. Special general meeting held at request of members

- (1) The Committee must convene a special general meeting if a request to do so is made in accordance with subrule (2) by at least 10% of the total number of members.
- (2) A request for a special general meeting must—
 - (a) be in writing; and
 - (b) state the business to be considered at the meeting and any resolutions to be proposed; and

- (c) include the names and signatures of the members requesting the meeting;
and
 - (d) be given to the Secretary.
- (3) If the Committee does not convene a special general meeting within one month after the date on which the request is made, the members making the request (or any of them) may convene the special general meeting.
- (4) A special general meeting convened by members under subrule (3)—
- (a) must be held within 3 months after the date on which the original request was made; and
 - (b) may only consider the business stated in that request.
- (5) The Association must reimburse all reasonable expenses incurred by the members convening a special general meeting under subrule (3).

38. Notice of general meetings

- (1) The Secretary (or, in the case of a special general meeting convened under rule 37(1), the members convening the meeting) must give to each member of the Association—
- (a) at least 21 days' notice of a general meeting if a special resolution is to be proposed at the meeting; or
 - (b) at least 14 days' notice of a general meeting in any other case.
- (2) The notice must—
- (a) specify the date, time and place of the meeting; and
 - (b) indicate the general nature of each item of business to be considered at the meeting; and
 - (c) if a special resolution is to be proposed—
 - 1. state in full the proposed resolution; and
 - 2. state the intention to propose the resolution as a special resolution; and
 - (d) comply with rule 39(6).
- (3) This rule does not apply to a disciplinary appeal meeting.

39. Proxies

- (1) A member may appoint another member as the member's proxy to vote and speak on the member's behalf at a general meeting other than at a disciplinary appeal meeting.
- (2) The appointment of of proxy does not apply to committee elections as per Rule 59.
- (3) The appointment of a proxy must be in writing and signed by the member making the appointment.

- (4) The member appointing the proxy may give specific directions as to how the proxy is to vote on the member's behalf, otherwise the proxy may vote on behalf of the member in any matter as the proxy sees fit.
- (5) If the Committee has approved a form for the appointment of a proxy, the member may use any other form that clearly identifies the person appointed as the member's proxy and that has been signed by the member.
- (6) Notice of a general meeting given to a member under rule 38 must—
 - (a) state that the member may appoint another member as a proxy for the meeting; and
 - (b) include a copy of any form that the Committee has approved for the appointment of a proxy.
- (7) A form appointing a proxy must be given to the Chairperson of the meeting before or at the commencement of the meeting.
- (8) A form appointing a proxy sent by post or electronically is of no effect unless it is received by the Association no later than 24 hours before the commencement of the meeting.

40. Use of technology

- (1) A general meeting may be held and members may take part by the use of technology that allows members to clearly and simultaneously communicate with each other participating member.
- (2) For the purposes of this Part, a member participating in a general meeting as permitted under subrule (1) is taken to be present at the meeting and, if the member votes at the meeting, is taken to have voted in person.

41. Quorum at general meetings

- (1) No business may be conducted at a general meeting unless a quorum of members is present.
- (2) The quorum for a general meeting is the presence (physically, by proxy or as allowed under rule 40) of 10% of the members entitled to vote.
- (3) If a quorum is not present within 30 minutes after the notified commencement time of a general meeting—
 - (a) in the case of a meeting convened by, or at the request of, members under rule 37—the meeting must be dissolved; or
 - (b) in any other case—
 - (i) the meeting must be adjourned to a date not more than 21 days after the adjournment; and
 - (ii) notice of the date, time and place to which the meeting is adjourned must be given at the meeting and confirmed by written notice given to all members as soon as practicable after the meeting.
- (4) If a quorum is not present within 30 minutes after the time to which a general meeting has been adjourned under subrule (3)(b), the members present at the meeting (if not fewer than 3) may proceed with the business of the meeting as if a quorum were present.

