

**CONSTITUTION
OF THE
MCUA of Australia INC.**

As amended August 2016

1 Interpretation

(1) In these rules—

Act means the *Associations Incorporation Act 1981*.

present—

(a) at a management committee meeting, see rule 23(6); or

(b) at a general meeting, see rule 37(2).

(2) A word or expression that is not defined in these model rules, but is defined in the Act has, if the context permits, the meaning given by the Act.

2 Name

The name of the incorporated association is the MCUA of Australia Incorporated (*the Association*).

3 Objects

The MCUA of Australia Incorporated has been established to provide Australians a collective voice to challenge outdated opinions and attitudes concerning the Cannabis plant, and to educate and inform policy-makers of the abundant existent scientific evidence that the cannabis plant has proven medicinal and therapeutic value, as well as nutritional and dietary supplemental benefits.

We ultimately seek cannabis law reform throughout Australia and our activities are focused on lobbying Australian governments at all levels and all sides of politics to that end.

Our aims are:

1. To collect and distribute information about the benefits of medicinal cannabis treatments, specifically that they provide other OPTIONS, as opposed to conventional pharmaceuticals, for the treatment of many human ailments, diseases and illnesses, and that they can offer better patient outcomes in terms of less side-effects and an attendant better quality of life.
2. To educate Australians about the benefits of consuming fresh “raw” cannabis and organically grown hemp seed foods, and to publicly propagate the reasons why they should be included in a healthy diet to prevent illnesses and relieve their symptoms.
3. To advocate for safe, reliable, compassionate, and uninterrupted supply options for people who are in need, NOW.
4. To lobby for cannabis law reform throughout Australia that allows the lawful use of cannabis and its derivatives. Our goal is to obtain legal access to fresh Cannabis and access to safe cannabis manufactured products - at affordable prices - for the greatest number of people who may benefit - sooner rather than later - by utilising the knowledge bank and personal experience that already exists here in Australia and internationally.
5. To propagate the view the medicinal cannabis treatment can be delivered safely and most effectively through compassionate cooperatives that produce and distribute medicinal cannabis products on a not-for-profit-basis.

Our mission is to make this happen NOW!

WE, the members of the MCUA of Australia Incorporated stand united in our belief that the current legal prohibition of cannabis is unjust in that it is causing human suffering and economic damage in our communities.

WE, affirm our human rights to access safe and effective medicine, and seek to express our rights under the Australasian Charter of Patient Rights to be included in decisions and choices about our healthcare.

WE, recognise the enormous potential for an Australian-based legal medicinal cannabis industry, and we urge Australian governments to facilitate its emergence with care and urgency. Delay in this regard, would prolong and exacerbate the suffering of many in our communities. Our members seek urgent relief from their pain, and solace for their suffering, NOW!

Until this happens, our mantra is: We will defy.

4 Powers

- (1) The Association has the powers of an individual.
- (2) The Association may, for example—
 - (a) enter into contracts; and
 - (b) acquire, hold, deal with and dispose of property; and
 - (c) make charges for services and facilities it supplies; and
 - (d) do other things necessary or convenient to be done in carrying out its affairs.

5 Classes of members

- (1) The membership of the Association consists of ordinary members.
- (2) The number of ordinary members is unlimited.

6 New membership

- (1) **Fill in an online membership application on the webpage mcuainc.org.au**
- (2) **send an email requesting membership mcua.australia@gmail.com**

7 Membership fees

- (1) The membership fee for each ordinary membership
 - (a) is the amount decided by the members at the 2015/16 General Meeting **be set at \$5 annually as at 21/9/2016**); and
 - (b) is payable **with membership application**

8 Admission and rejection of new members

- (1) The Management Committee of the Association must consider an application for membership at the next committee meeting held after it receives—
 - (a) the application for membership; and
 - (b) the appropriate membership fee for the application.
- (2) The Management Committee of the Association must ensure that, as soon as possible after the person applies to become a member of the Association, and before the Management Committee of the Association considers the person's application, the person is advised—
 - (a) whether or not the Association has public liability insurance; and
 - (b) if the Association has public liability insurance—the amount of the insurance.

