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**VETERANS SUPPORT AND ADVOCACY SERVICE AUSTRALIA INC
RULES and OBJECTIVES**

1. NAME:

The name of the incorporated association shall be
Veterans Support and Advocacy Service Australia Inc.,
(in these Rules called "the Association")

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2. OBJECTS:

The objects for which the Association is established are to advocate for the provision of facilities and benefits for the relief, maintenance and support of members and their dependants in the case of birth, death, sickness, disability, accident, retirement, old age and unemployment, and to ensure the maintenance of its members quality of life while also :

- (1) Inculcating loyalty to Australia.
- (2) Guarding and protecting the good name of the Association which shall be non-party political and non-sectarian.
- (3) Alleviating cases of distress of members and confining itself to care, maintenance, support of its members.
- (4) Perpetuating the ties of friendship created as a result of services rendered to their country.
- (5) Safeguarding the interests of its members and promoting matters considered to be of advantage to the Association.
- (6) Securing equitable treatment of all members and their dependants.
- (7) Providing the premises for that purpose, and for other conveniences for the use of members of the service, furnish and maintain same, and permit of its use by members and their friends either gratuitously or upon such terms as may be agreed upon.
- (8) Encouraging members in rehabilitation by occupational therapy, group therapy and all other available therapeutic forms with or without the aid of outside organisations.
- (9) Providing a range of appropriate activities, resources, auspice agreements, and programs, for veterans and their families which aid in the development of: skills; self esteem and; relationships and therefore enhance the lives of members.
- (10) Enhancing the co-operation and networks between the community, non government organisations, local government authorities and government bodies in the development and provision of services for the veteran community and in the development of valued status of veterans in the community.
- (11) Where required and where appropriate, support and comply with the principles and promote the objectives of the Queensland Disability Services Act 1992

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3. POWERS:

The powers of the Association are:

(1) To take over the funds and other assets and the liabilities of the present unincorporated association known as the "Veterans Advisory Service".

(2) To subscribe to, become a member of and co-operate with any other association, club or organisation, whether incorporated or not, whose objects are altogether or in part similar to those of the Association provided that the Association shall not subscribe to or support with its funds any club, association or organisation which does not prohibit the distribution of its income and property among its members to an extent at least as great as that imposed on the Association under or by virtue of rule 29 (10); or in accordance with section 32, 33 and 34 of these rules

(3) In furtherance of the objects of the Association to buy, sell and deal in all kinds of articles, commodities and provisions, both liquid and solid, for the members of the Association or persons frequenting the Association's premises;

(4) To purchase, take on lease or in exchange, hire and otherwise acquire any lands, buildings, easements or property, real and personal, and any rights or privileges which may be requisite for the purposes of, or capable of being conveniently used in connection with, any of the objects of the Association: Provided that in case the Association shall take or hold any property which may be subject to any trusts the Association shall only deal with the same in such manner as is allowed by law having regard to such trusts;

(5) To enter into any arrangements with any Government or Authority that are incidental or conducive to the attainment of the objects and the exercise of the powers of the Association; to obtain from any such Government or Authority any rights, privileges and concessions which the Association may think it desirable to obtain; and to carry out, exercise and comply with any such arrangements, rights, privileges and concessions;

(6) To appoint, employ, remove or suspend such managers, clerks, secretaries, servants, workmen and other persons as may be necessary or convenient for the purposes of the Association;

(7) To remunerate any person or body corporate for services rendered, or to be rendered, and whether by way of brokerage or otherwise in placing or assisting to place or guaranteeing the placing of any unsecured notes, debentures or other securities of the incorporated association, or in or about the incorporated association or promotion of the incorporated association or in the furtherance of its objects;

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- (8) To construct, improve, maintain, develop, work, manage, carry out, alter or control any houses, buildings, grounds, works or conveniences which may seem calculated directly or indirectly to advance the Association's interests, and to contribute to, subsidise or otherwise assist and take part in the construction, improvement, maintenance, development, working, management, carrying out, alteration or control thereof;
- (9) To invest and deal with the money of the Association not immediately required in such manner as may from time to time be thought fit;
- (10) To take, or otherwise acquire, and hold shares, debentures or other securities of any company or body corporate;
- (11) In furtherance of the objects of the Association to lend and advance money or give credit to any person or body corporate; to guarantee and give guarantees or indemnities for the payment of money or the performance of contracts or obligations by any person or body corporate, and otherwise to assist any person or body corporate;
- (12) To borrow or raise money either alone or jointly with any other person or legal entity in such manner as may be thought proper and whether upon fluctuating advance account or overdraft or otherwise to represent or secure any moneys and further advances borrowed or to be borrowed alone or with others as aforesaid by notes secured or unsecured, debentures or debenture stock perpetual or otherwise, or by mortgage, charge, lien or other security upon the whole or any part of the incorporated association's property or assets present or future and to purchase, redeem or pay-off any such securities;
- (13) To draw, make, accept, endorse, discount, execute and issue promissory notes, bills of exchange, bills of lading and other negotiable or transferable instruments;
- (14) In furtherance of the objects of the Association to sell, improve, manage, develop, exchange, lease, dispose of, turn to account or otherwise deal with all or any part of the property and rights of the Association;
- (15) To take or hold mortgages, liens or charges, to secure payment of the purchase price, or any unpaid balance of the purchase price, of any part of the Association's property of whatsoever kind sold by the Association, or any money due to the Association from purchasers and others;
- (16) To take any gift of property whether subject to any special trust or not, for one or more of the objects of the Association but subject always to the proviso in sub-rule (4);

