

## RULES OF THE ASSOCIATION

### 1. **Name**

The name of the incorporated association is the Eye Bank Association of Australia and New Zealand (in these Rules called "the Association"). The abbreviation of the name is EBAANZ.

#### (1) Interpretation

"**Eye Bank**" means any organisation that retrieves, processes, stores and/or distributes human ocular tissue for transplantation for ocular purposes.

#### (2) Objects and Purposes

Eye Banking exists primarily because of the generosity and goodwill of donors and their families. In an effort to ensure that this generosity is respected and its benefits maximised to their fullest extent, the objects and purposes of the Association are:

- To facilitate the safety, success and availability of corneal and other ocular tissues required for transplantation in Australia and New Zealand.
- To promote and encourage awareness of eye donation, ocular tissue preservation and ocular tissue transplantation through education and the dissemination of information.
- To facilitate communication and cooperation; and the sharing of expertise, resources and tissue between Eye Banks.
- Development and implementation of policies and Standards for best practice in eye donation and banking.
- Representation to Government agencies, health entities, community organisations, medical and industry groups as well as the general public.
- Cooperative membership of, interaction with, and representation to, international Eye Bank Associations and related tissue and organ donation agencies and Associations.
- Support of ocular tissue research, both basic science and clinical, to advance understanding of eye disorders and treatments.
- Support of the Australian Corneal Graft Registry and the New Zealand Corneal Transplant Registry in providing donation and clinical outcome data.

### 2. **Definitions**

(1) In these Rules, unless the contrary intention appears-

"**Act**" means the **Associations Incorporation Act 1981**;

"**committee**" means the committee of management of the Association;

"**financial year**" means the year ending on 31 December ;

"**general meeting**" means a general meeting of members convened in accordance with rule 12.

"**member**" means a member of the Association;

**"ordinary member of the committee"** means a member of the committee who is not an officer of the Association under Rule 21;

**"Regulations"** means regulations under the Act;

**"relevant documents"** has the same meaning as in the Act.

(2) In these Rules, a reference to the Secretary of an Association is a reference--

(a) if a person holds office under these Rules as Secretary of the Association--to that person;  
and

(b) in any other case, to the public officer of the Association.

### **3. *Alteration of the rules***

These Rules and the statement of purposes of the Association must not be altered except in accordance with the Act.

### **4. *Membership, entry fees and subscription***

(1) The membership of the Eye Banking Association of Australia and New Zealand (EBANZ) is divided into three classes, Full members, Associate members and Lifetime members.

#### **(a) Full Members**

Australian and New Zealand Eye Banks (as defined by Clause 1(1) are eligible to be full members. Each of these organisations shall be represented by an individual nominated from time to time in writing by the most senior officer of the organisation. The nominee shall have the right to be present, to debate, to vote, and move and second motions at all meetings of the Association.

#### **(b) Associate Members**

- Professional and other associations recognised by the committee as stakeholders in eye banking, may be an Associate Member of the Association. An Associate Member has the right to be present and debate issues at meetings of the Association, but does not have the right to move, second or vote on motions.
- Any properly interested individual, as determined by the committee, may be an Associate Member of the Association. An Associate Member has the right to be present and debate issues at meetings of the Association, but does not have the right to move, second or vote on motions.

#### **(c) Lifetime Members**

- A person who has been an Associate Member of EBAANZ for at least 10 years; and/or has made an outstanding contribution to a field of human eye banking; medical research; or to EBAANZ and its objectives; has influenced professional development or clinical practice nationally or internationally; or who has performed extraordinary meritorious service to EBAANZ as an executive or sub-committee chair or member or similar service; and is no longer working in an operational capacity within a member bank.
- Any Associate Member of EBAANZ may propose a candidate for Lifetime Membership to the EBAANZ Executive. Each nomination should be accompanied by a maximum one-page summary of the reason(s) for nominating the candidate and supportive qualifications of the candidate.

