

Rules of Incorporation for the: Australian Ophthalmic Nurses Association Victoria Inc.

Dated: September 26th 2017 (replacement of 2008 inception rules)

ABN 62453919481

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Note: This document is based on the Australian, **Associations Incorporation Reform Act 2012**. These Rules are taken to constitute the terms of a contract between the Association and its members. This incorporation will be based in the **State of Victoria, Australia**.

PART 1—PRELIMINARY

1 Name

The name of the incorporated association is the “Australian Ophthalmic Nurses Association Victoria Incorporated”. It may also be referred to as AONAVIC or AONAVIC Inc.

- **Note:** Under section 23 of the Act, the name of the association and its registration number must appear on all its business documents.
- **Note:** This Rule of Incorporation is a revision of the original Rules of Incorporation – 2008.

2 Purposes

Mission Statement: The Australian Ophthalmic Nurses Association Victoria Incorporated is a collective, member based, regional organisation established by ophthalmic nurses with the intent to develop and provide peer support, knowledge exchange and professional statements for the purpose of supporting best practice, education and research.

Objectives:

AONAVIC will:

1. Contribute to the development of the professional profile of ophthalmic nurses within the AONAVIC jurisdictional region,
2. Promote the role of the ophthalmic nurse who is a valuable contributor to the ophthalmic health care team.
3. Provide peer support to ophthalmic nurses across the AONAVIC jurisdictional region.
4. Provide continual professional development education.
5. Provide a forum for discussion and dissemination of information to nurses working in the area of ophthalmic nursing.
6. Represent AONAVIC members on nationally relevant items through partnership and participation with the Australian Ophthalmic Nurses Association National Council (AONANC).
7. Collaborate and partner with other eye care and nursing providers to promote and support blindness prevention strategies.
8. Advance the profession within Australia and collaborate internationally where appropriate.

3 Financial year

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

4 Definitions

In these Rules—

- **absolute majority of the Committee** means a majority of the committee members currently holding office and entitled to vote at the time (as distinct from a majority of committee members present at a committee meeting);
- **chair/treasurer** of a general meeting or committee meeting, means the person chairing the meeting as required under rule 46;
- **committee** comprises of representative committee members;
- **committee meeting** means a meeting of the committee held in accordance with these Rules;
- **elected representative lead** of a general meeting or committee meeting, means the person who will represent AONAVIC on external activities;
- **representative committee** means representatives selected as having management of the business of the Association;
- **disciplinary appeal meeting** means a meeting of the members of the Association convened under rule 23(3);
- **disciplinary meeting** means a meeting of the committee convened for the purposes of rule 22;
- **disciplinary subcommittee** means the subcommittee appointed under rule 20;
- **financial year** means the 12-month period specified in rule 3;
- **general meeting** means a general meeting of the members of the Association convened in accordance with Part 4 and includes an Annual General Meeting, a special general meeting, and a disciplinary appeal meeting;

- **member** means a member of the Association;
- **member entitled to vote** means a member who under rule 13(2) is entitled to vote at a general meeting;
- **sub-branch** refers to sub-groups of members that may become part of the AONAVIC business / or jurisdictional boundaries either temporary or permanently;
- **special resolution** means a resolution that requires not less than three-quarters of the members voting at a general meeting, whether in person or by proxy, to vote in favour of the resolution;
- **The Act** means the **Associations Incorporation Reform Act 2012** and includes any regulations made under that Act;
- **The Registrar** means the Registrar of Incorporated Associations.

PART 2—POWERS OF ASSOCIATION

5 Powers of Association

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

6 Not for profit organisation

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

PART 3—MEMBERS, DISCIPLINARY PROCEDURES AND GRIEVANCES

Division 1—Membership

7 Minimum number of members

The Association must have at least 5 members within the jurisdictional region and each sub-branch region.

8 Who is eligible to be a member?

- (1) To apply to become a member of the Association, a person must be either –
 - (a) Full Members (voting): A Registered, Enrolled or Endorsed Nurse; or
 - (b) Associate Members (non-voting): A non-nurse professional currently employed within the healthcare ophthalmology and blindness prevention sector; or
 - (c) Life Member (voting): A person invited by the Committee, and approved by members, as having unlimited membership (subject to their eligibility as either a Full or Associate Member) to AONAVIC.

9 Application for membership

- (1) To apply to become a member of the Association, a person must -
 - (a) Comply with either 8.1.a, b or c; and
 - (b) Agree to comply to the Rules of Incorporation; and
 - (c) Ensure membership payments are up-to-date.
- (2) The application—
 - (a) must be lodged via the AONAVIC membership system; and
 - (b) may be accompanied by the joining fee and appropriate details outlined on the membership application form

Note: The joining fee is the fee (if any) determined by the Association under rule 11.
 - (c) Life members can be proposed to the Committee by any member at any time.