- (3) The Management Committee of the Association must decide at the meeting whether to accept or reject the application.
- (4) If a majority of the members of the Management Committee of the Association present at the meeting vote to accept the applicant as a member, the applicant must be accepted as a member for the class of membership applied for.
- (5) The Secretary of the Association must, as soon as practicable after the Management Committee of the Association decides to accept or reject an application, give the applicant a written notice of the decision.

9 When membership ends

- (1) A member may resign from the Association by giving a written notice of resignation to the Secretary.
- (2) The resignation takes effect at—
 - (a) the time the notice is received by the Secretary; or
 - (b) if a later time is stated in the notice—the later time.
- (3) The Management Committee of the Association may terminate a member's membership if the member—
 - (a) is convicted of an indictable offence; or
 - (b) does not comply with any of the provisions of these rules; or
 - (c) has membership fees in arrears for at least 3 months; or
 - (d) conducts himself or herself in a way considered to be injurious or prejudicial to the character or interests of the Association.
- (4) Before the Management Committee of the Association terminates a member's membership, the committee must give the member a full and fair opportunity to show why the membership should not be terminated.
- (5) If, after considering all representations made by the member, the Management Committee of the Association decides to terminate the membership, the Secretary must give the member a written notice of the decision.

10 Appeal against rejection or termination of membership

- (1) A person whose application for membership has been rejected, or whose membership has been terminated, may give the Secretary written notice of the person's intention to appeal against the decision.
- (2) A notice of intention to appeal must be given to the Secretary within 1 calendar month after the person receives written notice of the decision.
- (3) If the Secretary receives a notice of intention to appeal, the Secretary must, within 1 month after receiving the notice, call a General Meeting of the Association to decide the appeal.

11 General meeting to decide appeal

- (1) The General Meeting to decide an appeal must be held within 3 months after the secretary receives the notice of intention to appeal.
- (2) At the meeting, the applicant must be given a full and fair opportunity to show why the application should not be rejected or the membership should not be terminated.
- (3) Also, the Management Committee of the Association and the members of the committee who rejected the application or terminated the membership must be given a full and fair opportunity to show why the application should be rejected or the membership should be terminated.
- (4) An appeal must be decided by a majority vote of the members present and eligible to vote at the meeting.

- (5) If a person whose application for membership has been rejected does not appeal against the decision within 1 month after receiving written notice of the decision, or the person appeals but the appeal is unsuccessful, the Secretary must, as soon as practicable, refund the membership fee paid by the person.

12 Register of members

- (1) The Management Committee of the Association must keep a Register of members of the Association.
- (2) The Register must include the following particulars for each member—
- (a) the full name of the member;
 - (b) the postal or residential **or email** address of the member;
 - (c) the date of admission as a member;
 - (d) the date of death or time of resignation of the member;
 - (e) details about the termination or reinstatement of membership;
 - (f) any other particulars the Management Committee of the Association or the members at a General Meeting decide.
- (3) The Register must be open for inspection by members of the Association at all reasonable times.
- (4) A member must contact the Secretary to arrange an inspection of the Register.
- (5) However, the Management Committee of the Association may, on the application of a member of the Association, withhold information about the member (other than the member's full name) from the Register available for inspection if the Management Committee of the Association has reasonable grounds for believing the disclosure of the information would put the member at risk of harm.

13 Prohibition on use of information on register of members

- (1) A member of the Association must not—
- (a) use information obtained from the Register of members of the Association to contact, or send material to, another member of the Association for the purpose of advertising for political, religious, charitable or commercial purposes; or
 - (b) disclose information obtained from the Register to someone else, knowing that the information is likely to be used to contact, or send material to, another member of the Association for the purpose of advertising for political, religious, charitable or commercial purposes.
- (2) Subrule (1) does not apply if the use or disclosure of the information is approved by the Association.