- The summary should include a statement explaining why the candidate is a person of eminence in the eye banking sector; the outstanding contributions the nominee has made in support of the objectives of the EBAANZ; and / or the extraordinary meritorious service provided to the EBAANZ.
- To be accepted, a Lifetime Member nominee must be endorsed by a two-thirds majority vote of the Executive and must be ratified by the membership at the AGM. Where possible, Lifetime Members shall be recognised with a formal announcement.
- A Lifetime Member does not have the right to vote but will have their attendance at the AGM and associated events (other than travel and accommodation) funded by EBAANZ. Lifetime membership shall be for the life of the member, unless declined or rescinded at any time by the Lifetime Member or by a majority vote of the Executive.
- The total number of Lifetime Members of the EBAANZ shall be at the discretion of the Executive.

(2) A person or organisation that applies and is approved for membership as provided in these Rules is eligible to be a member of the Association on payment of the entrance fee and annual subscription payable under these Rules.

(3) A person or organisation that is not a member of the Association at the time of the incorporation of the Association (or who was a member at that time but has ceased to be a member) must not be admitted to membership unless-

- (a) they apply for membership in accordance with sub-rule (4); and
- (b) admission as a member is approved by the committee.

(4) An application of a person for membership of the Association must-

- (a) be made in writing in the form set out in Appendix 1; and
- (b) be lodged with the Secretary of the Association.

(5) As soon as practicable after the receipt of an application, the Secretary must refer the application to the committee.

(6) The committee must determine whether to approve or reject the application.

(7) If the committee approves an application for membership, the Secretary must, as soon as practicable-

- (a) notify the applicant in writing of the approval for membership; and
- (b) request payment within 28 days after receipt of the notification of the sum payable under these Rules as the entrance fee and the first year's annual subscription.

(8) The Secretary must, within 28 days after receipt of the amounts referred to in sub-rule (7), enter the applicant's name in the register of members.

(9) An applicant for membership becomes a member (pursuant to classification under sub-rule (1)) and is entitled to exercise those specific rights of membership when their name is entered in the register of members.

(10) If the committee rejects an application, the committee must, as soon as practicable, notify the applicant in writing that the application has been rejected.

(11) A right, privilege, or obligation of a person or organisation by reason of membership of the Association-

- (a) is not capable of being transferred or transmitted to another person or organisation; and

(b) terminates upon the cessation of membership whether by death or resignation or otherwise.

(12) The entrance fee is the relevant amount set out in Appendix 4.

(13) The annual subscription is the relevant amount set out in Appendix 4 and is payable in advance on or before 1 July in each year.

## **5. Register of members**

(1) The Secretary must keep and maintain a register of members containing-

(a) the name and address of each member; and

(b) the date on which each member's name was entered in the register.

(2) The register is available for inspection free of charge by any member upon request.

(3) A member may make a copy of entries in the register.

## **6. Ceasing membership**

(1) A member of the Association who has paid all moneys due and payable by a member to the Association may resign from the Association by giving one month's notice in writing to the Secretary of his or her intention to resign.

(2) After the expiry of the period referred to in sub-rule (1)--

(a) the member ceases to be a member; and

(b) the Secretary must record in the register of members the date on which the member ceased to be a member.

## **7. Discipline, suspension and expulsion of members**

(1) Subject to these Rules, if the committee is of the opinion that a member has refused or neglected to comply with these Rules, or has been guilty of conduct unbecoming a member, or prejudicial to the interests of the Association, or continues to be arrear in annual subscription, the committee may by resolution--

(a) fine that member an amount not exceeding \$500; or

(b) suspend that member from membership of the Association for a specified period; or

(c) expel that member from the Association.

(2) A resolution of the committee under sub-rule (1) does not take effect unless--

(a) at a meeting held in accordance with sub-rule (3), the committee confirms the resolution; and

(b) if the member exercises a right of appeal to the Association under this rule, the Association confirms the resolution in accordance with this rule.