The Committee shall determine the validity of the applicant as they deem appropriate.

 - i. AONAVIC may issue a maximum of one (1) Life Member per financial year
 - ii. Successful candidates shall be announced at the next Annual General Meeting.
 - iii. The Committee may reject or delay new Life Members due to financial constraints.

10 Consideration of application

- (1) As soon as practicable, after an application for membership is received, the Committee via delegation to the Secretary must decide by resolution whether to accept or reject the application
- (2) If the Committee rejects the application, it must return any money accompanying the application to the applicant
- (3) No reason need be given for the rejection of an application.

11 Fees on joining

Annual Fee - An Annual fee may be required for members outlined in rule 9, if determined necessary by the Representative Committee.

- (1) At each annual general meeting, the Association must determine—
 - (a) the amount of the annual subscription (if any) for the following financial year; and
 - (b) the amount of start-up fees (if any) for the following financial year; and
 - (c) the date for payment.
- (2) The Association may determine that a lower annual subscription is payable by some members as deemed appropriate.
- (3) The Association may determine that any new member who joins after the start of a financial year must, for that financial year, pay a fee equal to—
 - (a) the full annual subscription; or
 - (b) a pro rata annual subscription based on the remaining part of the financial year; or
 - (c) a fixed amount determined from time to time by the Association
- (4) The rights of a member (including the right to vote) who has not paid the annual subscription by the due date are suspended until the subscription is paid.

12 General rights of members

- (1) A member of the Association who is entitled to vote has the right—
 - (a) to receive notice of general meetings and of proposed special resolutions in the manner and time prescribed by these Rules; and
 - (b) to submit items of business for consideration at a general meeting; and
 - (c) to attend and be heard at general meetings; and

- (d) to vote at a general meeting; and
 - (e) to have access to the minutes of general meetings and other documents of the Association as provided under rule 75; and
 - (f) to inspect the register of members.
- (2) A member is entitled to vote if—
- (a) the member is a member other than an Associate Member; and
 - (b) the member's membership rights are not suspended for any reason.

13 Associate members

- (1) Shall include non-nurse professionals currently employed within the healthcare ophthalmology and blindness prevention sector
- (2) An associate member must not vote but may have other rights as determined by the Representative Committee or by resolution at a general meeting.

14 Rights not transferable

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

15 Ceasing membership

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

16 Resigning as a member

- (1) A member is taken to have resigned if—
 - (a) the member's annual subscription has expired; or
 - (b) For Life Members, where no annual subscription is payable—
 - (i) they have ceased retention of their professional practice license; or
 - (ii) the Secretary has made a written request to the member to confirm that he or she wishes to remain a member; and the member has not, within 3 months after receiving that request, confirmed in writing that he or she wishes to remain a member.

17 Register of members

- (1) The Secretary must keep and maintain a register of members that includes—
 - (a) for each current member—
 - (i) the member's name;
 - (ii) the address for notice last given by the member;
 - (iii) the date of becoming a member;
 - (iv) if the member is a full, life or associate member, a note to that effect;
 - (v) any other information determined by the Representative Committee; and
 - (b) for each former member, the date of ceasing to be a member.

(c) Membership data will be held confidentially and securely. Any engagement or provision of data to a third party shall be consistent with the Privacy Act (1988) and National Privacy Principles.

Note: Under section 59 of the Act, access to the personal information of a person recorded in the register of members may be restricted in certain circumstances. Section 58 of the Act provides that it is an offence to make improper use of information about a person obtained from the Register of Members.

Division 2—Disciplinary action

18 Grounds for taking disciplinary action

The Association may take disciplinary action against a member in accordance with this Division, if it is determined that the member—

- (a) has failed to comply with these Rules; or
- (b) refuses to support the purposes of the Association; or
- (c) has engaged in conduct prejudicial to the Association.

19 Disciplinary subcommittee

- (1) If the Committee is satisfied that there are sufficient grounds for taking disciplinary action against a member, the Committee must appoint a disciplinary subcommittee to hear the matter and determine what action, if any, to take against the member.
- (2) The members of the disciplinary subcommittee—
 - (a) may be committee members, members of the Association or anyone else; but
 - (b) must not be biased against, or in favour of, the member concerned.