42. Adjournment of general meeting

- (1) The Chairperson of a general meeting at which a quorum is present may, with the consent of a majority of members present at the meeting, adjourn the meeting to another time at the same place or at another place.
- (2) Without limiting subrule (1), a meeting may be adjourned—
 - (a) if there is insufficient time to deal with the business at hand; or
 - (b) to give the members more time to consider an item of business.
- (3) No business may be conducted on the resumption of an adjourned meeting other than the business that remained unfinished when the meeting was adjourned.
- (4) Notice of the adjournment of a meeting under this rule is not required unless the meeting is adjourned for 14 days or more, in which case notice of the meeting must be given in accordance with rule 38.

43. Voting at general meeting

- (1) On any question arising at a general meeting—
 - (a) subject to subrule (3), each member who is entitled to vote has one vote; and
 - (b) members may vote personally or by proxy; and
 - (c) except in the case of a special resolution, the question must be decided on a majority of votes.
- (2) If votes are divided equally on a question, the Chairperson of the meeting has a second or casting vote.
- (3) If the question is whether or not to confirm the minutes of a previous meeting, only members who were present at that meeting may vote.
- (4) This rule does not apply to a vote at a disciplinary appeal meeting conducted under rule 29.

44. Special resolutions

A special resolution is passed if not less than three-quarters of the members voting at a general meeting (whether in person or by proxy) vote in favour of the resolution.

45. Determining whether resolution carried

- (1) Subject to subrule (2), the Chairperson of a general meeting may, on the basis of a show of hands, declare that a resolution has been—
 - (a) carried; or
 - (b) carried unanimously; or
 - (c) carried by a particular majority; or
 - (d) lost—
 - (e) and an entry to that effect in the minutes of the meeting is conclusive proof of that fact.

- (b) If a count is demanded by 3 or more members on any question—
 - (a) the count must be taken at the meeting in the manner determined by the Chairperson of the meeting; and
 - (b) the Chairperson must declare the result of the resolution on the basis of the count.
- (2) A count demanded on the election of the Chairperson or on a question of an adjournment must be taken immediately.
- (3) A count demanded on any other question must be taken before the close of the meeting at a time determined by the Chairperson.

46. Minutes of general meeting

- (1) The Committee must ensure that minutes are taken and kept of each general meeting.
- (2) The minutes must record the business considered at the meeting, any resolution on which a vote is taken and the result of the vote.
- (3) In addition, the minutes of each annual general meeting must include—
 - (a) the names of the members attending the meeting; and
 - (b) the financial statements submitted to the members in accordance with rule 30(4)(b)(ii); and
 - (c) the certificate signed by 2 committee members certifying that the financial statements give a true and fair view of the financial position and performance of the Association; and
 - (d) any audited accounts and auditor's report or report of a review accompanying the financial statements that are required under the Act.

PART 5—COMMITTEE

Division 1—Powers of Committee

47. Role and powers

- (1) The business of the Association must be managed by or under the direction of a Committee.
- (2) The Committee may exercise all the powers of the Association except those powers that these Rules or the Act require to be exercised by general meetings of the members of the Association.
- (3) The Committee may—
 - (a) appoint and remove staff; and
 - (b) establish subcommittees consisting of members with terms of reference it considers appropriate.

48. Delegation

- (1) The Committee may delegate to a member of the Committee, a subcommittee or staff, any of its powers and functions other than—
 - (a) this power of delegation; or
 - (b) a duty imposed on the Committee by the Act or any other law.
- (2) The delegation must be in writing and may be subject to the conditions and limitations the Committee considers appropriate.
- (3) The Committee may, in writing, revoke a delegation wholly or in part.

Division 2—Composition of Committee and duties of members

49. Composition of Committee

- 1) The Committee consists of 8 members —
 - a) a President; and
 - b) a Vice-President; and
 - c) a Secretary; and
 - d) a Treasurer; and
 - e) 4 (four) ordinary members
- b) All committee members will be elected in accordance with rule 58.