(3) A meeting of the committee to confirm or revoke a resolution passed under sub-rule (1) must be held not earlier than 14 days, and not later than 28 days, after notice has been given to the member in accordance with sub-rule (4).

(4) For the purposes of giving notice in accordance with sub-rule (3), the Secretary must, as soon as practicable, cause to be given to the member a written notice-

(a) setting out the resolution of the committee and the grounds on which it is based; and

(b) stating that the member, or his or her representative, may address the committee at a meeting to be held not earlier than 14 days and not later than 28 days after the notice has been given to that member; and

(c) stating the date, place and time of that meeting; and

(d) informing the member that he or she may do one or both of the following-

(i) attend that meeting;

(ii) give to the committee before the date of that meeting a written statement seeking the revocation of the resolution;

(e) informing the member that, if at that meeting, the committee confirms the resolution, he or she may, not later than 48 hours after that meeting, give the Secretary a notice to the effect that he or she wishes to appeal to the Association in general meeting against the resolution.

(5) At a meeting of the committee to confirm or revoke a resolution passed under sub-rule (1), the committee must-

(a) give the member, or his or her representative, an opportunity to be heard; and

(b) give due consideration to any written statement submitted by the member; and

(c) determine by resolution whether to confirm or to revoke the resolution.

(6) If at the meeting of the committee, the committee confirms the resolution, the member may, not later than 48 hours after that meeting, give the Secretary a notice to the effect that he or she wishes to appeal to the Association in general meeting against the resolution.

(7) If the Secretary receives a notice under sub-rule (6), he or she must notify the committee and the committee must convene a general meeting of the Association to be held within 21 days after the date on which the Secretary received the notice.

(8) At a general meeting of the Association convened under sub-rule (7)--

(a) no business other than the question of the appeal may be conducted; and

(b) the committee may place before the meeting details of the grounds for the resolution and the reasons for the passing of the resolution; and

(c) the member, or his or her representative, must be given an opportunity to be heard; and

(d) the members present must vote by secret ballot on the question whether the resolution should be confirmed or revoked.

(9) A resolution is confirmed if, at the general meeting, not less than two-thirds of the members vote in person, or by proxy, in favour of the resolution. In any other case, the resolution is revoked.

## **8. Disputes and mediation**

- (1) The grievance procedure set out in this rule applies to disputes under these Rules between-
  - (a) a member and another member; or
  - (b) a member and the Association.
- (2) The parties to the dispute must meet and discuss the matter in dispute, and, if possible, resolve the dispute within 14 days after the dispute comes to the attention of all of the parties.
- (3) If the parties are unable to resolve the dispute at the meeting, or if a party fails to attend that meeting, then the parties must, within 10 days, hold a meeting in the presence of a mediator.
- (4) The mediator must be-
  - (a) a person chosen by agreement between the parties; or
  - (b) in the absence of agreement-
    - (i) in the case of a dispute between a member and another member, a person appointed by the committee of the Association; or
    - (ii) in the case of a dispute between a member and the Association, a person who is a mediator appointed or employed by the Dispute Settlement Centre of Victoria (Department of Justice).
- (5) A member of the Association can be a mediator.
- (6) The mediator cannot be a member who is a party to the dispute.
- (7) The parties to the dispute must, in good faith, attempt to settle the dispute by mediation.
- (8) The mediator, in conducting the mediation, must--
  - (a) give the parties to the mediation process 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 to the dispute throughout the mediation process.
- (9) The mediator must not determine the dispute.
- (10) If the mediation process does not result in the dispute being resolved, the parties may seek to resolve the dispute in accordance with the Act or otherwise at law.