14 Appointment or election of secretary

- (1) The Secretary must be an individual residing in Queensland, or in another State but not more than 65km from the Queensland border, who is—
- (a) a member of the Association elected by the Association as Secretary; or
 - (b) any of the following persons appointed by the Management Committee of the Association as Secretary—
 - (i) a member of the Management Committee of the Association;
 - (ii) another member of the Association;
 - (iii) any other person.
- (2) If the Association has not elected an interim officer as Secretary for the Association before its incorporation, the members of the Management Committee of the Association must ensure a Secretary is appointed or elected for the Association within 1 month after incorporation.

- (3) If a vacancy happens in the office of Secretary, the members of the Management Committee of the Association must ensure a Secretary is appointed or elected for the Association within 1 month after the vacancy happens.
- (4) If the Management Committee of the Association appoints a person mentioned in subrule (1)(b)(ii) as Secretary, other than to fill a casual vacancy on the Management Committee of the Association, the person does not become a member of the Management Committee of the Association.
- (5) However, if the Management Committee of the Association appoints a person mentioned in subrule (1)(b)(ii) as Secretary to fill a casual vacancy on the Management Committee of the Association, the person becomes a member of the Management Committee of the Association.
- (6) If the Management Committee of the Association appoints a person mentioned in subrule (1)(b)(iii) as Secretary, the person does not become a member of the Management Committee of the Association.
- (7) In this rule— *casual vacancy*, on a management committee, means a vacancy that happens when an elected member of the Management Committee of the Association resigns, dies or otherwise stops holding office.

15 Removal of secretary

- (1) The Management Committee of the Association may at any time remove a person appointed by the committee as the Secretary.
- (2) If the Management Committee of the Association removes a Secretary who is a person mentioned in rule 14(1)(b)(i), the person remains a member of the Management Committee of the Association.
- (3) If the Management Committee of the Association removes a Secretary who is a person mentioned in rule 14(1)(b)(ii) and who has been appointed to a casual vacancy on the Management Committee of the Association under rule 14(5), the person remains a member of the Management Committee of the Association.

16 Functions of secretary

The Secretary's functions include, but are not limited to—

- (a) calling meetings of the Association, including preparing notices of a meeting and of the business to be conducted at the meeting in consultation with the President of the Association; and
- (b) keeping minutes of each meeting; and
- (c) keeping copies of all correspondence and other documents relating to the Association; and
- (d) maintaining the Register of members of the Association.

17 Membership of Management Committee of the Association

- (1) The Management Committee of the Association consists of a President, **secretary and Treasurer**, and any other members the Association the members so elect at a General Meeting of the Association.
- (2) A member of the Management Committee of the Association, other than a Secretary appointed by the Management Committee of the Association under rule 14(1)(b)(iii), must be a member of the Association.

- (3) At each Annual General Meeting of the Association, the members of the Management Committee of the Association must retire from office, but are eligible, on nomination, for reelection.
- (4) A member of the Association may be appointed to a Casual Vacancy on the Management Committee of the Association under rule 20.

18 Electing the Management Committee of the Association

- (1) A member of the Management Committee of the Association may only be elected as follows—
 - (a) any 1 member of the Association may nominate another member or themselves (the Candidate) to serve as a member of the Management Committee of the Association;
 - (b) the nomination must have the candidate's consent
 - (c) the nomination must be—(i) in writing; and
(ii) given to the Secretary at least 14 days before the Annual General Meeting at which the election is to be held;
 - (d) each member of the Association is eligible to vote at the Annual General Meeting or online via voting portal and may vote for 1 candidate for each vacant position on the Management Committee of the Association;
 - (e) if, at the start of the meeting, there are not enough candidates nominated, nominations may be taken from the floor of the meeting.
- (2) A person may be a candidate only if the person—
 - (a) is an adult; and
 - (b) is not ineligible to be elected as a member under section 61A of the Act.
- (3) A list of the candidates' names in alphabetical order, with the names of the members who nominated each candidate, must be posted in a conspicuous place in the office or usual place of meeting (facebook) of the Association for at least 7 days immediately preceding the Annual General Meeting.
- (4) If required by the Management Committee of the Association, balloting lists must be prepared containing the names of the Candidates in alphabetical order.
- (5) The Management Committee of the Association must ensure that, before a candidate is elected as a member of the Management Committee of the Association, the Candidate is advised—
 - (a) whether or not the Association has public liability insurance; and
 - (b) if the Association has public liability insurance—the amount of the insurance.