50. Appointment of Office Holders.

- (1) The Officers shall be the President, Vice President and Treasurer, and Secretary who shall be elected in the first board meeting after Annual General Meeting.
- (2) Officers shall be elected by the Committee and shall be members of the committee.
- (3) If a ballot is required to determine the office holder, the ballot must:
 - (a) Be conducted in a manner agreed to by all committee members.
 - (b) In the event of a tie –
 - (i) the result will be determined by mutual agreement, or
 - (ii) A new ballot is held until a result is determined.
- (4) To be eligible to hold the office of President, nominees must be an ordinary member and have served on the committee for the preceding 12 months.
- (5) Appointment of officers shall occur annually irrespective of the term of committee members.

51. General Duties

- (1) As soon as practicable after being elected or appointed to the Committee, each committee member must become familiar with these Rules and the Act.

- (2) The Committee is collectively responsible for ensuring that the Association complies with the Act and that individual members of the Committee comply with these Rules.
- (3) As a community broadcaster, the Committee is collectively responsible for ensuring that the Association conducts its business in accordance with:
 - (a) The Broadcasting Services Act (1992), and;
 - (b) Community Broadcasting Codes of Practice
- (4) Committee members must exercise the member's powers and discharge the member's duties with reasonable care and diligence.
- (5) Committee members must exercise the member's powers and discharge the member's duties—
 - (i) in good faith in the best interests of the Association; and
 - (ii) for a proper purpose.
- (6) Committee members and former committee members must not make improper use of—
 - (i) the member's, or former member's, position; or
 - (ii) information acquired by virtue of holding the member's, or former member's, position—

so as to gain an advantage for themselves or any other person or to cause detriment to the Association.
- (7) In addition to any duties imposed by these Rules, a committee member must perform any other duties imposed from time to time by resolution at a general meeting.

52. President and Vice-President

- (1) Subject to subrule (2), the President or, in the President's absence, the Vice-President is the Chairperson for any general meetings and for any committee meetings.
- (2) If the President and the Vice-President are both absent, or are unable to preside, the Chairperson of the meeting must be—
 - a) in the case of a general meeting—a member elected by the other members present; or
 - b) in the case of a committee meeting—a committee member elected by the other committee members present.

53. Secretary

- (1) The Secretary must perform any duty or function required under the Act to be performed by the secretary of an incorporated association.
- (2) The Secretary must—
 - a) maintain the register of members in accordance with rule 18; and
 - b) keep custody of the common seal (if any) of the Association and, except for the financial records referred to in rule 76(3), all books, documents and securities of the Association in accordance with rules 78 and 81; and

- c) subject to the Act and these Rules, provide members with access to the register of members, the minutes of general meetings and other books and documents; and
 - d) perform any other duty or function imposed on the Secretary by these Rules.
- (3) The Secretary must give to the Registrar notice of the Secretary's appointment within 14 days after the appointment.

54. Treasurer

- (1) The Treasurer must—
- (a) receive all moneys paid to or received by the Association and issue receipts for those moneys in the name of the Association; and
 - (b) ensure that all moneys received are paid into the account of the Association within 5 working days after receipt; and
 - (c) make any payments authorised by the Committee or by a general meeting of the Association from the Association's funds; and
 - (d) ensure cheques or electronic transfers are signed/authorised by at least 2 committee members.
- (2) The Treasurer must—
- (a) ensure that the financial records of the Association are kept in accordance with the Act; and
 - (b) coordinate the preparation of the financial statements of the Association and the Association's certification by the Committee prior to the Association's submission to the annual general meeting of the Association.
- (3) The Treasurer must ensure that all other committee members have access to the accounts and financial records of the Association.

Division 3—Election of Committee members and tenure of office

55. Who is eligible to be a Committee member

A member is eligible to be elected or appointed as a committee member if the member—

- (a) is 18 years or over; and
- (b) is entitled to vote at a general meeting.
- (c) has not been disqualified from managing a corporation under the Corporations Act or disqualified from being a responsible entity under the ACNC Act
- (d) has been a financial member of the association for twelve (12) months at the scheduled date of the annual general meeting.