20 Notice to member

- (1) Before disciplinary action is taken against a member, the Secretary must give written notice to the member—
 - (a) stating that the Association proposes to take disciplinary action against the member; and
 - (b) stating the grounds for the proposed disciplinary action; and
 - (c) specifying the date, place, and time of the meeting at which the disciplinary subcommittee intends to consider the disciplinary action (the **disciplinary meeting**); and
 - (d) advising the member that he or she may do one or both of the following—
 - (i) attend the disciplinary meeting and address the disciplinary subcommittee at that meeting;
 - (ii) give a written statement to the disciplinary subcommittee at any time before the disciplinary meeting; and
 - (e) setting out the member's appeal rights under rule 23.
- (2) The notice must be given no earlier than 28 days, and no later than 14 days, before the disciplinary meeting is held.

21 Decision of subcommittee

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

22 Appeal rights

- (1) A person whose membership rights have been suspended or who has been expelled from the Association under rule 22 may give notice to the effect that he or she wishes to appeal against the suspension or expulsion.

- (2) The notice must be in writing and given—
 - (a) to the disciplinary subcommittee immediately after the vote to suspend or expel the person is taken; or
 - (b) to the Secretary not later than 48 hours after the vote.
- (3) If a person has given notice under subrule (2), a disciplinary appeal meeting must be convened by the Committee as soon as practicable, but in any event not later than 21 days, after the notice is received.
- (4) Notice of the disciplinary appeal meeting must be given to each member of the Association who is entitled to vote as soon as practicable and must—
 - (a) specify the date, time and place of the meeting; and
 - (b) state—
 - (i) the name of the person against whom the disciplinary action has been taken; and
 - (ii) the grounds for taking that action; and
 - (iii) that at the disciplinary appeal meeting the members present must vote on whether the decision to suspend or expel the person should be upheld or revoked.

23 Conduct of disciplinary appeal meeting

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

Division 3—Grievance procedure

24 Application

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

25 Parties must attempt to resolve the dispute

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

26 Appointment of mediator

- (1) If the parties to a dispute are unable to resolve the dispute between them within the time required by rule 26, the parties must within 10 days—
 - (a) notify the Committee of the dispute; and

- (b) agree to or request the appointment of a mediator; and
 - (c) attempt in good faith to settle the dispute by mediation.
- (2) The mediator must be—
- (a) a person chosen by agreement between the parties; or
 - (b) in the absence of agreement—
 - (i) if the dispute is between a member and another member—a person appointed by the Committee; or
 - (ii) if the dispute is between a member and the Committee or the Association—a person appointed or employed by the Dispute Settlement Centre of Victoria.
- (3) A mediator appointed by the Committee may be a member or former member of the Association but in any case must not be a person who—
- (a) has a personal interest in the dispute; or
 - (b) is biased in favour of or against any party.

27 Mediation process

- (1) The mediator to the dispute, in conducting the mediation, must—
- (a) give each party every opportunity to be heard; and
 - (b) allow due consideration by all parties of any written statement submitted by any party; and
 - (c) ensure that natural justice is accorded to the parties throughout the mediation process.
- (2) The mediator must not determine the dispute.

28 Failure to resolve dispute by mediation

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

PART 4—GENERAL MEETINGS OF THE ASSOCIATION

29 Annual General Meetings

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

30 Special general meetings

- (1) Any general meeting of the Association, other than an AGM or a disciplinary appeal meeting, is a special general meeting.

- (2) The Committee may convene a special general meeting whenever it thinks fit.
- (3) No business other than that set out in the notice under rule 33 may be conducted at the meeting.

31 Special general meeting held at request of members

- (1) The Committee must convene a special general meeting if a request to do so is made in accordance with subrule (2) by at least 10% of the total number of members.
- (2) A request for a special general meeting must—
 - (a) be in writing; and
 - (b) state the business to be considered at the meeting and any resolutions to be proposed; and
 - (c) include the names and signatures of the members requesting the meeting; and
 - (d) be given to the Secretary.
- (3) If the Committee does not convene a special general meeting within one month after the date on which the request is made, the members making the request (or any of them) may convene the special general meeting.
- (4) A special general meeting convened by members under subrule (3)—
 - (a) must be held within 3 months after the date on which the original request was made; and
 - (b) may only consider the business stated in that request.
- (5) The Association must reimburse all reasonable expenses incurred by the members convening a special general meeting under subrule (3).