## **9. Annual general meetings**

- (1) The committee may determine the date, time and place of the annual general meeting of the Association.
- (2) The notice convening the annual general meeting must specify that the meeting is an annual general meeting.
- (3) The ordinary business of the annual general meeting shall be-

(a) to confirm the minutes of the previous annual general meeting and of any general meeting held since that meeting; and

(b) to receive from the committee reports upon the transactions of the Association during the last preceding financial year; and

(c) to elect officers of the Association (according to the rules of terms of office) and

(d) to receive and consider the statement submitted by the Association in accordance with section 30(3) of the Act.

(4) The annual general meeting may conduct any special business of which notice has been given in accordance with these Rules.

### **10. *Special general meetings***

(1) In addition to the annual general meeting, any other general meetings may be held in the same year.

(2) All general meetings other than the annual general meeting are special general meetings.

(3) The committee may, whenever it thinks fit, convene a special general meeting of the Association.

(4) If, but for this sub-rule, more than 15 months would elapse between annual general meetings, the committee must convene a special general meeting before the expiration of that period.

(5) The committee must, on the request in writing of members representing not less than 5 per cent of the total number of full members, convene a special general meeting of the Association.

(6) The request for a special general meeting must--

(a) state the objects of the meeting; and

(b) be signed by the members requesting the meeting; and

(c) be sent to the address of the Secretary.

(7) If the committee does not cause a special general meeting to be held within one month after the date on which the request is sent to the address of the Secretary, the members making the request, or any of them, may convene a special general meeting to be held not later than 3 months after that date.

(8) If a special general meeting is convened by members in accordance with this rule, it must be convened in the same manner so far as possible as a meeting convened by the committee and all reasonable expenses incurred in convening the special general meeting must be refunded by the Association to the persons incurring the expenses.

### **11. *Special business***

All business that is conducted at a special general meeting and all business that is conducted at the annual general meeting, except for business conducted under the rules as ordinary business of the annual general meeting, is deemed to be special business.

## **12. Notice of general meetings**

(1) The Secretary of the Association, at least 14 days, or if a special resolution has been proposed at least 21 days, before the date fixed for holding a general meeting of the Association, must cause to be sent to each member of the Association, a notice stating the place, date and time of the meeting and the nature of the business to be conducted at the meeting.

(2) Notice may be sent--

(a) by prepaid post to the address appearing in the register of members; or

(b) if the member requests, by facsimile transmission or electronic transmission.

(3) No business other than that set out in the notice convening the meeting may be conducted at the meeting.

(4) A member intending to bring any business before a meeting may notify in writing, or by electronic transmission, the Secretary of that business, who must include that business in the notice calling the next general meeting.

## **13. Quorum at general meetings**

(1) No item of business may be conducted at a general meeting unless a quorum of members entitled under these Rules to vote is present at the time when the meeting is considering that item.

(2) Five full members personally present (being members entitled under these Rules to vote at a general meeting) constitute a quorum for the conduct of the business of a general meeting.

(3) If, within half an hour after the appointed time for the commencement of a general meeting, a quorum is not present--

(i) in the case of a meeting convened upon the request of members--the meeting must be dissolved; and

(ii) in any other case--the meeting shall stand adjourned to the same day in the next week at the same time and (unless another place is specified by the Chairperson at the time of the adjournment or by written notice to members given before the day to which the meeting is adjourned) at the same place.

## **14. Presiding at general meetings**

(1) The Chairman, or in the Chairman's absence, the Deputy-Chair, shall preside as Chairperson at each general meeting of the Association.

(2) If the Chairman and the Deputy-Chair are absent from a general meeting, or are unable to preside, the members present must select one of their number to preside.

## **15. Adjournment of meetings**

(1) The person presiding may, with the consent of a majority of members present at the meeting, adjourn the meeting from time to time and place to place.

(2) No business may be conducted at an adjourned meeting other than the unfinished business from the meeting that was adjourned.

(3) If a meeting is adjourned for 14 days or more, notice of the adjourned meeting must be given in accordance with rule 12. (4) Except as provided in sub-rule (3), it is not necessary to give notice of an adjournment or of the business to be conducted at an adjourned meeting.