56. Positions to be declared vacant

- (1) This rule applies to—

- (a) the first annual general meeting of the Association after its incorporation;
or
 - (b) any subsequent annual general meeting of the Association, after the annual report and financial statements of the Association have been received.
- (2) The Chairperson of the meeting must declare 4 (four) positions on the Committee vacant and hold elections for those positions in accordance with rules 57 to 59.

57. Nominations

- (1) When notice of the annual general meeting is issued to members, the notice must –
- (a) Detail how many committee positions will be declared vacant,
 - (b) The process for nominating for committee positions.
 - (c) The eligibility requirements for nomination for the committee in accordance with rule 55.
- (2) An eligible member of the Association may—
- (a) nominate himself or herself; or
 - (b) with the member's consent, be nominated by another member.
- (3) The nomination period will open no later than 28 days prior to the annual general meeting and will close 14 days prior to the annual general meeting.
- (4) Accompanying the nomination, the candidate must provide:
- (a) A statement of claims supporting their nomination to be distributed to voting members, and
 - (b) A completed declaration that determines their eligibility to hold the position.

58. Election of committee members

- (1) A single election will be held to fill all vacant positions.
- (2) If the number of nominees is less than or equal to the number to be elected, the Chairperson of the meeting must declare each of those members to be elected to the position.
- (3) If the number of members nominated exceeds the number to be elected, a ballot must be held in accordance with rule 59.

59. Ballot

- 1) If a ballot is required for the election of the committee, the Chairperson must appoint a member to act as returning officer to oversee the ballot.
- 2) The details of the returning officer will be sent to all eligible members at the commencement of the voting period.
- 3) The returning officer must not be a member nominated for the position.

- 4) Voting will be conducted electronically (except under subrule (5) , using a service determined by the committee. The service must ensure:
 - (a) voting remains secret.
 - (b) only eligible members may vote
 - (c) eligible members may only vote once.
- 5) If a member has chosen to opt out of electronic voting, they will only permitted to vote at in person at the annual general meeting.
- 6) All eligible members will be permitted to vote.
- 7) Voting will open one (1) week prior to the annual general meeting and will close at the designated start time of the annual general meeting.
- 8) Designation of proxies will not be permitted for committee elections.
- 9) Each candidate’s statement of claims will be made available to voting members prior to casting their vote.
- 10)For a vote to be declared valid, a members vote must equal the number of positions declared vacant for the election.
- 11)The returning officer must declare elected the candidate or, in the case of an election for more than one position, the candidates who received the most votes.
- 12)If the returning officer is unable to declare the result of an election under subrule (9) because 2 or more candidates received the same number of votes, the returning officer must—
 - (a) conduct a further election for the position in accordance with subrules (4) to (10) to decide which of those candidates is to be elected; or
 - (b) with the agreement of those candidates, decide by lot which of them is to be elected.

60. Term of office

- (1) Subject to subrule (3) and rule 56, a committee member holds office for 2 (two) years until the positions of the Committee are declared vacant at an annual general meeting.
- (2) A committee member may be re-elected.
- (3) A general meeting of the Association may—
 - (a) by special resolution remove a committee member from office; and
 - (b) elect an eligible member of the Association to fill the vacant position in accordance with this Division.
- (4) A member who is the subject of a proposed special resolution under subrule (3)(a) may make representations in writing to the Secretary or President of the Association (not exceeding a reasonable length) and may request that the representations be provided to the members of the Association.
- (5) The Secretary or the President may give a copy of the representations to each member of the Association or, if they are not so given, the member may require that they be read out at the meeting at which the special resolution is to be proposed.

61. Transitional Arrangements

- (1) At the first General Meeting after the adoption of two year terms the members elected to the Board shall be divided into two groups.
- (2) The groups:
 - a. shall be determined by drawing lots; and
 - b. shall be equal in number; and
 - c. shall be designated as group one and group two.
- (3) Unless otherwise disqualified, the members of the Board:
 - a. in group one shall hold office for one year, and
 - b. in group two shall hold office for two years
- (4) At each subsequent General Meeting the number of the members required to fill vacancies on the Board shall be elected and shall, unless otherwise disqualified, hold office for two years.