32 Notice of general meetings

- (1) The Secretary (or, in the case of a special general meeting convened under rule 32(3), the members convening the meeting) must give to each member of the Association—
 - (a) at least 30 days' notice of a general meeting if a special resolution is to be proposed at the meeting;
or
 - (b) at least 14 days' notice of a general meeting in any other case.
- (2) The notice must—
 - (a) specify the date, time, and place of the meeting; and
 - (b) indicate the general nature of each item of business to be considered at the meeting; and
 - (c) if a special resolution is to be proposed—
 - (i) state in full the proposed resolution; and
 - (ii) state the intention to propose the resolution as a special resolution; and
 - (d) comply with rule 35.
- (3) This rule does not apply to a disciplinary appeal meeting-

33 Proxies

- (1) A member may appoint another member as his or her proxy to vote and speak on his or her behalf at a general meeting other than at a disciplinary appeal meeting.
- (2) The appointment of a proxy must be in writing and signed by the member making the appointment. E-mail electronic communication may also be considered as both proxy and signature.
- (3) The member appointing the proxy may give specific directions as to how the proxy is to vote on his or her behalf, otherwise the proxy may vote on behalf of the member in any matter as he or she sees fit.
- (4) If the Committee has approved a form for the appointment of a proxy, the member may use any other form that clearly identifies the person appointed as the member's proxy and that has been signed by the member.
- (5) Notice of a general meeting given to a member under rule 33 must—
 - (a) state that the member may appoint another member as a proxy for the meeting; and

- (b) include a copy of any form that the Committee has approved for the appointment of a proxy.
- (6) A form appointing a proxy must be given to the Chairperson of the meeting before or at the commencement of the meeting.

34 Use of technology

- (1) A member not physically present at a general meeting may be permitted to participate in the meeting by the use of technology that allows that member and the members present at the meeting to clearly and simultaneously communicate with each other.
- (2) For the purposes of this Part, a member participating in a general meeting as permitted under subrule (1) is taken to be present at the meeting and, if the member votes at the meeting, is taken to have voted in person.
- (3) Meeting may be held, in their entirety, through technology.

35 Quorum at general meetings

- (1) No business may be conducted at a general meeting unless a quorum of members is present.
- (2) The quorum for a general meeting is the presence (physically, electronically, by proxy or as allowed under rule 35) of 10% of the members entitled to vote.
- (3) If a quorum is not present within 30 minutes after the notified commencement time of a general meeting—
 - (a) in the case of a meeting convened by, or at the request of, members under rule 32—the meeting must be dissolved -
 - (b) in any other case—
 - (i) the meeting must be adjourned to a date not more than 90 days after the adjournment; and
 - (ii) notice of the date, time and place to which the meeting is adjourned must be given at the meeting and confirmed by written notice given to all members as soon as practicable after the meeting.
- (4) If a quorum is not present within 30 minutes after the time to which a general meeting has been adjourned under subrule (3)(b), the members present at the meeting (if not fewer than 3) may proceed with the business of the meeting as if a quorum were present.

36 Adjournment of general meeting

- (1) The Chairperson of a general meeting at which a quorum is present may, with the consent of a majority of members present at the meeting, adjourn the meeting to another time at the same place or at another place.
- (2) Without limiting subrule (1), a meeting may be adjourned—
 - (a) if there is insufficient time to deal with the business at hand; or
 - (b) to give the members more time to consider an item of business.
- (3) No business may be conducted on the resumption of an adjourned meeting other than the business that remained unfinished when the meeting was adjourned.
- (4) Notice of the adjournment of a meeting under this rule is not required unless the meeting is adjourned for 30 days or more, in which case notice of the meeting must be given in accordance with rule 33.

37 Voting at general meeting

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

- (4) This rule does not apply to a vote at a disciplinary appeal meeting conducted under rule 24.

38 Special resolutions

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

Note: In addition to certain matters specified in the Act, a special resolution is required—

- (a) to remove a committee member from office;
- (b) to alter these Rules, including changing the name or any of the purposes of the Association.

39 Determining whether resolution carried

- (1) Subject to subsection (2), the Chairperson of a general meeting may, on the basis of a show of hands, declare that a resolution has been—
- (a) carried; or
 - (b) carried unanimously; or
 - (c) carried by a particular majority; or
 - (d) Not-carried (lost/not to go ahead)
- and an entry to that effect in the minutes of the meeting is conclusive proof of that fact.
- (2) If a poll (where votes are cast in writing) is demanded by three or more members on any question—
- (a) the poll must be taken at the meeting in the manner determined by the Chairperson of the meeting; and
 - (b) the Chairperson must declare the result of the resolution on the basis of the poll.
- (3) A poll demanded on the election of the Chairperson or on a question of an adjournment must be taken immediately.
- (4) A poll demanded on any other question must be taken before the close of the meeting at a time determined by the Chairperson.