#### **16. Voting at general meetings**

(1) Upon any question arising at a general meeting of the Association, a full member has one vote only.

(2) All votes must be given personally or by proxy.

(3) In the case of an equality of voting on a question, the question shall carry in the negative.

(4) A simple majority in voting shall carry the question in the positive.

(5) A full member is not entitled to vote at a general meeting unless all moneys due and payable by the member to the Association have been paid, other than the amount of the annual subscription payable in respect of the current financial year.

#### **17. Poll at general meetings**

(1) If at a meeting a poll on any question is demanded by not less than 2 full members, it must be taken at that meeting in such manner as the Chairperson may direct and the resolution of the poll shall be deemed to be a resolution of the meeting on that question.

(2) A poll that is demanded on the election of a Chairperson or on a question of an adjournment must be taken immediately and a poll that is demanded on any other question must be taken at such time before the close of the meeting as the Chairperson may direct.

#### **18. Manner of determining whether resolution carried**

(1) If a question arising at a general meeting of the Association is determined on a show of hands (or similar acknowledgement)-

(a) a declaration by the Chairperson that a resolution has been-

(i) carried; or

(ii) carried unanimously; or

(iii) carried by a particular majority; or

(iv) lost; and

(b) 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) A resolution is carried by simple majority voting of those members that have cast a vote. In the case of an equality of voting on a resolution, the resolution shall not be carried.

### **19. Proxies**

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

(2) The notice appointing the proxy must be--

(a) for a meeting of the Association convened under rule 7(7), in the form set out in Appendix 2;  
or

(b) in any other case, in the form set out in Appendix 3.

### **20. Committee of Management**

(1) The affairs of the Association shall be managed by the committee of management.

(2) The committee--

(a) shall control and manage the business and affairs of the Association; and

(b) may, subject to these Rules, the Act and the Regulations, exercise all such powers and functions as may be exercised by the Association other than those powers and functions that are required by these Rules to be exercised by general meetings of the members of the Association; and

(c) subject to these Rules, the Act and the Regulations, has power to perform all such acts and things as appear to the committee to be essential for the proper management of the business and affairs of the Association.

(3) Subject to section 23 of the Act, the committee shall consist of--

(a) All full members of the Association. i.e. An individual nominated by each of the full member Eye Banks

(4) From the committee 3 office holders (described Rule 21) will be elected.

### **21. Office holders**

(1) The officers of the Association shall be--

(a) a Chairman;

(b) a Deputy-Chair;

(c) a combined Treasurer and Secretary.

(2) The provisions of rule 23, so far as they are applicable and with the necessary modifications, apply to and in relation to the election of persons to any of the offices referred to in sub-rule (1).

(3) Each officer of the Association shall hold office until two annual general meetings next after the date of his or her election but is eligible for re-election. (4) In the event of a casual vacancy in any office referred to in sub-rule (1), the committee may appoint one of its members to the vacant office and the member appointed may continue in office up to and including the conclusion of the annual general meeting next following the date of the appointment.

## **22. Responsibilities of the committee and office bearers**

(1) The committee is bound to be representative of the views of the membership of the Association as a whole, rather than projecting the views of any individuals or individual Eye Bank

(2) The committee will ensure proper and full communication to membership by making available to members

(a) minutes of meetings

(b) a record of decisions made at committee level including financial expenditure and,

(c) material provided to the Executive by statutory and regulatory authorities (when authorised)

(3) The committee will provide a public presence of the Association to the media, government and relevant regulatory bodies through the Chairman, or a member of the Association authorised by the committee for this purpose. Official representation on external committees such as government and regulatory bodies will be determined by simple majority vote of the committee members.

(4) Members of the committee are obliged to declare any interest they may have in a matter before the committee, prior to any discussion on that matter. A declaration of interest may not necessarily prevent that member participating in any relevant decisions.