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- (17) To take such steps by personal or written appeals, public meetings or otherwise, as may from time to time be deemed expedient for the purpose of procuring contributions to the funds of the Association, in the shape of donations, annual subscriptions or otherwise;
- (18) To print and publish any newspapers, periodicals, books or leaflets that the Association may think desirable for the promotion of its objects;
- (19) In furtherance of the objects of the Association to amalgamate with anyone or more incorporated associations having objects altogether or in part similar to those of the Association and which shall prohibit the distribution of its or their income and property among its or their members to an extent at least as great as that imposed upon the Association under or by virtue of rule 29 (10); 32; 33; and 34.
- (20) In furtherance of the objects of the Association to purchase or otherwise acquire and undertake all or any part of the property, assets, liabilities and engagements of anyone or more of the incorporated associations with which the Association is authorised to amalgamate;
- (21) In furtherance of the objects of the Association to transfer all or any part of the property, assets, liabilities and engagements of the Association to any one or more of the incorporated associations with which the Association is authorised to amalgamate;
- (22) To make donations for patriotic, charitable or community purposes;
- (23) To transact any lawful business in aid of the Commonwealth of Australia in the prosecution of any war in which the Commonwealth of Australia is engaged;
- (24) To do all such other things as are incidental or conducive to the attainment of the objects and the exercise of the powers of the Association.

4. CLASSES OF MEMBERS:

- (1) The membership of the Association shall consist of ordinary members, and any of the following classes of members:
 - (a) Associate members.
 - (b) Life members.
 - (c) Honorary members.
- (2) The number of ordinary members shall be unlimited.

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5. MEMBERSHIP:

- (1) Every person who at the date of incorporation of the Association was a member of the unincorporated association and who on or before the fifth day of April, 1994, agrees in writing to become a member of the Association shall be admitted by the Management Committee to the same class of membership of the Association as that member held in the unincorporated association.
- (2) Every member of the Association who previously to his/her agreeing to become a member of the Association has paid his/her subscription due on the twenty fifth day of April, 1994, as a member of the unincorporated association, shall not be liable to pay any further sum by way of annual subscription to the Association for the period before the date fixed by the Management Committee as the date the next annual subscription becomes due.
- (3) Every applicant for any class of membership of the Association [other than the members of the unincorporated Association referred to in sub rule (1)] shall be proposed by one member of the Association and seconded by another member.
- (4) The application for membership shall be made in writing, signed by the applicant and his/her proposer and seconder and shall be in such form as the Management Committee from time to time prescribes.

6. MEMBERSHIP FEES:

- (1) The membership fee for each class of membership shall be by way of donation.
- (2) The membership fees for each class of membership shall be payable at such time and in such manner as the Management Committee shall from time to time determine.
- (3) A financial member at any material time is a member who is not then indebted to the organisation in respect of annual subscription or levy or other payment whatsoever.
- (4) Only those members who are financial members at the time shall be entitled, subject to the lawful procedure of the meeting, to speak or vote upon any motion at any general meeting of the organisation.

7. ADMISSION AND REJECTION OF MEMBERS:

- (1) The next meeting of the Management Committee after the receipt of any application and the fee applicable for any class of membership, such application shall be considered by the Management Committee, who shall thereupon determine upon the admission or rejection of the applicant.

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- (2) Any applicant who receives a majority of the votes of the members of the Management Committee present at the meeting at which such application is being considered shall be accepted as a member to the class of membership applied for.
- (3) Upon the acceptance or rejection of an application for any class of membership the Secretary shall forthwith record the acceptance or rejection in the minutes of the meeting.

8. TERMINATION OF MEMBERSHIP:

- (1) A member may resign from the Association at any time by giving notice in writing to the Secretary. Such resignation shall take effect at the time such notice is received by the Secretary unless a later date is specified in the notice when it shall take effect on that later date.
- (2) If a member
 - (a) is convicted of an indictable offence; or
 - (b) fails to comply with any of the provisions of these Rules; or
 - (c) has membership fees in arrears for a period of two months or more; or
 - (d) conducts him/herself in a manner considered to be injurious or prejudicial to the character or interests of the Association, the Management Committee shall consider whether his/her membership shall be terminated.
- (3) The member concerned shall be given a full and fair opportunity of presenting his/her case and if the Management Committee resolves to terminate his/her membership it shall instruct the Secretary to advise the member in writing accordingly.

