



## **Association Rules**

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## **Appendix 1: Membership Application Form**

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## Part 1 Preliminary

### 1. Name

The name of the Association is Liver Kids Australia Incorporated (**Association**)

### 2. Purpose and Objectives

To facilitate education, information sharing and research into causes, treatment and care to achieve better outcomes for children with liver disease

The objectives of the Association are:

- (1) Provide information to healthcare professionals and the community about the signs and symptoms of childhood liver disease and raise awareness of childhood liver diseases and their impact on Australian children and families.
- (2) Raise funds for the Liver Unit at The Children's Hospital at Westmead to:
  - (a) facilitate research into causes and treatment of childhood liver diseases;
  - (b) purchase essential equipment required for organ transplant and other surgeries; and
  - (c) develop improved facilities for the treatment and ongoing care of children with liver disease and children who have received a liver transplant.
- (3) Provide support and resources to parents of children with liver disease and children who have received a liver transplant, including education about lifestyle factors to maximise health pre and post-transplant.

### 3. Definitions

In these rules:

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

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

**Ordinary Committee member** means a member of the Committee who is not an office-bearer of the Association as mentioned in section 12 (1) (a).

**Quorum** means, in the case of a Committee meeting, 75 per cent of the Committee members present either in person or by proxy and, in the case of a general meeting, means 5 per cent of the Association members present either in person or by proxy.

**Secretary** means the person holding office under these rules as Secretary of the Association or, if no such person holds that office, the public officer of the Association.

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

**The Act** means the *Associations Incorporation Act 1991*.

**The regulation** means the *Associations Incorporation Regulation 1991*.

### 3A Application of Legislation Act 2001

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

## **Part 2 Membership**

### **4. Membership qualifications**

A person is qualified to be a member if-

- (1) the person is a member of the founding Committee and has not ceased to be a member of the Association at any time after incorporation of the Association under the Act; or
- (2) the person—
  - (a) has applied for membership in accordance with section 5 (1); and
  - (b) has been approved for membership of the Association by the Committee.

### **5. Application for membership**

- (1) An application of a person for membership of the Association—
  - (a) must be made in writing using the form set out in appendix 1; and
  - (b) must be lodged with the Secretary of the Association by post, email or fax.
- (2) If payment of fee and/or subscription is required and has not been received, the Secretary must as soon as practicable contact the applicant and request them to pay within 28 days.
- (3) The Secretary must, on payment by the applicant of the amounts mentioned in subsection (2) within the period mentioned, enter the applicants name in the register of members and, on the name being entered, the applicant becomes a member of the Association.

### **6. Membership entitlements not transferable**

A right, privilege or obligation that a person has because of being a member of the Association-

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

### **7. Cessation of membership**

A person ceases to be a member of the Association if they—

- (1) die or, for a corporation, is wound up; or
- (2) resign from membership of the Association; or
- (3) are expelled from the Association; or
- (4) fail to renew membership of the Association.

### **8. Resignation of membership**

- (1) A member is not entitled to resign from membership of the Association except in accordance with this section.
- (2) A member who has paid all amounts payable by the member to the Association may resign from membership of the Association by first giving notice (of not less than 1 month or, if the Committee has determined a shorter period, that shorter period) in writing to the Secretary of the intention to resign and, at the end of the period of notice, the member ceases to be a member.
- (3) If a person ceases to be a member, the Secretary must make an appropriate entry in the register of members recording the date the member ceased to be a member.

## **9. Fee, subscriptions etc**

- (1) The entrance fee to the Association is \$1 or, if any other amount has been determined by resolution of the Committee, the other amount.
- (2) The annual membership fee of the Association is \$2 or, if any other amount has been determined by resolution of the Committee, that other amount.
- (3) The annual membership fee is payable–
  - (a) except as provided by paragraph (b)–before 1 July in each calendar year; or
  - (b) if a person becomes a member on or after 1 July in any calendar year the fee and/or subscription is due at the time of their application.

## **10. Members liabilities**

The liability of a member to contribute towards the payment of the debts and liabilities of the Association or the costs, charges and expense of the winding up of the Association is limited to the amount (if any) unpaid by the member in relation to membership of the Association as required by section 9.