40 Minutes of general meeting

- (1) The Committee must ensure that minutes are taken and kept of each general meeting.
- (2) The minutes must record the business considered at the meeting, any resolution on which a vote is taken and the result of the vote.
- (3) In addition, the minutes of each AGM must include—
- (a) the names of the members attending the meeting; and
 - (b) proxy forms given to the Chairperson of the meeting under rule 34(6); and
 - (c) the financial statements submitted to the members in accordance with rule 30(4) (b) (ii); and
 - (d) the certificate signed by two committee members certifying that the financial statements give a true and fair view of the financial position and performance of the Association; and
 - (e) any audited accounts and auditor's report or report of a review accompanying the financial statements that are required under the Act.

PART 5—COMMITTEE

Division 1—Powers of Representative Committee

41 Role and powers

- (1) The business of the Association must be managed by or under the direction of a Representative Committee (Committee).
- (2) The Committee may exercise all the powers of the Association except those powers that these Rules or the Act require to be exercised by general meetings of the members of the Association.

- (3) The Committee may—
 - (a) appoint and remove staff;
 - (b) establish subcommittees consisting of members with terms of reference it considers appropriate.

42 Delegation

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

Division 2—Composition of Committee and duties of members

43 Composition of Committee

- (1) The core Committee shall consist of a minimum of 3 Representatives. These being:

Chair (President),

Secretary, and

Treasurer

- (2) The core Committee shall be joined by 1 representative of any/each sub-branch. These positions are dissolved when a sub-branch ceases to operate.

(3) Additional compositions, duties and membership to the Committee may be created to suit the needs of the Association at that time, as deemed appropriate by the residing Committee. These may include but are not limited to: Vice-Chair (Vice-President), Membership Secretary, Media Manager, Education Manager, Conference Convener, Sponsorship Manager, Special Interest Group Leads, National Council Representatives, Ordinary Members

44 General Duties

- (1) As soon as practicable after being elected or appointed to the Committee, each committee member must become familiar with these Rules and the Act.
- (2) The Committee is collectively responsible for ensuring that the Association complies with the Act and that individual members of the Committee comply with these Rules.
- (3) Committee members must exercise their powers and discharge their duties with reasonable care and diligence.
- (4) Committee members must exercise their powers and discharge their duties—
 - (a) in good faith in the best interests of the Association; and
 - (b) for a proper purpose.
- (5) Committee members and former committee members must not make improper use of—
 - (a) their position; or
 - (b) information acquired by virtue of holding their position— so as to gain an advantage for themselves or any other person or to cause detriment to the Association.
- (6) In addition to any duties imposed by these Rules, a committee member must perform any other duties imposed from time to time by resolution at a general meeting.

45 Election to the Committee

- (1) Subject to subrule (2), election to the Committee, and to specific positions such as the Chair is determined by general member vote at the AGM.
- (2) If sitting (outgoing) Committee members are absent, or are unable to preside, the Chairperson of the meeting must be—

- (a) in the case of a general meeting—a member elected by the other members present; or
- (b) in the case of a committee meeting—a committee member elected by the other committee members present.

(3) Periods of appoint are for 12 months from the point of one AGM to the next. All positions are then vacated and all members may nominate/self-nominate for any position.

46 Core Committee - Chair and Treasurer

- (1) The Chair/Treasurer must—
 - (a) receive all moneys paid to or received by the Association and issue receipts for those moneys in the name of the Association; and
 - (b) ensure that all moneys received are paid into the account of the Association within 60 working days after receipt; and
 - (c) make any payments authorised by the Committee or by a general meeting of the Association from the Association's funds; and
 - (d) for payments over AUD\$5,000, ensures that 1 other committee member obtains authorisation. This may be facilitated by electronic means.
- (2) The Chair/Treasurer must—
 - (a) ensure that the financial records of the Association are kept in accordance with the Act; and
 - (b) coordinate the preparation of the financial statements of the Association and their certification by the Committee prior to their submission to the annual general meeting of the Association.
- (3) The Chair/Treasurer must ensure that at least one other committee member has access to the accounts and financial records of the Association.

47 Core Committee - Secretary

- (1) The Secretary must perform any duty or function required under the Act to be performed by the secretary of an incorporated association.
- (2) The Secretary must—
 - (a) maintain the register of members in accordance with rule 18; and
 - (b) keep custody of the common seal (if any) of the Association and, except for the financial records referred to in rule 70(3), all books, documents, and securities of the Association in accordance with rules 72 and 75; and
 - (c) subject to the Act and these Rules, provide members with access to the register of members, the minutes of general meetings and other books and documents; and
 - (d) perform any other duty or function imposed on the Secretary by these Rules.
- (3) The Secretary must give to the Registrar notice of his or her appointment within 14 days after the appointment.