19 Resignation, removal or vacation of office of member of the Management

Committee of the Association

- (1) A member of the Management Committee of the Association may resign from the committee by giving written notice of resignation to the Secretary.
- (2) The resignation takes effect at—
 - (a) the time the notice is received by the Secretary; or
 - (b) if a later time is stated in the notice—the later time.
- (3) A member may be removed from office at a General Meeting of the Association if a majority of the members present and eligible to vote at the meeting vote in favour of removing the member.

- (4) Before a vote of members is taken about removing the member from office, the member must be given a full and fair opportunity to show cause why he or she should not be removed from office.
- (5) A member has no right of appeal against removal from office under this rule.
- (6) A member immediately vacates the office in the circumstances mentioned in section 64(2) of the Act.

20 Vacancies on the Management Committee of the Association

- (1) If a casual vacancy happens on the Management Committee of the Association, the continuing members of the committee may appoint another member of the Association to fill the vacancy until the next Annual General Meeting.
- (2) The continuing members of the Management Committee of the Association may act despite a casual vacancy on the Management Committee of the Association.
- (3) However, if the number of committee members is less than the number fixed under rule 23(1) as a quorum for the Management Committee of the Association, the continuing members may act only to—
 - (a) increase the number of members of the Management Committee of the Association to the number required for a quorum; or (b) call a General Meeting of the Association.

21 Functions of the Management Committee of the Association

- (1) Subject to these rules or a resolution of the members of the Association carried at a General Meeting, the Management Committee of the Association has the general control and management of the administration of the affairs, property and funds of the Association.
- (2) The Management Committee of the Association has authority to interpret the meaning of these rules and any matter relating to the Association on which the rules are silent, but any interpretation must have regard to the Act, including any regulation made under the Act.

Note—

The Act prevails if the Associations rules are inconsistent with the Act—see section 1B of the Act.

- (3) The Management Committee of the Association may exercise the powers of the Association—
 - (a) to borrow, raise or secure the payment of amounts in a way the members of the Association decide; and
 - (b) to secure the amounts mentioned in paragraph (a) 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, including by the issue of debentures (perpetual or otherwise) charged upon the whole or part of the Associations property, both present and future; and
 - (c) to purchase, redeem or pay off any securities issued; and
 - (d) to borrow amounts from members and pay interest on the amounts borrowed; and
 - (e) to mortgage or charge the whole or part of its property; and
 - (f) to issue debentures and other securities, whether outright or as security for any debt, liability or obligation of the Association; and
 - (g) to provide and pay off any securities issued; and
 - (h) to invest in a way the members of the Association may from time to time decide.
- (4) For subrule (3)(d), the rate of interest must not be more than the current rate being charged for overdrawn accounts on money lent (regardless of the term of the loan) by— (a) the financial institution for the Association; or
 - (b) if there is more than 1 financial institution for the Association—the financial institution nominated by the Management Committee of the Association.

22 Meetings of the Management Committee of the Association

- (1) Subject to this rule, the Management Committee of the Association may meet and conduct its proceedings as it considers appropriate.
- (2) The Management Committee of the Association must meet at least once every 3 months to exercise its functions.
- (3) The Management Committee of the Association must decide how a meeting is to be called.
 - (4) Notice of a meeting is to be given in the way decided by the Management Committee of the Association.
- (5) The Management Committee of the Association may hold meetings, or permit a committee member to take part in its meetings, by using any technology that reasonably allows the member to hear and take part in discussions as they happen.
- (6) A committee member who participates in the meeting as mentioned in subrule (5) is taken to be present at the meeting.
- (7) A question arising at a committee meeting is to be decided by a majority vote of members of the committee present at the meeting and, if the votes are equal, the question is decided in the negative.
- (8) A member of the Management Committee of the Association must not vote on a question about a contract or proposed contract with the Association if the member has an interest in the contract or proposed contract and, if the member does vote, the members vote must not be counted.
- (9) The President is to preside as Chairperson at a meeting of the Management Committee of the Association.
- (10) If there is no President or if the President is not present within 10 minutes after the time fixed for a meeting of the Management Committee of the Association, the members of the Management Committee of the Association may choose 1 of their number to preside as Chairperson at the meeting.