9. APPEAL AGAINST REJECTION OR TERMINATION OF MEMBERSHIP:

- (1) A person whose application for membership has been rejected or whose membership has been terminated may within one month of receiving written notification thereof, lodge with the Secretary written notice of his/her intention to appeal against the decision of the Management Committee.
- (2) Upon receipt of a notification of intention to appeal against rejection or termination of membership the Secretary shall convene, within three months of the date of receipt by him/her of such notice, a general meeting to determine the appeal. At any such meeting the applicant shall be given the opportunity to fully present his/her case and the Management Committee or those members thereof who rejected the application for membership or terminated the membership subsequently shall likewise have the opportunity of presenting its or their case. The appeal shall be determined by the vote of the members present at such meeting.

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- (3) Where a person whose application is rejected, does not appeal against the decision of the Management Committee within the time prescribed by these Rules or so appeals but the appeal is unsuccessful, the Secretary shall forthwith refund the amount of any fee paid.

10. REGISTER OF MEMBERS:

- (1) The Management Committee shall cause a Register to be kept in which shall be entered the names and residential addresses of all persons admitted to membership of the Association and the dates of their admission.
- (2) Particulars shall also be entered into the Register of deaths, resignations, terminations and reinstatement of membership and any further particulars as the Management Committee or the members at any general meeting may require from time to time.
- (3) The Register shall be open for inspection at all reasonable times by any member who previously applies to the Secretary for such inspection.

11. THE SECRETARY

- (1) If the Association has not elected an interim officer as Secretary for the Association before its incorporation, the members of the Management Committee must appoint or elect a Secretary for the association within 14 days after incorporation.
- (2) If a vacancy happens in the office of Secretary, the members of the Management Committee must appoint or elect a Secretary within 14 days after the vacancy happens.
- (3) The Secretary must be an individual residing in the State who is
- (a) a member of the Association elected by the Association as Secretary; or
 - (b) a member of the Association's Management Committee appointed by the Committee as Secretary; or
 - (c) appointed by the Management Committee as Secretary (whether or not the individual is a member of the Association).
- (4) The Management Committee may appoint and remove the Secretary at any time.

12. MEMBERSHIP OF MANAGEMENT COMMITTEE:

- (1) The Management Committee of the Association shall consist of a President, Vice-President, Secretary, Treasurer, all of whom shall be members of the Association, and such number of other members as the members of the Association at any general meeting may from time to time elect or appoint.
- (2) At the annual general meeting of the Association, all the members of the Management Committee for the time being shall retire from office, but shall be eligible upon nomination for re-election.

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- (3) The election of officers and other members of the Management Committee shall take place in the following manner:
- (a) any two members of the Association shall be at liberty to nominate any other member to serve as an officer or other member of the Management Committee;
 - (b) the nomination, which shall be in writing and signed by the member and his/her proposer and seconder, shall be lodged with the Secretary at least fourteen days before the annual general meeting at which the election is to take place;
 - (c) a list of the candidates' names in alphabetical order, with the proposers' and seconds' names, shall be posted in a conspicuous place in the office or usual place of meeting of the Association for at least seven days immediately preceding the annual general meeting;
 - (d) balloting lists shall be prepared (if necessary) containing the names of the candidates in alphabetical order, and each member present at the annual general meeting shall be entitled to vote for any number of such candidates not exceeding the number of vacancies;
 - (e) should, at the commencement of such meeting, there be an insufficient number of candidates nominated, nominations may be taken from the floor of the meeting.

13. RESIGNATION AND REMOVAL OF MANAGEMENT COMMITTEE:

- (1) Any member of the Management Committee may resign from membership of the Management Committee at any time by giving notice in writing to the secretary but such resignation shall take effect at the time such notice is received by the Secretary unless a later date is specified in the notice when it shall take effect on that later date or such member may be removed from office at a general meeting of the Association where that member shall be given the opportunity to fully present his/her case.
- (2) The question of removal shall be determined by the vote of the members present at such a general meeting.

14. VACANCIES ON THE MANAGEMENT COMMITTEE:

- (1) The Management Committee shall have power at any time to appoint any member of the Association to fill any casual vacancy on the Management Committee until the next annual general meeting.
- (2) The continuing members of the Management Committee may act notwithstanding any casual vacancy in the Management Committee, but if and so long as their number is reduced below the number fixed by or pursuant to these Rules as the necessary quorum of the Management Committee, the continuing member or members may act for the purpose of increasing the number of members of the Management Committee to that number or of summoning a general meeting of the Association, but for no other purpose.

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15. FUNCTIONS OF THE MANAGEMENT COMMITTEE:

(1) Except as otherwise provided by these Rules and subject to resolutions of the members of the Association carried at any general meeting the Management Committee -

- (a) shall have the general control and management of the administration of the affairs, property and funds of the Association; and
- (b) shall have authority to interpret the meaning of these Rules and any matter relating to the Association on which these Rules are silent.

(2) The Management Committee may exercise all the powers of the Association

- (a) to borrow or raise or secure the payment of money in such manner as the members of the Association may think fit and secure the same or the payment or performance of any debt, liability, contract, guarantee or other engagement incurred or to be entered into by the Association in any way and in particular by the issue of debentures, perpetual or otherwise, charged upon all or any of the Association's property, both present and future, and to purchase, redeem or payoff any such securities;
- (b) to borrow money from members at a rate of interest not exceeding interest at the rate for the time being charged by bankers in Brisbane for overdrawn accounts on money lent, whether the term of the loan be short or long, and to mortgage or charge its property or any part thereof and to issue debentures and other securities, whether outright or as security for any debt, liability or obligation of the Association, and to provide and payoff any such securities; and
- (c) to invest in such manner as the members of the Association may from time to time determine.