## **11. Disciplining of members**

- (1) If the Committee is of the opinion that a member–
  - (a) has persistently refused or neglected to comply with a provision of these rules; or
  - (b) has persistently and wilfully acted in a manner prejudicial to the interests of the Association; the Committee may, by resolution–
  - (c) expel the member from the Association; or
  - (d) suspend the member from the rights and privileges of membership of the Association that the Committee may decide for a specified period.
- (2) A resolution of the Committee under subsection (1) is of no effect unless the Committee, at a meeting held not earlier than 14 days and not later than 28 days after service on the member of a notice under subsection (3), confirms the resolution in accordance with this section.
- (3) If the Committee passes a resolution under subsection (1), the Secretary must, as soon as practicable, serve a written notice on the member–
  - (a) setting out the resolution of the Committee and the grounds on which it is based; and
  - (b) stating that the member may respond in writing not later than 28 days after service of the notice with their representations relating to the Committee resolution.
- (4) The Committee must–
  - (a) give due consideration to any written representations submitted to the Committee by that member; and
  - (c) by resolution decide whether to confirm or to revoke the resolution of the Committee made under subsection (1).
- (5) If the Committee confirms a resolution under subsection (4), the Secretary must, within 7 days after that confirmation, by written notice inform the member of that confirmation and of the member's right of appeal under section 12.

- (6) A resolution confirmed by the Committee under subsection (4) does not take effect–
  - (a) until the end of the period within which the member is entitled to appeal against the resolution if the member does not exercise within that period; or
  - (b) if within that period the member exercises the right of appeal – unless and until the Association confirms the resolution in accordance with section 12 (4).

## **12. Right of appeal of disciplined member**

- (1) A member may appeal to the Association in Special General Meeting against a resolution of the Committee that is confirmed under section 11 (4), within 7 days after the notice of the resolution is served on the member, by lodging with the Secretary a notice to that effect.
- (2) On receipt of a notice under subsection (1), the Secretary must notify the Committee which must call a Special General Meeting of the Association to be held within 21 days after the date when the Secretary received the notice or as soon as possible after that date.
- (3) Subject to the Act, section 50, at a Special General Meeting of the Association called under subsection (2)–
  - (a) no business other than the question of the appeal may be transacted; and
  - (b) the Committee and the member must be given the opportunity to make representations in relation to the appeal orally or in writing, or both; and
  - (c) the members present must vote by secret ballot on the question of whether the resolution made under section 11 (4) should be confirmed or revoked.
- (4) If the meeting passes a special resolution in favour of the confirmation of the resolution made under section 11 (4), that resolution is confirmed.

## Part 3 Committee

### 13. Powers of Committee

The Committee, subject to the Act, the regulation, these rules, and to any resolution passed by the Association in general meeting–

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

### 14. Constitution and membership

- (1) The Committee consists of–
  - (a) the office-bearers of the Association; and
  - (b) at least 3 ordinary Committee members; each of whom must be elected under section 15 or appointed in accordance with subsection (4).
- (2) The office-bearers of the Association are–
  - (a) the Chair; and
  - (b) the Deputy Chair; and
  - (c) the Treasurer; and
  - (d) the Secretary.
- (3) Each member of the Committee holds office, subject to these rules, until the conclusion of the Annual General Meeting held three years following the date of the member's election, but is eligible for re-election.
- (4) If there is a vacancy in the membership of the Committee, the Committee may appoint a member of the Association to fill the vacancy and the member so appointed holds office, subject to these rules, until the conclusion of the next Annual General Meeting after the date of the appointment.

### 15. Election of Committee members

- (1) Nominations of candidates for election as office-bearers of the Association or as ordinary Committee members–
  - (a) must be made in writing, signed by 2 members of the Association and accompanied by the written consent of the candidate (which may be endorsed on the nomination form); and
  - (b) must be sent to the Secretary of the Association via post, email or fax, not less than 7 days before the date fixed for the Annual General Meeting at which the election is to take place.
- (2) If insufficient nominations are received to fill all vacancies on the Committee, the candidates nominated are taken to be elected and further nominations may be received at the Annual General Meeting.
- (3) If insufficient further nominations are received, any vacant positions remaining on the Committee are taken to be vacancies.