Division 3—Election of Committee members and tenure of office

48 Who is eligible to be a member of the Representative Committee?

A member is as per rule 8a and 8b of this ruling.

49 Positions to be declared vacant

- (1) This rule applies to—
 - (a) the first AGM of the Association after its incorporation; or
 - (b) any subsequent AGM of the Association, after the annual report and financial statements of the Association have been received.
- (2) The Chairperson of the meeting must declare all positions on the Committee vacant and hold elections for those positions.

50 Nominations

- (1) prior to the election of each position, the Chair of the meeting must, call nominations from members
- (2) Confirm the position of nomination for Positions

51 Election of

- (1) Core Committee – Open to all full and life members including full members of sub-branch divisions
- (2) Sub-Branch Representative/s – Open to full and life members of the sub-branch division only

52 Election of ordinary members to non-core positions

- (1) Open to all full and life members including full members of sub-branch divisions.

53 Ballot

- (1) If a ballot is required for the election for a position, the Chair of the meeting must appoint a member to act as returning officer to conduct the ballot.
- (2) The returning officer must not be a member nominated for the position.
- (3) Before the ballot is taken, each candidate may make a short speech in support of his or her election (optional)
- (4) The election must be by secret ballot
- (5) The returning officer must give a blank piece of paper to—
 - (a) each member present in person; and
 - (b) each proxy appointed by a member.

54 Term of office

- (1) Subject to subrule (3) and rule 55, a committee member holds office until the positions of the Committee are declared vacant at the next AGM.
 - (2) A committee member may be re-elected
 - (3) A general meeting of the Association may—
 - (a) by special resolution remove a committee member from office; and
 - (b) elect an eligible member of the Association to fill the vacant position in accordance with this Division.
 - (4) A member who is the subject of a proposed special resolution under subrule (3) (a) may make representations in writing to the Secretary or Chair of the Association (not exceeding a reasonable length) and may request that the representations be provided to the members of the Association.
 - (5) The Secretary or the Chair may give a copy of the representations to each member of the Association or, if they are not so given, the member may require that they be read out at the meeting at which the special resolution is to be proposed.
- (6) A Term of office is for 1 year.

55 Vacation of office

- (1) A committee member may resign from the Committee by written notice addressed to the Committee.
- (2) A person ceases to be a committee member if he or she—
 - (a) ceases to be a member of the Association; or
 - (b) (c)otherwise ceases to be a committee member by operation of section 78 of the Act.

56 Filling casual vacancies

- (1) The Committee may appoint an eligible member of the Association (external to the Representative Committee) to fill a position on the Committee that—
 - (a) have become vacant under rule 55; or
 - (b) were not filled by election at the last AGM.

- (2) If the position of Secretary becomes vacant, the Committee must appoint a member to the position within 14 days after the vacancy arises.
- (3) (4)The Committee may continue to act despite any vacancy in its membership.

Division 4—Meetings of Committee

57 Meetings of Committee

- (1) The Committee must meet at least 4 times in each year at the dates, times, and places (including electronically) determined by the Committee.
- (2) The date, time, and place of the first committee meeting must be determined by the members of the Committee as soon as practicable after the AGM of the Association at which the members of the Committee were elected.
- (3) Special committee meetings may be convened by the Chair or by 50% of members of the Committee.

58 Notice of meetings

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

59 Urgent meetings

- (1) In cases of urgency, a meeting can be held without notice being given in accordance with rule 59 provided that as much notice as practicable is given to each committee member by the quickest means practicable.
- (2) Any resolution made at the meeting must be passed by an absolute majority of the Committee.
- (3) The only business that may be conducted at an urgent meeting is the business for which the meeting is convened.

60 Procedure and order of business

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

61 Use of technology

- (1) A committee member who is not physically present at a committee meeting may participate in the meeting using technology that allows that committee member, and the committee members present at the meeting, to clearly and simultaneously communicate with each other.
- (2) For the purposes of this Part, a committee member participating in a committee meeting as permitted under subrule (1) is taken to be present at the meeting and, if the member votes at the meeting, is taken to have voted in person.
- (3) Committee meeting and votes may be held, in their entirety, via technology.
- (4) The Committee will attempt to hold at least one face-to-face session per year.