23 Quorum for, and adjournment of, meetings of the Management Committee of the Association

- (1) At a meeting of the Management Committee of the Association, more than 50% of the members elected to the committee as at the close of the last General Meeting of the Association constitute quorum.
- (2) If there is no quorum within 30 minutes after the time fixed for a meeting of the Management Committee of the Association, the meeting lapses.
- (3) If a meeting of the Management Committee of the Association lapses—
 - (a) the meeting is to be adjourned for at least 1 day; and
 - (b) the members of the management committee who are present are to decide the day, time and place of the adjourned meeting.
- (4) If, at an adjourned meeting mentioned in subrule (3), there is no quorum within 30 minutes after the time fixed for the meeting, the meeting lapses.

24 Special Meeting of the Management Committee of the Association

- (1) If the Secretary receives a written request signed by at least 50% of the members of the Management Committee of the Association, the Secretary must call a Special Meeting of the Management Committee by giving each member of the committee notice of the meeting within 14 days after the Secretary receives the request.
- (2) If the Secretary is unable or unwilling to call the Special Meeting, the President must call the Special Meeting.

- (3) A request for a Special Meeting must state—
 - (a) why the Special Meeting is called; and
 - (b) the business to be conducted at the Special Meeting.
- (4) A notice of a Special Meeting must state—
 - (a) the day, time and place of the Special Meeting; and
 - (b) the business to be conducted at the Special Meeting.
- (5) A Special Meeting of the Management Committee must be held within 14 days after notice of the meeting is given to the members of the Management Committee of the Association.

25 Minutes of meetings of the Management Committee of the Association

- (1) The Secretary must ensure full and accurate minutes of all questions, matters, resolutions and other proceedings of each meeting of the Management Committee of the Association are entered in a minute book.
- (2) To ensure the accuracy of the minutes, the minutes of each meeting of the Management Committee of the Association must be signed by the Chairperson of the meeting, or the Chairperson of the next meeting of the Management Committee of the Association, verifying their accuracy.

26 Appointment of subcommittees

- (1) The Management Committee of the Association may appoint a subcommittee consisting of members of the Association considered appropriate by the Management Committee to help with the conduct of any aspect of the business and operations of the Association.
- (2) A member of a subcommittee who is not a member of the Management Committee of the Association is not entitled to vote at a meeting of the Management Committee of the Association.
- (3) A subcommittee may elect a Chairperson of its meetings.
- (4) A subcommittee may meet and adjourn as and when it considers appropriate.
- (5) A question arising at a subcommittee meeting is to be decided by a majority vote of the members present at the meeting and, if the votes are equal, the question is decided in the negative.

27 Acts not affected by defects or disqualifications

- (1) An act performed by the Management Committee of the Association, a subcommittee, or a person acting as a member of the Management Committee, is taken to have been validly performed.
- (2) Subrule (1) applies even if the act was performed when—
 - (a) there was a defect in the appointment of a member of the Management Committee of the Association, subcommittee, or person acting as a member of the Management Committee; or
 - (b) a member of the Management Committee, a subcommittee member, or a person acting as a member of the Management Committee, was subsequently disqualified from being a member.

28 Resolutions of the Management Committee of the Association without meeting

- (1) A written resolution signed by each member of the Management Committee of the Association is valid and effectual.

- (2) A resolution mentioned in subrule (1) may consist of several documents in like form, each signed by 1 or more members of the Management Committee.

29 First Annual General Meeting of the Association

The first Annual General Meeting of the Association must be held within 6 months after the end date of the Association's first reportable financial year.