62. Vacation of office

- (1) A committee member may resign from the Committee by written notice addressed to the Committee.
- (2) A person ceases to be a committee member if the person—
 - (a) ceases to be a member of the Association; or
 - (b) fails to attend 3 consecutive committee meetings (other than special or urgent committee meetings) without leave of absence under rule 73; or
 - (c) otherwise ceases to be a committee member by operation of section 78 of the Act.

63. Filling casual vacancies

- (1) The Committee may appoint an eligible member of the Association to fill a position on the Committee that—
 - a. has become vacant under rule 62; or
 - b. was not filled by election at the last annual general meeting.
- (2) If the position of Secretary becomes vacant, the Committee must appoint a member to the position within 14 days after the vacancy arises.
- (3) Rule 60 applies to any committee member appointed by the Committee under subrule (1) or (2).
- (4) The Committee may continue to act despite any vacancy in its membership.

Division 4—Meetings of Committee

64. Meetings of Committee

- (1) The Committee must meet at least 4 times in each year at the dates, times and places determined by the Committee.

- (2) The date, time and place of the first committee meeting must be determined by the members of the Committee as soon as practicable after the annual general meeting of the Association at which the members of the Committee were elected.
- (3) Special committee meetings may be convened by the President or by any 4 members of the Committee.

65. Notice of meetings

- (1) Notice of each committee meeting must be given to each committee member no later than 7 days before the date of the meeting.
- (2) Notice may be given of more than one committee meeting at the same time.
- (3) The notice must state the date, time and place of the meeting.
- (4) If a special committee meeting is convened, the notice must include the general nature of the business to be conducted.
- (5) The only business that may be conducted at the meeting is the business for which the meeting is convened.

66. Urgent meetings

- (1) In cases of urgency, a meeting can be held without notice being given in accordance with rule 65 provided that as much notice as practicable is given to each committee member by the quickest means practicable.
- (2) Any resolution made at the meeting must be passed by an absolute majority of the Committee.
- (3) The only business that may be conducted at an urgent meeting is the business for which the meeting is convened.

67. Procedure and order of business

- (1) The procedure to be followed at a meeting of a Committee must be determined from time to time by the Committee.
- (2) The order of business may be determined by the members present at the meeting.

68. Use of technology

- (1) A committee meeting may be held by the use of technology that allows committee members to clearly and simultaneously communicate with each other participating member.
- (2) For the purposes of this Part, a committee member participating in a committee meeting as permitted under subrule (1) is taken to be present at the meeting and, if the member votes at the meeting, is taken to have voted in person.

69. Quorum

- (1) No business may be conducted at a Committee meeting unless a quorum is present.
- (2) The quorum for a committee meeting is the presence (in person or as allowed under rule 68) of a majority of the committee members holding office.

- (3) If a quorum is not present within 30 minutes after the notified commencement time of a committee meeting—
 - (a) in the case of a special meeting—the meeting lapses;
 - (b) in any other case—the meeting must be adjourned to a date no later than 14 days after the adjournment and notice of the date, time and place to which the meeting is adjourned must be given in accordance with rule 65.

70. Voting

- (1) On any question arising at a committee meeting, each committee member present at the meeting has one vote.
- (2) A motion is carried if a majority of committee members present and voting at the meeting vote in favour of the motion.
- (3) Subrule (2) does not apply to any motion or question which is required by these Rules to be passed by an absolute majority of the Committee.
- (4) If votes are divided equally on a question, the Chairperson of the meeting has a second or casting vote.
- (5) Voting by proxy is not permitted.

71. Conflict of interest

- (1) A committee member who has a material personal interest in a matter being considered at a committee meeting must disclose the committee member's position and the nature and extent of that interest to the Committee.
- (2) The member—
 - (a) must not be present while the matter is being considered at the meeting; and
 - (b) must not vote on the matter.
- (3) This rule does not apply to a material personal interest—
 - (a) that exists only because the member belongs to a class of persons for whose benefit the Association is established; or
 - (b) that the member has in common with all, or a substantial proportion of, the members of the Association.
- (4) The Committee must keep a conflict of interest register.
- (5) The conflict of interest register must record the following—
 - (a) the name and position of the member who has disclosed a material personal interest;
 - (b) a description of the nature and extent of that interest;
 - (c) a management plan documenting actions required to mitigate the conflict.