## **23. Election of officers**

(1) Nominations of candidates for election as officers of the Association must be--

(a) made in writing, signed by two members of the Association and accompanied by the written consent of the candidate (which may be endorsed on the form of nomination); and

(b) delivered to the Secretary of the Association not less than 7 days before the date fixed for the holding of the annual general meeting.

(2) A candidate may only be nominated for one office prior to the annual general meeting.

(3) If insufficient nominations are received to fill all vacancies, the candidates nominated shall be deemed to be elected and further nominations may be received at the annual general meeting.

(4) If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated shall be deemed to be elected.

(5) If the number of nominations exceeds the number of vacancies to be filled, a ballot must be held.

(6) The ballot for the election of officers must be conducted at the annual general meeting in such manner as the committee may direct.

#### **24. Vacancies**

The office of an officer of the Association, becomes vacant if the officer or member--

- (a) ceases to be a member of the Association; or
- (b) becomes an insolvent under administration within the meaning of the Corporations Law; or
- (c) resigns from office by notice in writing given to the Secretary.

#### **25. Meetings of the committee**

(1) The committee must meet at least 3 times in each year at such place and such times as the committee may determine.

(2) Special meetings of the committee may be convened by the Chairman or by any 4 members of the committee.

#### **26. Notice of committee meetings**

(1) Notice of each committee meeting must be given to each member of the committee at least 2 business days before the date of the meeting.

(2) Notice must be given to members of the committee of any special meeting specifying the general nature of the business to be conducted and no other business may be conducted at such a meeting.

#### **27. Quorum for committee meetings**

(1) Any 5 members of the committee constitute a quorum for the conduct of the business of a meeting of the committee.

(2) No business may be conducted unless a quorum is present.

(3) If within half an hour of the time appointed for the meeting a quorum is not present--

- (i) in the case of a special meeting--the meeting lapses;
- (ii) in any other case--the meeting shall stand adjourned to the same place and the same time and day in the following week.

(4) The committee may act notwithstanding any vacancy on the committee.

#### **28. Chairman at committee meetings**

At meetings of the committee-

- (a) the Chairman, in the Chairman's absence, the Deputy-Chair presides; or

(b) if the Chairman and the Deputy-Chair are absent, or are unable to preside, the members present must choose one of their number to preside.

### **29. *Voting at committee meetings***

(1) Questions arising at a meeting of the committee, or at a meeting of any sub-committee appointed by the committee, shall be determined on a show of hands (or equivalent) or, if a member requests, by a poll taken in such manner as the person presiding at that meeting may determine.

(2) Each member present at a meeting of the committee, or at a meeting of any sub-committee appointed by the committee (including the person presiding at the meeting), is entitled to one vote and, in the event of an equality of votes on any question, the question is deemed to have been carried.

### **30. *Removal of committee member***

(1) The provisions of Rule 7 of the Association shall apply in regard to the removal of any member of the committee before the expiration of the member's term of office.

### **31. *Minutes of meetings***

The Secretary/Treasurer of the Association must keep minutes of the resolutions and proceedings of each general meeting, and each committee meeting, together with a record of the names of persons present at committee meetings.

### **32. *Funds***

(1) The Secretary/Treasurer of the Association must-

(a) collect and receive all moneys due to the Association and make all payments authorised by the Association; and

(b) keep correct accounts and books showing the financial affairs of the Association with full details of all receipts and expenditure connected with the activities of the Association.

(2) All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments must be signed by two members of the committee.

(3) The funds of the Association shall be derived from entrance fees, annual subscriptions, donations and such other sources as the committee determines.

### **33. *Seal***

(1) The common seal of the Association must be kept in the custody of the Secretary/Treasurer.

(2) The common seal must not be affixed to any instrument except by the authority of the committee and the affixing of the common seal must be attested by the signatures either of two members of the committee or, of one member of the committee and of the public officer of the Association.