30 Subsequent Annual General Meetings of the Association

Each subsequent Annual General Meeting of the Association must be held—

- (a) at least once each year; and
- (b) within 6 months after the end date of the Association's reportable financial year.

31 Business to be conducted at Annual General Meeting of level 1 incorporated associations and particular level 2 and 3 incorporated associations

- (1) This rule applies only if the Association is—
- (a) a level 1 incorporated association; or
 - (b) a level 2 incorporated association to which section 59 of the Act applies; or (c) a level 3 incorporated association to which section 59 of the Act applies.
- (2) The following business must be conducted at each Annual General Meeting of the Association—
- (a) receiving the Association's financial statement, and audit report, for the last reportable financial year;
 - (b) presenting the financial statement and audit report to the meeting for adoption;
 - (c) electing members of the Management Committee of the Association;
 - (d) for a level 1 incorporated association—appointing an auditor or an accountant for the present financial year;
 - (e) for a level 2 incorporated association, or a level 3 incorporated association, to which section 59 of the Act applies—appointing an auditor, an accountant or an approved person for the present financial year.

32 Business to be conducted at Annual General Meeting of other level 2 incorporated associations

- (1) This rule applies only if the Association is a level 2 incorporated association to which section 59A of the Act applies.
- (2) The following business must be conducted at each Annual General Meeting of the Association—
- (a) receiving the Association's financial statement, and signed statement, for the last reportable financial year;
 - (b) presenting the financial statement and signed statement to the meeting for adoption;
 - (c) electing members of the Management Committee of the Association;
 - (d) appointing an auditor, an accountant or an approved person for the present financial year.

33 Business to be conducted at Annual General Meeting of other level 3 incorporated associations

- (1) This rule applies only if the Association is a level 3 incorporated association to which section 59B of the Act applies.

- (2) The following business must be conducted at each Annual General Meeting of the Association—
- (a) receiving the Association's financial statement, and signed statement, for the last reportable financial year;
 - (b) presenting the financial statement and signed statement to the meeting for adoption;
 - (c) electing members of the Management Committee of the Association.

34 Notice of General Meeting of the Association

- (1) The Secretary may call a General Meeting of the Association.
- (2) The Secretary must give at least 14 days notice of the meeting to each member of the Association.
- (3) If the Secretary is unable or unwilling to call the meeting, the President must call the meeting.
- (4) The Management Committee of the Association may decide the way in which the notice must be given.
- (5) However, notice of the following meetings must be given in writing—
 - (a) a meeting called to hear and decide the appeal of a person against the Management Committee's decision—
 - (i) to reject the person's application for membership of the Association; or
 - (ii) to terminate the person's membership of the Association;
 - (b) a meeting called to hear and decide a proposed Special Resolution of the Association.
- (6) A notice of a General Meeting must state the business to be conducted at the meeting.

35 Quorum for, and adjournment of, General Meeting

- (1) The quorum for a general meeting is at least the number of members elected or appointed to the Management Committee of the Association at the close of the Association's last General Meeting plus 1.
- (2) However, if all members of the Association are members of the Management Committee, the quorum is the total number of members less 1.
- (3) No business may be conducted at a General Meeting unless there is a quorum of members when the meeting proceeds to business.
- (4) If there is no quorum within 30 minutes after the time fixed for a General Meeting called on the request of members of the Management Committee or the Association, the meeting lapses.
- (5) If a General Meeting of the Association lapses—
 - (a) the meeting is to be adjourned for at least 7 days; and
 - (b) the Management Committee of the Association is to decide the day, time and place of the adjourned meeting.
- (6) The Chairperson may, with the consent of any meeting at which there is a quorum, and must if directed by the meeting, adjourn the meeting from time to time and from place to place.
- (7) If a meeting is adjourned under subrule (6), only the business left unfinished at the meeting from which the adjournment took place may be conducted at the adjourned meeting.
- (8) The Secretary is not required to give the members notice of an adjournment or of the business to be conducted at an adjourned meeting unless a meeting is adjourned for at least 30 days.
- (9) If a meeting is adjourned for at least 30 days, notice of the adjourned meeting must be given in the same way notice is given for an original meeting.