16. MEETINGS OF MANAGEMENT COMMITTEE:

(1) The Management Committee shall meet at least once every two calendar months to exercise its functions.

(2) A special meeting of the Management Committee shall be convened by the Secretary on the requisition in writing signed by not less than one-third of the members of the Management Committee, which requisition shall clearly state the reasons why such special meeting is being convened and the nature of the business to be transacted thereat.

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- (3) At every meeting of the Management Committee a simple majority of a number equal to the number of members elected and/or appointed to the Management Committee as at the close of the last general meeting of the members, shall constitute a quorum.
- (4) Subject as previously provided in this rule, the Management Committee may meet together and regulate its proceedings as it thinks fit: Provided that questions arising at any meeting of the Management Committee shall be decided by a majority of votes and, in the case of equality of votes, the question shall be deemed to be decided in the negative.
- (5) A member of the Management Committee shall not vote in respect of any contract or proposed contract with the Association in which he is interested, or any matter arising thereof, and if he/she does so vote his/her vote shall not be counted.
- (6) Not less than fourteen days notice shall be given by the Secretary to members of the Management Committee of any special meeting of the Management Committee. Such notice shall clearly state the nature of the business to be discussed thereat.
- (7) The President shall preside as Chairperson at every meeting of the Management Committee, or if there is no President, or if at any meeting he/she is not present within ten minutes after the time appointed for holding the meeting, the Vice-President shall be Chairperson or if the Vice-President is not present at the meeting then the members may choose one of their number to be Chairperson of the meeting.
- (8) If within half an hour from the time appointed for the commencement of a Management Committee meeting a quorum is not present, the meeting, if convened upon the requisition of members of the Management Committee, shall lapse. In any other case it shall stand adjourned to the same day in the next week at the same time and place, or to such other day and at such other time and place as the Management Committee may determine, and if at the adjourned meeting a quorum is not present within half an hour from the time appointed for the meeting, the meeting shall lapse.

17. DELEGATION OF POWER OF MANAGEMENT COMMITTEE:

- (1) The Management Committee may delegate any of its powers to a sub-committee consisting of such members of the Association as the Management Committee thinks fit. Any sub-committee so formed shall in the exercise of the powers so delegated conform to any regulations that may be imposed on it by the Management Committee.

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- (2) A sub-committee may elect a Chairperson of its meetings. If no such Chairperson is elected, or if at any meeting the Chairperson is not present within ten minutes after the time appointed for holding the meeting, the members present may choose one of their number to be Chairperson of the meeting.
- (3) A sub-committee may meet and adjourn as it thinks proper. Questions arising at any meeting shall be determined by a majority of votes of the members present and, in the case of an equality of votes, the question shall be deemed to be decided in the negative.

18. ACTS NOT AFFECTED BY DEFECTS OR DISQUALIFICATIONS

All acts done by any meeting of the Management Committee or of a sub-committee or by any person acting as a member of the Management Committee shall, notwithstanding that it is afterwards discovered that there was some defect in the appointment of any such member of the Management Committee or person acting as aforesaid, or that the members of the Management Committee or any of them were disqualified, be as valid as if every such person had been duly appointed and was qualified to be a member of the Management Committee.

19. RESOLUTIONS OF MANAGEMENT COMMITTEE WITHOUT MEETING:

A resolution in writing signed by all the members of the Management Committee for the time being entitled to receive notice of a meeting of the Management Committee shall be as valid and effectual as if it had been passed at a meeting of the Management Committee duly convened and held. Any such resolution may consist of several documents in like form, each signed by one or more members of the Management Committee.

20. FIRST GENERAL MEETING:

The first general meeting shall be held at such time, not being less than one month nor more than three months after the incorporation of the Association, and at such place as the Management Committee may determine.

21. ANNUAL GENERAL MEETING:

- (1) The annual general meeting shall be held within three months of the close of the financial year and the notices and forms at the end of this section or a notice or form as near thereto as circumstances permit, issued to members:
- (2) The business to be transacted at every annual general meeting shall be -
 - (a) the receiving of the Management Committee's report and the statement of income and expenditure, assets and liabilities and mortgages, charges and securities affecting the property of the Association for the preceding financial year;
 - (b) the receiving of the auditor's report upon the books and accounts for the preceding financial year;
 - (c) the presenting of the audited statement to the meeting for adoption
 - (d) the election of members of the Management Committee; and
 - (e) the appointment of an auditor.

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22. **SPECIAL GENERAL MEETING:**

- (1) The Secretary shall convene a special general meeting by sending out notice of the meeting within 14 days of:
 - (a) being directed to do so by the Management Committee; or
 - (b) being given a requisition in writing signed by not less than one-third of the members presently on the Management Committee or not less than the number of ordinary members of the Association which equals double the number of members presently on the Management Committee plus one.
 - (c) being given a notice in writing of an intention to appeal against the decision of Management Committee to reject an application for membership or to terminate the membership of any person.
- (2) A requisition mentioned in subsection (1) (b) shall clearly state the reasons why such special general meeting is being convened and the nature of the business to be transacted thereat.