- (4) If the number of nominations received is equal to the number of vacancies to be filled, the people nominated are taken to be elected.
- (5) If the number of nominations received exceeds the number of vacancies to be filled, a ballot must be held.
- (6) The ballot for the election of office-bearers and ordinary Committee members must be conducted at the Annual General Meeting in the way the Committee may direct.
- (7) A person is not eligible to simultaneously hold more than 2 positions on the Committee.

## **16. Secretary**

- (1) The Secretary of the Association must, as soon as practicable after being appointed as Secretary, notify the Association of their address.
- (2) The Secretary must keep minutes of—
  - (a) all elections and appointments of office-bearers and ordinary Committee members; and
  - (b) the names of members of the Committee present at a Committee meeting or a general meeting; and
  - (c) all proceedings at Committee meetings and general meetings.
- (3) Minutes of proceedings at a meeting must be approved by the person presiding at that meeting.

## **17. Treasurer**

- (1) The Treasurer of the Association must—
  - (a) collect and receive all amounts owing to the Association and make all payments authorised by the Committee; and
  - (b) keep correct records showing the financial affairs of the Association with full details of all receipts and expenditure connected with the activities of the Association.

## **18. Vacancies**

For these rules, a vacancy in the office of a member of the Committee happens if the member—

- (1) dies; or
- (2) ceases to be a member of the Association; or
- (3) resigns the office; or
- (4) is removed from office under section 19 (Removal of Committee members); or
- (5) becomes bankrupt or personally insolvent; or
- (6) suffers from mental or physical incapacity; or
- (7) is disqualified from office under the Act, section 63 (1); or
- (8) is absent without the consent of the Committee from all meetings of the Committee held during a period of 6 months.

## **19. Removal of Committee members**

The Association in general meeting may by resolution, subject to the Act, section 50, remove any member of the Committee from the office of member of the Committee before the end of the members term of office.

## **20. Committee meetings**

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

## **21. Delegation by Committee to subcommittee**

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

## **22. Voting and decisions**

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

## **Part 4 General meetings**

### **23. Annual General Meetings–holding of**

- (1) With the exception of the first Annual General Meeting of the Association, the Association must, at least once in each calendar year and within 6 months after the end of each financial year of the Association, call an Annual General Meeting of its members.
- (2) The Association must hold its first Annual General Meeting–
  - (a) within 18 months after its incorporation under the Act; and
  - (b) within 6 months after the end of the first financial year of the Association.
- (3) Subsections (1) and (2) have effect subject to the powers of the registrar-general under the Act, section 120 in relation to extensions of time.

### **24. Annual General Meetings–calling of and business at**

- (1) The Annual General Meeting of the Association must, subject to the Act, be called on the date and at the place and time that the Committee considers appropriate.
- (2) In addition to any other business that may be transacted at an Annual General Meeting, the business of an Annual General Meeting is–
  - (a) to confirm the minutes of the last Annual General Meeting and of any general meeting held since that meeting; and
  - (b) to receive from the Committee reports on the activities of the Association during the last financial year; and
  - (c) to elect members of the Committee, including office-bearers; and
  - (d) to receive and consider the statement of accounts and the reports that are required to be submitted to members under the Act, section 73 (1).
- (3) An Annual General Meeting must be specified as such in the notice calling it in accordance with section 26 (Notice).
- (4) An Annual General Meeting must be conducted in accordance with the provisions of this part.

### **25. Special General meetings–calling of**

- (1) The Committee may, whenever it considers appropriate, call a Special General Meeting of the Association.
- (2) The Committee must, on the requisition in writing of not less than 50% of the total number of members, call a Special General Meeting of the Association.
- (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; and
  - (d) may consist of several documents in a similar form, each signed by 1 or more of the members making the requisition.
- (4) If the Committee fails to call a Special General Meeting within 1 month after the date when a requisition of members for the meeting is lodged with the Secretary, any 1 or more of the

members who made the requisition may call a Special General Meeting to be held not later than 3 months after that date.

- (5) A Special General Meeting called by a member or members mentioned in subsection (4) must be called as nearly as is practicable in the same way as general meetings are called by the Committee and any member who thereby incurs expense is entitled to be reimbursed by the Association for any reasonable expense so incurred.