72. Minutes of meeting

- (1) The Committee must ensure that minutes are taken and kept of each committee meeting.

- (2) The minutes must record the following—
 - (a) the names of the members in attendance at the meeting;
 - (b) the business considered at the meeting;
 - (c) any resolution on which a vote is taken and the result of the vote;
 - (d) any material personal interest disclosed under rule 71.

73. Leave of absence

- (1) The Committee may grant a committee member leave of absence from committee meetings for a period not exceeding 3 months.
- (2) The Committee must not grant leave of absence retrospectively unless it is satisfied that it was not feasible for the committee member to seek the leave in advance.

PART 6—FINANCIAL MATTERS

74. Source of funds

The funds of the Association may be derived from joining fees, annual subscriptions, donations, fundraising activities, grants, interest and any other sources approved by the Committee.

75. Public Fund

- (1) The Association will establish and maintain a public fund.
- (2) Donations will be deposited into the public fund listed on the Register of Cultural Organisations. These monies will be kept separate from other funds of the Association and will only be used to further the principal purpose of the Association. Investment of monies in this fund will be made in accordance with guidelines for public funds as specified by the Australian Taxation Office.
- (3) The fund will be administered by a management Board, a majority of whom, because of their tenure of some public office or their professional standing, have an underlying community responsibility, as distinct from obligations solely in regard to the cultural objectives of Whitehorse Boroondara FM Community Radio Inc.
- (4) No monies or assets in this fund will be distributed to members or office bearers of the Association.
- (5) The Department responsible for the administration of the Register of Cultural Organisations will be notified of any proposed amendments or alterations to provisions for the public fund, to assess the effect of any amendments of the public fund's continuing Deductible Gift Recipient status.
- (6) Receipts for gifts to the public fund must state:
 - (a) the name of the public fund and that the receipt is for a gift made to the public fund

- (b) the Australian Business Number of the association
 - (c) the fact that the receipt is for a gift; and
 - (d) any other matter required to be included on the receipt pursuant to the requirements of the Income Tax Assessment Act 1997.
- (7) If upon the winding up or dissolution of the public fund, there remains after satisfaction of all its debts and liabilities, any property or funds, the property or funds shall not be paid to or distributed among its members, but shall be given or transferred to some other fund, authority or institution having objects similar to the objects of this public fund, and whose rules shall prohibit the distribution of its or their income among its or their members. Such a fund, authority or institution must be eligible for tax deductibility of donations under Subdivision 30-B, section 30-100, of the income Tax Assessment Act 1997

76. Management of funds

- (1) The Association must open an account with a financial institution from which all expenditure of the Association is made and into which all of the Association's revenue is deposited.
- (2) Subject to any restrictions imposed by a general meeting of the Association, the Committee may approve expenditure on behalf of the Association.
- (3) The Committee may authorise the Treasurer to expend funds on behalf of the Association (including by electronic funds transfer) up to a specified limit without requiring approval from the Committee for each item on which the funds are expended.
- (4) All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments must be signed by 2 committee members.
- (5) All funds of the Association must be deposited into the financial account of the Association no later than 5 working days after receipt.
- (6) Despite subrule (1), the Committee may authorise the Treasurer to maintain a petty cash fund for minor and incidental expenses of the Association.
- (7) The Treasurer must record the withdrawal or deposit of an amount from the petty cash fund at the time of the transaction.

77. Financial records

- (1) The Association must keep financial records that—
 - (a) correctly record and explain its transactions, financial position and performance; and
 - (b) enable financial statements to be prepared as required by the Act.
- (2) The Association must retain the financial records for 7 years after the transactions covered by the records are completed.
- (3) The Treasurer must keep in the Treasurer's custody, or under the Treasurer's control—
 - (a) the financial records for the current financial year; and

- (b) any other financial records as authorised by the Committee.