23. **QUORUM AT GENERAL MEETINGS:**

- (1) At any general meeting the number of members required to constitute a quorum shall be double the number of members presently on the Management Committee plus one.
- (2) No business shall be transacted at any general meeting unless a quorum of members is present at the time when the meeting proceeds to business.
- (3) For the purposes of this rule "member" includes a person attending as a proxy or as representing a corporation which is a member.
- (4) If within half an hour from the time appointed for the commencement of a general meeting a quorum is not present, the meeting, if convened upon the requisition of members of the Management Committee or the Association, shall lapse.
- (5) In any other case it shall stand adjourned to the same day in the next week at the same time and place, or to such other day and at such other time and place as the Management Committee may determine, and if at the adjourned meeting a quorum is not present within half an hour from the time appointed for the meeting, the members present shall be a quorum.
- (6) The Chairperson may, with the consent of any meeting at which a quorum is present (and shall if so directed by the meeting), adjourn the meeting from time to time and from place to place, but no business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place.
- (7) When a meeting is adjourned for thirty days or more, notice of the adjourned meeting shall be given as in the case of an original meeting.

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- (8) Save as aforesaid it shall not be necessary to give any notice of an adjournment or of the business to be transacted at an adjourned meeting.

24. NOTICE OF GENERAL MEETINGS:

- (1) The Secretary shall convene all general meetings of the Association by giving not less than 14 days notice of any such meeting to the members of the Association.
- (2) The manner by which such notice shall be given shall be determined by the Management Committee:
- (3) However, notice of any meeting convened for the purpose of hearing and determining the appeal of a member against the rejection or termination of his/her membership by the Management Committee, shall be given in writing.
- (4) Notice of a general meeting shall clearly state the nature of the business to be discussed thereat.

25. PROCEEDURE AT GENERAL MEETINGS:

- (1) Unless otherwise provided by these Rules, at every general meeting
 - (a) the President shall preside as Chairperson, or if there is no President, or if the President is not present within fifteen minutes after the time appointed for the holding of the meeting or is unwilling to act, the Vice-President shall be the Chairperson or if the Vice-President is not present or is unwilling to act then the members present shall elect one of their number to be Chairperson of the meeting;
 - (b) the Chairperson shall maintain order and conduct the meeting in a proper and orderly manner;
 - (c) every question, matter or resolution shall be decided by a majority of votes of the members present;
 - (d) every member present shall be entitled to one vote and in the case of an equality of votes the Chairperson shall have a second or casting vote;
 - (e) however no member shall be entitled to vote at any general meeting if his/her annual subscription is in arrears at the date of the meeting;
 - (f) voting shall be by show of hands or a division of members, unless not
 - (g) less than one fifth of the members present demand a ballot, in which event there shall be a secret ballot;
 - (h) the Chairperson shall appoint two members to conduct the secret ballot in such manner as he/she shall determine and the result of the ballot as declared by the Chairperson shall be deemed to be the resolution of the meeting of which the ballot was demanded;

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- (1) the Secretary shall cause full and accurate minutes of all questions, matters, resolutions and other proceedings of every Management Committee meeting and general meeting to be entered in a book to be open for inspection at all reasonable times by any financial member who previously applies to the Secretary for that inspection.
- (2) For the purposes of ensuring the accuracy of the recording of such minutes, the minutes of every Management Committee meeting shall be signed by the Chairperson of that meeting or the Chairperson of the next succeeding Management Committee meeting verifying their accuracy.
- (3) Similarly, the minutes of every general meeting shall be signed by the Chairperson of that meeting or the Chairperson of the next succeeding general meeting:
- (4) However, the minutes of any annual general meeting shall be signed by the Chairperson of that meeting or the Chairperson of the next succeeding general meeting or annual general meeting.

25a ELECTION OF THE OFFICERS OF THE ASSOCIATION

- (1) Elections for the purpose of electing Officers of the Veterans Support and Advocacy Service Australia Inc., hereunder referred to as VSASA.
- (2) The Board shall from time to time, as necessary, appoint from among the Association's financial Members:
 - (a) Returning Officer to be responsible for the conduct of all aspects of the election of the Officers of the Association;
 - (b) an Assistant Returning Officer in the conduct of the said election; and
 - (c) a Scrutineer,hereinafter called the Election Officers none of whom shall be a Candidate for the election.
- (3) If, a person so appointed becomes a Candidate for election or for any reason is unable to act, the Board shall appoint a qualified replacement, except in matters of urgency, when the Executive Committee shall appoint a qualified replacement.
- (4) Nominations of candidates for election as Officers of the Association shall:
 - (a) be made in writing signed by two financial Members of the Association and accompanied by the written consent of the candidate (which shall be endorsed on the form of nomination) who shall be a financial Member.
 - (b) be delivered to the Returning Officer of the Association at least forty two days prior to the date fixed for the Annual General Meeting at which it is intended that the nominee should stand for office.