36 Procedure at General Meeting of the Association

- (1) A member may take part and vote in a General Meeting in person, by proxy, by attorney or by using any technology that reasonably allows the member to hear and take part in discussions as they happen.
- (2) A member who participates in a meeting as mentioned in subrule (1) is taken to be present at the meeting.
- (3) At each General Meeting of the Association—
 - (a) the President is to preside as Chairperson; and
 - (b) if there is no President or if the President is not present within 15 minutes after the time fixed for the meeting or is unwilling to act, the members present must elect 1 of their number to be Chairperson of the meeting; and
 - (c) the Chairperson must conduct the meeting in a proper and orderly way.

37 Voting at General Meeting of the Association

- (1) At a General Meeting, each question, matter or resolution, other than a Special Resolution, must be decided by a majority of votes of the members present.
- (2) Each member present and eligible to vote is entitled to 1 vote only and, if the votes are equal, the Chairperson has a casting vote as well as a primary vote.
- (3) A member is not entitled to vote at a General Meeting if the member's annual subscription is in arrears at the date of the meeting.
- (4) The method of voting is to be decided by the Management Committee of the Association.
- (5) However, if at least 50% of the members present demand a secret ballot, voting must be by secret ballot.
- (6) If a secret ballot is held, the Chairperson must appoint 2 members to conduct the secret ballot in the way the Chairperson decides.
- (7) The result of a secret ballot as declared by the Chairperson is taken to be a resolution of the General Meeting at which the ballot was held.

38 Special General Meetings of the Association

- (1) The Secretary must call a Special General Meeting of the Association by giving each member of the Association notice of the meeting within 14 days after—
 - (a) being directed to call the meeting by the Management Committee of the Association; or
 - (b) being given a written request signed by—
 - (i) at least 50% of the number of members of the Management Committee of the Association when the request is signed; or
 - (ii) at least the number of ordinary members of the Association equal to double the number of members of the Association on the Management Committee of the Association when the request is signed plus 1; or
 - (c) being given a written notice of an intention to appeal against the decision of the Management Committee of the Association—
 - (i) to reject an application for membership; or
 - (ii) to terminate a person's membership.
- (2) A request mentioned in subrule (1)(b) must state— (a) why the Special General Meeting is being called; and (b) the business to be conducted at the meeting.
- (3) A Special General Meeting must be held within 3 months after the Secretary— (a) is directed to call the meeting by the Management Committee of the Association; or
 - (a) is given the written request mentioned in subrule (1)(b); or
 - (b) is given the written notice of an intention to appeal mentioned in subrule (1)(c).

(4) If the Secretary is unable or unwilling to call the Special General Meeting, the President must call the Special General Meeting.

39 Proxies

(1) An instrument appointing a proxy must be in writing and be in the following or similar form—

MCUA of Australia Incorporated :

I, _____ of _____, being a member of the Association, appoint _____ of _____ as my proxy to vote for me on my behalf at the (annual) general meeting of the Association, to be held on the day of _____ 20XX and at any adjournment of the meeting.

Signed this day of _____ 20XX.

Signature:

(2) The instrument appointing a proxy must—

(a) if the appointor is an individual—be signed by the appointor or the appointor's attorney properly authorised in writing; or

(b) if the appointor is a corporation—

(i) be under seal; or

(ii) be signed by a properly authorised officer or attorney of the corporation.

(3) A proxy may be a member of the Association or another person.

(4) The instrument appointing a proxy is taken to confer authority to demand or join in demanding a secret ballot.

(5) Each instrument appointing a proxy must be given to the Secretary before the start of the meeting or adjourned meeting at which the person named in the instrument proposes to vote.

(6) Unless otherwise instructed by the appointor, the proxy may vote as the proxy considers appropriate.