### **34. Notice to members**

Except for the requirement in rule 12, any notice that is required to be given to a member, by on behalf of the Association, under these Rules may be given by-

- (a) delivering the notice to the member personally; or
- (b) sending it by prepaid post addressed to the member at that member's address shown in the register of members; or
- (c) facsimile transmission, if the member has requested that the notice be given to him or her in this manner; or
- (d) electronic transmission, if the member has requested that the notice be given to him or her in this manner.

### **35. Winding up**

In the event of the winding up or the cancellation of the incorporation of the Association, the assets of the Association must be disposed of in accordance with the provisions of the Act.

### **36. Custody and inspection of books and records**

- (1) Except as otherwise provided in these Rules, the Secretary/Treasurer must keep in his or her custody or under his or her control all books, documents and securities of the Association.
- (2) All accounts, books, securities and any other relevant documents of the Association must be available for inspection free of charge by any member upon request.
- (3) A member may make a copy of any accounts, books, securities and any other relevant documents of the Association.

APPENDIX 1

**APPLICATION FOR MEMBERSHIP OF  
(NAME OF THE ASSOCIATION)**

I,....., of .....desire to become a  
(*name and occupation*) (address)

member of .....  
(*name of Association*)

In the event of my admission as a member, I agree to be bound by the rules of the Association for the time being in force.

.....  
Signature of Applicant  
Date

I,....., a member of the Association,  
(*name*)  
nominate the applicant, who is personally known to me, for membership of the Association.

.....  
Signature of Proposer  
Date

I,....., a member of the Association, second  
(*name*)  
the nomination of the applicant, who is personally known to me, for membership of the Association.

.....  
Signature of Secunder  
Date

APPENDIX 2

**FORM OF APPOINTMENT OF PROXY FOR MEETING OF  
ASSOCIATION CONVENED UNDER RULE 7(7)**

I,.....  
(name)

of .....  
(address)

being a member of .....  
(name of Incorporated Association)

appoint .....  
(name of proxy holder)

of .....  
(address of proxy holder)

being a member of that Incorporated Association, as my proxy to vote for me on my behalf at the  
appeal to the general meeting of the Association convened under rule 7(7), to be held on-

.....  
(date of meeting)

and at any adjournment of that meeting.

I authorise my proxy to vote on my behalf at their discretion in respect of the following resolution (insert  
details of resolution passed under rule 7(1)).

.....  
Signed  
Date

APPENDIX 3

FORM OF APPOINTMENT OF PROXY

I, .....  
(name)

of .....  
(address)

being a member of .....  
(name of Incorporated Association)

appoint .....  
(name of proxy holder)

of .....  
(address of proxy holder)

being a member of that Incorporated Association, as my proxy to vote for me on my behalf at the annual/special\* general meeting of the Association to be held on

.....  
(date of meeting)

and at any adjournment of that meeting.

My proxy is authorised to vote in favour of/against\* the following resolution (insert details of resolution).

.....  
Signed  
Date

\* Delete if not applicable



**APPENDIX 4**

**SCHEDULE OF FEES**

<i>Fee</i>	<i>Amount</i>
Entrance fee	
Annual subscription fee	

## NOTES

### "SCHEDULE 1

#### PREPARATION OF FINANCIAL STATEMENTS BY PRESCRIBED ASSOCIATIONS--AUSTRALIAN ACCOUNTING STANDARDS

<b>Australian Accounting Standard Number</b>	<b>Name of Australian Accounting Standard</b>	<b>Issued</b>
AASB 1018 (replaces AAS 1)	Statement of Financial Performance	June 2002
AAS 4	Depreciation	August 1997
AAS 5	Materiality	September 1995
AAS 6	Accounting Policies	March 1999
AAS 8	Events Occurring After Reporting Date	October 1997
AAS 15	Revenue	June 1998
AAS 17	Leases	October 1998
AAS 28	Statement of Cash Flows	October 1997
AAS 36	Statement of Financial Position	October 1999
AASB 1041 (replaces AAS 38)	Revaluation of Non-Current Assets	July 2001