78. Financial statements

- (1) For each financial year, the Committee must ensure that the requirements under the Act relating to the financial statements of the Association are met.
- (2) Without limiting subrule (1), those requirements include—
 - (a) the preparation of the financial statements; and
 - (b) if required, the review or auditing of the financial statements; and
 - (c) the certification of the financial statements by the Committee; and
 - (d) the submission of the financial statements to the annual general meeting of the Association; and
 - (e) the lodgement with the Registrar of the financial statements and accompanying reports, certificates, statements and fee.

PART 7—GENERAL MATTERS

79. Common seal

- (1) The Association may have a common seal.
- (2) If the Association has a common seal—
 - (a) the name of the Association must appear in legible characters on the common seal; and
 - (b) a document may only be sealed with the common seal by the authority of the Committee and the sealing must be witnessed by the signatures of 2 committee members; and
 - (c) the common seal must be kept in the custody of the Secretary.

80. Registered address

The registered address of the Association is—

- (a) the address determined from time to time by resolution of the Committee; or
- (b) if the Committee has not determined an address to be the registered address—the postal address of the Secretary.

81. Notice requirements

- (1) Any notice required to be given to a member or a committee member under these Rules may be given—
 - (a) by handing the notice to the member personally; or
 - (b) by sending it by post to the member at the address recorded for the member on the register of members; or
 - (c) by email or facsimile transmission.
- (2) Subrule (1) does not apply to notice given under rule 66.

- (3) Any notice required to be given to the Association or the Committee may be given—
- (a) by handing the notice to a member of the Committee; or
 - (b) by sending the notice by post to the registered address; or
 - (c) by leaving the notice at the registered address; or
 - (d) if the Committee determines that it is appropriate in the circumstances—
 - (i) by email to the email address of the Association or the Secretary; or
 - (ii) by facsimile transmission to the facsimile number of the Association.

82. Custody and inspection of books and records

- (1) Members may on request inspect free of charge any of the following—
- (a) the register of members;
 - (b) the minutes of general meetings;
 - (c) subject to subrule (2), the financial records, books, securities and any other relevant document of the Association, including minutes of Committee meetings.
- (2) The Committee may refuse to permit a member to inspect records of the Association that relate to confidential, personal, employment, commercial or legal matters or where to do so may be prejudicial to the interests of the Association.
- (3) The Committee must on request make available, or provide copies of, these Rules available to members and applicants for membership free of charge.
- (4) Subject to subrule (2), a member may request a copy of, or make a copy of, any of the other records of the Association referred to in this rule and the Association may charge a reasonable fee for provision of a copy of such a record.
- (5) The committee may – by resolution at a general meeting – make records publicly available through methods at their discretion.
- (6) For the purposes of this rule—
- relevant document** means any record or other document, however compiled, recorded or stored, that relates to the incorporation and management of the Association and includes the following—
- (a) a membership record;
 - (b) a financial statement;
 - (c) a financial record;
 - (d) any other record or document relating to transactions, dealings, business or property of the Association.

83. Winding up and cancellation

- (1) The Association may be wound up voluntarily by special resolution.

- (2) In the event of the winding up or the cancellation of the incorporation of the Association, the surplus assets of the Association must not be distributed to any members or former members of the Association.
- (3) Subject to the Act and any court order made under section 133 of the Act, the surplus assets must be given to a body that is in each case:
 - (a) charitable at law;
 - (b) required to pursue charitable purposes similar to, or inclusive of, the purposes of the association;
 - (c) required to apply its income and assets in promoting its purposes;
 - (d) prohibited from making distributions to its members to at least the same extent as the association;
 - (e) endorsed as a deductible gift recipient within the meaning of the *Income Tax Assessment Act 1997* (Cth);
- (4) The body to which the surplus assets are to be given must be decided by special resolution.

84. Alteration of Rules

These Rules may only be altered by special resolution of a general meeting of the Association.