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- (a) If a Candidate consents to be nominated for more than one position his/her nomination shall in every case be void.
 - (b) A Candidate may lodge a personal profile not exceeding 70 words, setting out concise accurate details of his/her voluntary community service and working career for subsequent distribution with the ballot papers.
 - (c) After acceptance of his/her nomination form by the Returning Officer a Candidate may publish and distribute, at his own expense, his own "How to Vote" material, provided that the name of the person authorising "How to Vote" material appears on the particular items and no mention of other Candidates' names appear on such material without their consent.
 - (d) The printing, publishing and distributing of any "How to Vote" material, including personal profiles, that is intended to mislead or which contains untrue or incorrect statements is deemed to be a corrupt practice and could void the election of a Candidate.
- (6)
- (a) If only one nomination for any particular office is received the nominee shall be deemed to be elected. If no nomination shall be received for any particular office, nominations shall be received at the Annual General Meeting to which this rule applies.
 - (b) if insufficient written nominations are received to fill all vacancies as office bearers, the candidates nominated in writing shall be deemed to be elected and further nominations shall be received at the Annual General Meeting to which this rule applies.
- (7) If the number of nominations for any particular office exceeds the number of vacancies to be filled,
- (a) Only financial Members shall be entitled to vote. The Secretary shall provide the Returning Officer with a certified list of financial Members at least twenty one days before the date fixed for the Annual General Meeting to which this rule applies as well as daily amendments of additions and deletions occurring up to fourteen days before the said Annual General Meeting.
 - (b) A printed ballot paper showing the names of the candidates and initialled or marked by the Returning Officer shall be sent to all financial Members at least fourteen days before the date fixed for the Annual General Meeting to which this rule applies and shall be completed and returned to the Returning Officer at least five clear days before the said Annual General Meeting.
 - (c) All ballot papers shall be returned to the Returning Officer via the post office box number designated in the ballot material.
 - (d) At the time fixed for closing the ballot the Returning Officer in the company of one of the Election Officers shall:

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- (i) collect the ballot box (a locked bag) from the designated post once and convey it directly to VSASA Toowong;
- (ii) open the ballot box in the sight of the Election Officers and any Scrutineers appointed by the Candidates;
- (iii) with the assistance of the Assistant Returning Officer count the votes.
- (iv) prepare a certificate showing the provisional results of the ballots, signed by the Election Officers and one or more Scrutineers representing the Candidates.

(8)

In addition to the responsibilities outlined in the previous provisions of this rule the Returning Officer shall:

- (a) check all nominations received to see they comply with the requirements of this rule and reject any that do not so comply;
- (b) establish the position of Candidates names on the ballot papers by lot.
- (c) have the ballot papers printed and delivered to him containing the names of the candidates indicating the number to be elected to each position, the manner in which votes are to be recorded, the date and time of the closing of the ballot and any other relevant instructions.
- (d) check and where necessary edit the Candidates personal profiles, have them printed and provided to him;
- (e) have the return of votes envelopes printed and provided to him;
- (f) obtain from the printer a certificate of the number of ballot papers printed, eg: be responsible for the safe custody of the ballot papers
- (g) stamp every ballot paper prior to it's distribution showing his name and member number.
- (h) issue the necessary material including ballot papers and envelope for return of the votes to all financial Members.
- (i) declare at the Annual General Meeting to which this rule applies the result of the election and submit to the meeting a full written report of the said election indicating the number of ballot papers printed, the number distributed, the number returned, the individual results and other relevant matters.

(9)

- (a) Votes shall be counted by the simple preferential system.
- (b) Should any two or more candidates for the one position of office receive an equal number of votes then the Returning Officer shall determine the successful candidate by lot.
- (c) All ballot papers shall be handed by the Returning Officer to the Secretary after the declaration of the ballot and the Secretary shall be responsible for safe custody of same until such time as the next election is held or a motion to destroy them is received and passed at the same meeting.

(10)

The incoming Office bearers shall take office at the declaration of the poll.

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26. BY-LAWS

The Management Committee may from time to time make, amend or repeal by-laws, not inconsistent with these Rules, for the internal management of the Association and any by-law may be set aside by a general meeting of members.

27. ALTERATION OF RULES:

Subject to the provisions of the Associations Incorporation Act 1981, these Rules may be amended, rescinded or added to from time to time by a special resolution carried at any general meeting. However, an amendment, revision or addition is valid only if the chief executive of the appropriate body registers it.

28. COMMON SEAL:

The Management Committee shall provide for a Common Seal and for its safe custody. The Common Seal shall only be used by the authority of the Management Committee and every instrument to which the seal is affixed shall be signed by a member of the Management Committee and shall be countersigned by the Secretary or by a second member of the Management Committee or by some other person appointed by the Management Committee for the purpose.