## **26. Notice**

- (1) Except if the nature of the business proposed to be dealt with at a Special General Meeting requires a special resolution of the Association, the Secretary must, at least 14 days before the date fixed for the holding of the Special General Meeting, send a hard copy by post to each member at the postal address appearing in the register of members, a notice 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 Special General Meeting requires a special resolution of the Association, the Secretary must, at least 21 days before the date fixed for the holding of the Special General Meeting, send notice to each member in the way provided in subsection (1) specifying, in addition to the matter required under that subsection, the intention to propose the resolution as a special resolution.
- (3) No business other than that specified in the notice calling for a Special General Meeting may be transacted at the meeting except, for an Annual General Meeting, business that may be transacted under section 24 (2).
- (4) A member desiring to bring any business before a Special General Meeting may give written notice of that business to the Secretary who must include that business in a notice calling a Special General Meeting after receipt of the notice from the member.

## **27. Special General Meetings –procedure**

- (1) No item of business is to be transacted at a Special 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) All members present in person, by proxy or via telephone or video link (being members entitled under these rules to vote at a general meeting) are counted for the purposes of ascertaining whether there is a quorum for the transaction of business of a Special General Meeting.
- (3) If within half an hour after the appointed time for the commencement of a Special 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 is to constitute a quorum.

## **28. Presiding member**

- (1) The Chair, or in their absence, the Deputy Chair, presides at each Special General Meeting of the Association.
- (2) If the Chair and the Deputy Chair are absent from a Special General Meeting, the members present must elect 1 of their number to preside at the meeting.

## **29. Adjournment**

- (1) The person presiding at a Special General Meeting at which a quorum is present may, with the consent of the majority of members present at the meeting, adjourn the meeting from time to time and place to place, but no business may be transacted at an adjourned meeting other than the business left unfinished at the meeting at which the adjournment took place.
- (2) If a Special General Meeting is adjourned for 14 days or more, the Secretary must give written notice of the adjourned meeting to each member of the Association stating the place, date and time of the meeting and the nature of the business to be transacted at the meeting.
- (3) Except as provided in subsections (1) and (2), notice of an adjournment of a Special 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 Special General Meeting of the Association is to be decided on a show of hands and, unless before or on the declaration of the show of hands a poll is demanded, a declaration by the person presiding that a resolution has, on a show of hands, been carried or carried unanimously or carried by a particular majority or lost, or an entry to that effect in the minute book of the Association, is evidence of the fact without proof of the number or proportion of the votes recorded in favour of or against that resolution.
- (2) At a Special General Meeting of the Association, a poll may be demanded by the person presiding or by not less than 3 members present in person or by proxy at the meeting.
- (3) If a poll is demanded at a Special General Meeting, the poll must be taken—
  - (a) immediately if the poll relates to the election of the person to preside at the meeting or to the question of an adjournment; or
  - (b) in any other case – in the way and at the time before the close of the meeting that the person presiding directs, and the resolution of the poll on that matter is taken to be the resolution of the meeting on that matter.

## **31. Voting**

- (1) Subject to subsection (3), on any question arising at a Special General Meeting of the Association a member has 1 vote only.
- (2) All votes must be given personally or be proxy but no member may hold more than 5 proxies.
- (3) If the votes of a question at a Special General Meeting are equal, the person presiding is entitled to exercise a second or casting vote.
- (4) A member or proxy is not entitled to vote at any Special General Meeting of the Association unless all money due and payable by the member or proxy to the Association has been paid, other than the amount of the annual subscription payable for the then current year.

## **32. Appointment of proxies**

- (1) Each member is entitled to appoint another member as proxy by notice given to the Secretary no later than 24 hours before the time of the meeting for which the proxy is appointed.
- (2) The notice appointing the proxy must be in the form set out in appendix 2.

## **Part 5 Miscellaneous**

### **33. Funds–source**

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

### **34. Funds–management**

- (1) Subject to any resolution passed by the Association in general meeting, the funds of the Association must be used for achieving the objects of the Association following the strategy set by the Committee.
- (2) All payments made by the Association must be authorised by 2 members of the Committee or employees of the Association, who have been approved to do so by the Committee.