62 Quorum

- (1) No business may be conducted at a Committee meeting unless a quorum is present.
- (2) The quorum for a committee meeting is the presence (in person or as allowed under rule 62) of a majority of the committee members holding office (50%).
- (3) If a quorum is not present within 30 minutes after the notified commencement time of a committee meeting—

- (a) in the case of a special meeting—the meeting lapses;
- (b) in any other case—the meeting must be adjourned to a date no later than 14 days after the adjournment and notice of the time, date and place to which the meeting is adjourned must be given in accordance with rule 58.

63 Voting

- (1) On any question arising at a committee meeting, each Committee Member present at the meeting has one vote.
- (2) A motion is carried if a majority (50%) of committee members present at the meeting vote in favour of the motion.
- (3) Subrule (2) does not apply to any motion or question which is required by these Rules to be passed by an absolute majority of the Committee.
- (4) If votes are divided equally on a question, the Chair of the meeting has a second or casting vote.
- (5) Voting by proxy is permitted.

64 Conflict of interest

- (1) A committee member who has a material personal interest in a matter being considered at a committee meeting must disclose the nature and extent of that interest to the Committee.
- (2) The member—
 - (a) must not be present while the matter is being considered at the meeting; and
 - (b) must not vote on the matter.
- (3) This rule does not apply to a material personal interest—
 - (a) that exists only because the member belongs to a class of persons for whose benefit the Association is established; or
 - (b) that the member has in common with all, or a substantial proportion of, the members of the Association.

65 Minutes of meeting

- (1) The Committee must ensure that minutes are taken and kept of each committee meeting.
- (2) The minutes must record the following—
 - (a) the names of the members in attendance at the meeting;
 - (b) the business considered at the meeting;
 - (c) any resolution on which a vote is taken and the result of the vote;
 - (d) any material personal interest disclosed.

66 Leave of absence

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

PART 6—FINANCIAL MATTERS

67 Source of funds

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

68 Management of funds

- (1) The Association must open an account with a financial institution from which all expenditure of the Association is made and into which all the Association's revenue is deposited.

- (2) Subject to any restrictions imposed by a general meeting of the Association, the Committee may approve expenditure on behalf of the Association.
- (3) The Committee may authorise the Treasurer to expend funds on behalf of the Association (including by electronic funds transfer) up to a specified limit without requiring approval from the Committee for each item on which the funds are expended.
- (4) All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments must be signed by the Treasurer.
- (5) All funds of the Association must be deposited into the financial account of the Association no later than 60 working days after receipt.
- (6) With the approval of the Committee, the Treasurer and/or sub-branches may maintain a cash float provided that all money paid from or paid into the float is accurately recorded at the time of the transaction.

(7) The Association will favour electronic transactions over cash-transaction to reduce confusion, Committee workload and support tracking and record control.

69 Financial records

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

70 Financial statements

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

PART 7—GENERAL MATTERS

71 Common seal

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

72 Registered address

- a. The registered address of the Association is – PO Box 44 Flemington, VICTORIA, AUSTRALIA, 3031.

73 Notice requirements

- (1) Any notice required to be given to a member or a committee member under these Rules may be given—
 - (a) by handing the notice to the member personally; or
 - (b) by sending it by post to the member at the address recorded for the member on the register of members; or
 - (c) by email or facsimile transmission.
- (2) Subrule (1) does not apply to notice given under rule 59.
- (3) Any notice required to be given to the Association or the Committee may be given—
 - (a) by handing the notice to a member of the Committee; or
 - (b) by sending the notice by post to the registered address; or
 - (c) by leaving the notice at the registered address; or
 - (d) if the Committee determines that it is appropriate in the circumstances—
 - (i) by email to the email address of the Association or the Secretary; or
 - (ii) by facsimile transmission to the facsimile number of the Association.

74 Custody and inspection of books and records

- (1) Members may on request inspect free of charge—
 - (a) the register of members;
 - (b) the minutes of general meetings;
 - (c) subject to subrule (2), the financial records, books, securities, and any other relevant document of the Association, including minutes of Committee meetings.
- (2) The Committee may refuse to permit a member to inspect records of the Association that relate to confidential, personal, employment, commercial or legal matters or where to do so may be prejudicial to the interests of the Association.
- (3) The Committee must on request make copies of these rules available to members and applicants for membership free of charge.
- (4) Subject to subrule (2), a member may make a copy of any of the other records of the Association referred to in this rule and the Association may charge a reasonable fee for provision of a copy of such a record.
- (5) For purposes of this rule—

relevant documents means the records and other documents, however compiled, recorded or stored, that relate to the incorporation and management of the Association and includes the following—

 - (a) its membership records;
 - (b) its financial statements;
 - (c) its financial records;
 - (d) records and documents relating to transactions, dealings, business or property of the Association.
- (6) The Committee shall provide agreed records within 60 days.