29. FUNDS AND ACCOUNTS:

- (1) The funds of the Association shall be deposited in the name of the Association in such bank or permanent building society as the Management Committee may from time to time direct.
- (2) Proper books and accounts shall be kept and maintained either in written or printed form in the English language showing correctly the financial affairs of the Association and the particulars usually shown in books of a like nature.
- (3) All moneys shall be deposited as soon as practicable after receipt thereof.
- (4) All amounts \$100 or over shall be paid by cheque signed by any two of the President, Secretary, Treasurer or other member authorised from time to time by the Management Committee.
- (5) Cheques shall be crossed "not negotiable" except those in payment of wages, allowances or petty cash recoupment which may be open.
- (6) The Management Committee shall determine the amount of petty cash which shall be kept on the imprest system.
- (7) All expenditure shall be approved or ratified at a Management Committee meeting.
- (8) As soon as practicable after the end of each financial year the Treasurer shall

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cause to be prepared a statement containing particulars of

- (a) the income and expenditure for the financial year just ended;
- (b) the assets and liabilities and of all mortgages, charges and securities affecting the property of the Association at the close of that year.

(9) All such statements shall be examined by the auditor who shall present his/her report upon such audit to the Secretary prior to the holding of the annual general meeting next following the financial Year in respect of which such audit was made.

(10) The income and property of the Association whencesoever derived shall be used and applied solely in promotion of its objects and in the exercise of its powers

30. DOCUMENTS:

The Management Committee shall provide for the safe custody of books, documents, instruments of title and securities of the Association.

31. FINANCIAL YEAR:

The financial year of the Association shall close (30th June) in each year.

32. INCOME AND PROPERTY:

The income and the property of the Association, whencesoever derived shall be applied solely toward the promotion of the objects of the Association, as set out herein and no portion thereof shall be paid or transferred directly or indirectly by way of dividend, bonus or otherwise howsoever by way of profit or to amongst the members of the Association. Provided that nothing herein contained shall prevent the payment in good faith of interest to any such member in respect of monies advanced by him or of remuneration to any officers or servants of the Association, or to any member of the Association or other person in return for any services actually rendered to the Association. Provided further that nothing herein contained shall be construed so as to prevent the payment to any member out of pocket expenses and interest on money lent or hire of goods or rent for premises demised to the Association.

33. WINDING-UP / DISSOLUTION:

If upon winding-up or dissolution of the Association, there remains after satisfaction of all its debts and liabilities, any property whatsoever, the same shall not be paid to or distributed amongst the members of the Association, but shall be given or transferred to some other institution or institutions having objects similar to the objects of the Association, gifts to which are allowable deductions under the provisions of section 78 (4) and (5) of the Income Tax Assessment Act, and which shall prohibit the distribution of its or their income or property amongst its or their members, and which is a fund, authority or institution approved by the commissioner of taxation as a fund, authority or institution referred to in section 78 of the income tax assessment act, such institution or, institutions to be determined by the members of the Association.

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34. AMALGAMATION:

In furtherance of the objects of the Association, to amalgamate with anyone or more incorporated organisations having objects similar to those of the Association, and which shall prohibit the distribution of its or their income and property amongst its or their members to an extent at least as great as that imposed this Association and which is a fund, authority or institution approved by the commissioner of taxation as a fund, authority or institution referred to in section 78 of the income tax assessment act.

35. ANNEX A

**NOTICE OF THE ANNUAL GENERAL MEETING OF THE
VETERANS SUPPORT AND ADVOCACY SERVICE AUSTRALIA INC**

in accordance with the rules of association of the Veterans Support and Advocacy Service Australia Inc.,

**THE MANAGEMENT COMMITTEE HEREBY GIVES NOTICE THAT THE
ANNUAL GENERAL MEETING OF THE ASSOCIATION WILL TAKE PLACE AT**

128-130 Miskin Street, Toowong Q 4066.

ON (TT DD MM YY)

The Annual General Meeting (AGM) of the Association, a meeting we are required by law to conduct within a certain time frame, a good turn up of members is requested. For that reason the VSASA HQ has

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been selected as the venue as it is known by all members.

The agenda will include:

- > The receiving of the Management Committee Report.
- > The Statement of Income and Expenditure.
- > The election of the Management Committee.
- > The election of Members of the Board of Management.

Due to the Associations Incorporations Act, ALL position become vacant. Nominations for those positions need to be received prior to the meeting (within 7-14 days), duly proposed and seconded and signed by the nominee, on the Nomination Form provided. If we have multiple nominations, a ballot paper will be made up as required.

All nominations for the Management Committee and all specific proposals (proposed and seconded) MUST reach the secretary no later than (DATE). It would also help if members would advise of any items they wish to place on the agenda at the General Meeting held immediately after the Annual General Meeting.

All Queries, please address them to the secretary or phone 3876 7000

36. ANNEX B

Veterans Support and Advocacy Service Australia Inc.
128 -130 Miskin Street Toowong Brisbane 4066

NOMINATION FORM

ANNUAL GENERAL MEETING

I.....of:

.....

do hereby nominate.....

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for the position of..... and/or

Signed.....Dated.....2001

Print Name.....Membership Number.....

Signed.....Secondar - Membership Number.....

Signed.....Nominee - Membership Number.....