### **35. Financial year**

- (1) The financial year of the Association ends on the 30 June.

### **36. Alteration of objects and rules**

- (1) Neither the objects of the Association mentioned in the Act, section 29 nor these rules may be altered except in accordance with the Act.

### **37. Common seal**

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

### **38. Custody of books**

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

### **39. Inspection of books**

The records, books and other documents of the Association must be open to inspection at a place in the Australian Capital Territory, free of charge, by a member of the Association at any reasonable hour.

### **40. Minutes**

- (1) The Secretary must after each general meeting, Committee meeting or meeting of the Office-Bearers send one copy to each member of the Committee.
- (2) If any member of the Committee has any objection to the minutes as circulated, the Secretary must be notified within thirty days of the posting of the minutes. If any objection is received, the matter must be referred to the Chair, who may take whatever action is appropriate to amend the minutes. If the minutes are amended, the Secretary must then advise the persons previously circulated of the amendment.



- (3) Each Committee member must consider any matters which, under these rules, require ratification, and notify the Secretary of their decision.

#### **41. Service of notice**

For these rules, the Association may serve a notice on a member by:

- (1) sending a hard copy by post to the member's postal address shown in the register of members; or
- (2) sending an electronic copy by email to the member's email address shown in the register of members.

*Note:* For how documents may be served, see the Legislation Act, pt 19.5.

#### **42. Surplus property**

- (1) At the first general meeting of the Association, the Association must pass a special resolution nominating—
  - (a) another Association for the Act, section 92 (1) (a); or
  - (b) a fund, authority or institution for the Act, section 92 (1) (b); in which it is to vest its surplus property in the event of the dissolution or winding up of the Association.
- (2) An Association nominated under subsection (1) (a) must fulfil the requirements specified in the Act, section 92 (2).

#### **43. Wind up**

- (1) 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.

#### **44. Revocation**

- (1) If the organisation is wound up or its endorsement as a deductible gift recipient is revoked (whichever occurs first), any surplus of the following assets shall be transferred to another organisation to which income tax deductible gifts can be made:
  - (a) gifts of money or property for the principal purpose of the organisation;
  - (b) contributions made in relation to an eligible fundraising event held for the principal purpose of the organisation; and
  - (c) money received by the organisation because of such gifts and contributions.

#### **45. Non-profit**

- (1) The income and property of the Association must be applied solely in promotion of its objects and not distributed to its members nor dividends be paid to members.

# **Appendix 1**

**(see s5 (1))**



# Application for Membership

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

Apply to become a member of Liver Kids Australia Inc. If I am admitted as a member, I agree to be bound by the rules of the Association for the time being in force.

.....  
(Signature of applicant)

Date.....

## 1. Contact Details

Postal address: .....  
.....

Email address: .....

Telephone (bh): .....

Mobile: .....

## 2. To help us develop our resources, please tell us why you would like to join Liver Kids Australia Inc.

- I am the parent of a child with liver disease
- I am related to a child with liver disease
- I am a healthcare professional with an interest in childhood liver disease (please tell us your area of work)  
.....

I was diagnosed with liver disease as a child (please tell us which condition)  
.....

- I have had a Liver Transplant
- I would like to demonstrate my support for the work of the Association
- Other (please let us know)  
.....  
.....

**Forward this completed form to:**  
**Post: PO Box 3519, WESTON ACT 2611**  
**Email: [secretary@liverkids.org.au](mailto:secretary@liverkids.org.au)**  
**Fax: 02 6288 6226**

**Appendix 2**  
**(see s32 (2))**



## Form of appointment of proxy

I, .....  
(full name)

of .....  
(address)

a member of Liver Kids Australia Incorporated appoint

.....  
(full name of proxy)

of .....  
(address)

a member of Liver Kids Australia Inc, as my proxy to vote for me on my behalf at the Annual/Special General Meeting of the Association to be held on <Insert Date of Meeting> and at any adjournment of that meeting.

<Insert following if required> My proxy is authorised to vote in favour of/against (delete as appropriate) the resolution <insert details of resolution from notice of meeting>.

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

Date.....

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