75 Winding up and cancellation

- (1) The Association may be wound up voluntarily by special resolution.
- (2) In the event of the winding up or the cancellation of the incorporation of the Association, the surplus assets of the Association must not be distributed to any members or former members of the Association.
- (3) Subject to the Act and any court order made under section 133 of the Act, the surplus assets must be given to a body that has similar purposes to the Association and which is not carried on for the profit or gain of its individual members.
- (4) The body to which the surplus assets are to be given must be decided by special resolution.

76 Alteration of Rules

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

77 Development of a sub-branch

1. AONAVIC may develop sub-branches within the Association to conduct business and provide sector support to eligible sector professionals geographically located outside of the State of Victoria.
2. AONAVIC may not set-up sub-branches in countries or national jurisdictions that already have the presence of an incorporated ophthalmic nursing association.
3. Sub-branches may be established when 5 or more members of that jurisdiction approach AONAVIC for support beyond single membership.
4. One (1) member from the sub-branch jurisdiction shall be appointed to the Committee as that sub-branch representative.
5. An entry and exit strategy, if applicable, shall be established prior to proceeding.
6. The Treasurer must be notified so financial matters, in line with any entry and exit strategies can be prepared and managed.

78 Rights and rules of a sub-branch

1. Members of sub-branches have equal membership eligibility, benefits, and rights equal to Victorian based members in accordance with Rule 8 of the Rule of Incorporation.

79 Duties of a sub-branch

The sub-branch Committee representative is responsible for:

- (1) Liaising between sub-branch members and the wider AONAVIC Committee; and
- (2) Arranging local clinical education meetings; and
- (3) Participation on National Council meetings and activities.

80 Financial Management of a sub-branch

1. The treasurer and sub-branch representative shall manage incoming and outgoing costs obtained from or for sub-branch meetings – inclusive of sponsorships.
2. The treasurer shall seek to develop records of sub-branch activity.

81 Winding down or cancelling a sub-branch

1. The sub-branch may wind down or be cancelled if:
 - a. A majority of sub-branch members vote to dissolve the sub-branch and/or move towards independence from AONAVIC; or
 - b. A majority of Victorian members vote to dissolve the sub-branch and/or move the sub-branch towards independence from AONAVIC.
2. All parties shall be notified when an exit process has been requested and members shall be allowed the opportunity to comment.
3. AONAVIC and sub-branches have the right to appeal and negotiate.
4. AONAVIC and the sub-branch must complete the exit process within 24 months (this is to allow for the Committee to work with jurisdictional representatives and their members and external parties (i.e. the bank) to ensure a transparent and smooth transition for all parties).

82 Communications

1. The Association shall maintain a public website.
2. Jurisdictional communications (via email or newsletters) shall be provided to members no less than three times a year.
3. Material and editorial support shall be offered to the National Council in line with the Term or Reference and agreements with that Association.

83 Events/Education

1. The Association shall determine, annually, the minimal hours of continual professional development they can provide to members within the jurisdiction.
2. Education mediums may include face-to-face or electronic/technological opportunities.
3. Event content may include conferences, workshops, lectures, coursework, forums, or other methods as deemed appropriate.
4. The Association may engage non-member speakers, seek partnership support and/or other third-party partnerships as appropriate.

84 National activities and partnerships

1. The Association may enter into a partnership agreement (Term of Reference), with the national collective of Australian Ophthalmic Nurses Associations in other States (a national council) as deemed appropriate.
2. AONAVIC Representative/s shall be involved in national activities.
3. The AONAVIC Representative/s shall report back to AONAVIC on national activities.
4. The Association may exit the partnership as deemed appropriate and within the confines of that partnership agreement.

85 Statistical data

1. The Association may retain and utilise member data as outlined in Rule 18 of the Rules of Incorporation, and in compliance with the Privacy Act (1988) and National Privacy Principles.

86 Third party/service provider engagement

1. The Association may enter into partnerships with other peer providers, professional representative groups, industry sponsors, service providers (i.e. book keeper, auditor, or webmaster) and other interested parties as deemed appropriate to the Rules of Incorporation.
2. Partnerships must be considerate of the Privacy Act (1988), National Privacy Principles, medical and health sponsorship laws and professional ethics.

87 Third Party Engagement

The Association may select to maintain Public Liability Insurance as deemed appropriate.