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32. INCOME AND PROPERTY: The income and the property of the Association, whencesoever derived shall be applied solely toward the promotion of the objects of the Association, as set out herein and no portion thereof shall be paid or transferred directly or indirectly by way of dividend, bonus or otherwise howsoever by way of profit or to amongst the members of the Association. Provided that nothing herein contained shall prevent the payment in good faith of interest to any such member in respect of monies advanced by him or of remuneration to any officers or servants of the Association, or to any member of the Association or other person in return for any services actually rendered to the Association.



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BY:.....





Veterans' Support & Advocacy Service Australia Inc.

17th February 2021

Dear Member,

Notice of the Annual General Meeting

Wednesday 10 March 2021

References: A. VSASA Inc Rules and Objectives approved by The Office of Fair Trading on 23 December 2013.

B. COVID -19 Movement and Gathering Direction (No. 7)

In accordance with Reference A para 25: The Secretary is required to give the members not less than (14) days' notice of any such meeting.

This letter is to advise you of the upcoming Annual General Meeting (AGM) The details of this meeting are as follows:

Date/Time: Wednesday 10 March 21 1000hrs,

Location: VSASA 128/130 Miskin Street Toowong,

Entry: Members attending are required to enter via the office front door only

Telephone: 3876 7000

Conditions of attending VSASA AGM

Reference B - COVID -19 Movement and Gathering Direction (No. 7) 6pm AEST Friday 8 January 2021.

Non-electronic collection of contact information

14. A person who owns, controls or operates a *restricted business, activity or undertaking* listed in Schedule 1A that does not electronically collect and keep contact information about all guests, patrons and staff in accordance with paragraphs 11-13 must:
- collect and keep *contact information* about all guests, patrons and staff at the time of entry using another method; and



Veterans' Support & Advocacy Service Australia Inc.

17th February 2021

Dear Member,

Notice of the Annual General Meeting

Wednesday 10 March 2021

References: A. VSASA Inc Rules and Objectives approved by The Office of Fair Trading on 23 December 2013.

B. COVID -19 Movement and Gathering Direction (No. 7)

In accordance with Reference A para 25: The Secretary is required to give the members not less than (14) days' notice of any such meeting.

This letter is to advise you of the upcoming Annual General Meeting (AGM) The details of this meeting are as follows:

Date/Time: Wednesday 10 March 21 1000hrs,

Location: VSASA 128/130 Miskin Street Toowong,

Entry: Members attending are required to enter via the office front door only

Telephone: 3876 7000

Conditions of attending VSASA AGM

Reference B - COVID -19 Movement and Gathering Direction (No. 7) 6pm AEST Friday 8 January 2021.

Non-electronic collection of contact information

14. A person who owns, controls or operates a *restricted business, activity or undertaking* listed in Schedule 1A that does not electronically collect and keep contact information about all guests, patrons and staff in accordance with paragraphs 11-13 must:

- a. collect and keep *contact information* about all guests, patrons and staff at the time of entry using another method; and



25 August 2021

Secretary@ausvets.com.au (Secretary)



Part 3—Application for cancellation and distribution of assets

Disposal of assets

Surplus assets must not be distributed among members and must be given to another non-profit entity.

At a general meeting of the members of the association duly convened and held at (place)

KSASA 130 MINKIN ST
BOWONG QLD 4066

on 10/03/2021 (date) a special resolution* resolving to distribute the surplus assets of the association was passed by the members, in accordance with Section 92A of the Act.

The members resolved to dispose of the surplus assets in the following manner:

SEE ATTACHED MINUTES AGM 10 MAR 21

What is the reason for requesting cancellation?

SEE ATTACHED MINUTES AGM 10 MAR 21

Part 4—Attachments

Documents

All of these documents must be provided to enable the association to be cancelled.

1. A copy of the special resolution to apply for cancellation and to distribute the surplus assets of the association signed by two members of the management committee is attached. ☒
2. The original certificate of incorporation is attached. ☒
OR
The original certificate of incorporation has been lost or destroyed and a statutory declaration to that effect signed by the secretary is attached. ☐
3. Receipts from the organisations receiving the surplus assets of the association are attached (if not, please identify the value and type of remaining assets and provide reasons why they have not been distributed). ☒

Address:
State Law Building
Cnr George & Ann Streets
Brisbane Q 4000
Postal:
GPO Box 3111
Brisbane Q 4001



A

Associations Ph: (07) 246 1551
Charities Ph: (07) 246 1554
Business Names Ph: (07) 246 1581
Facsimile: (07) 220 0076

Veteran's Support And Advocacy Service Inc.
The Secretary
P O Box 294
Richlands Qld 4077

remove this top section if desired



QUEENSLAND

Associations Incorporation Act 1981
Section 17(4)

Form 4

Incorporation Number: **IA13363**



Certificate of Incorporation on Change of Name

This is to certify that

VETERAN'S SUPPORT AND ADVOCACY SERVICE INC.

an association which was on the fifth day of April 1994
incorporated under the Associations Incorporation Act 1981
did on the twenty-second day of September 1994
change its name to

VETERANS SUPPORT AND ADVOCACY SERVICE AUSTRALIA INC.

Dated this twenty-second day of September 1994

Delegate of Director-General

CERTIFICATE