(7) If a member wants a proxy to vote for or against a resolution, the instrument appointing the proxy must be in the following or similar form—

MCUA of Australia Incorporated :

I, _____ of _____, being a member of the Association, appoint _____ of _____ as my proxy to vote for me on my behalf at the (annual) general meeting of the Association, to be held on the day of _____ 20XX and at any adjournment of the meeting.

Signed this day of _____ 20XX.

Signature:

This form is to be used *in favour of/*against [*strike out whichever is not wanted*] the following resolutions—

List relevant resolutions...

40 Minutes of General Meetings of the Association

(1) The Secretary must ensure full and accurate minutes of all questions, matters, resolutions and other proceedings of each General Meeting of the Association are entered in a minute book. (2) To ensure the accuracy of the minutes—

- (a) the minutes of each General Meeting of the Association must be signed by the Chairperson of the meeting, or the Chairperson of the next General Meeting, verifying their accuracy; and
 - (b) the minutes of each Annual General Meeting must be signed by the Chairperson of the meeting, or the Chairperson of the next meeting of the Association that is a General Meeting or Annual General Meeting, verifying their accuracy.
- (3) If asked by a member of the Association, the Secretary must, within 28 days after the request is made—
- (a) make the minute book for a particular General Meeting available for inspection by the member at a mutually agreed time and place; and (b) give the member copies of the minutes of the meeting.
- (4) The Association may require the member to pay the reasonable costs of providing copies of the minutes.

41 By-laws of the Association

- (1) The Management Committee of the Association may make, amend or repeal by-laws, not inconsistent with these rules, for the internal management of the Association.
- (2) A by-law may be set aside by a vote of members at a General Meeting of the Association.

42 Alteration of rules

- (1) Subject to the Act, these rules may be amended, repealed or added to by a Special Resolution carried at a General Meeting of the Association.
- (2) However an amendment, repeal or addition is valid only if it is registered by the chief executive.

43 Common seal

- (1) The Management Committee must ensure the Association has a common seal.
- (2) The common seal must be—
 - (a) kept securely by the Management Committee; and
 - (b) used only under the authority of the Management Committee.
- (3) Each instrument to which the seal is attached must be signed by a member of the Management Committee and countersigned by—
 - (a) the Secretary; or
 - (b) another member of the Management Committee of the Association; or (c) someone else authorised by the Management Committee of the Association.

44 Funds and Accounts of the Association

- (1) The funds of the Association must be kept in an account in the name of the Association in a financial institution decided by the Management Committee of the Association.
- (2) Records and accounts must be kept in the English language showing full and accurate particulars of the financial affairs of the Association.
- (3) All amounts must be deposited in the financial institution account as soon as practicable after receipt.
- (4) A payment by the Association of \$100 or more must be made by cheque or electronic funds transfer.
- (5) If a payment of \$100 or more is made by cheque, the cheque must be signed by any 2 of the following—
 - (a) the President;
 - (b) the Secretary;(c) the Treasurer;

- (6) However, 1 of the persons who signs the cheque must be the President, the Secretary or the Treasurer.
- (7) Cheques, other than cheques for wages, allowances or petty cash recoupment, must be crossed “not negotiable”.

45 General financial matters

- (1) On behalf of the Management Committee of the Association, the Treasurer must, as soon as practicable after the end date of each financial year, ensure a financial statement for its last reportable financial year is prepared.
- (2) The income and property of the Association must be used solely in promoting the Association's objects and exercising the Association's powers.
- (3) **The MCUA of Australia Inc will be a not for profit organisation.**

46 Documents of the Association

The Management Committee of the Association must ensure the safe custody of books, documents, instruments of title and securities of the Association.

47 Financial Year of the Association

The end date of the Association's financial year is 30th of June in each year.

48 Distribution of surplus assets to another entity

- (1) This rule applies if the Association— (a) is wound-up under part 10 of the Act; and (b) has surplus assets.
- (2) The surplus assets must not be distributed among the members of the Association.
- (3) The surplus assets must be given to another entity— (a) having objects similar to the Association's objects; and
(b) the rules of which prohibit the distribution of the entity's income and assets to its members.
- (4) In this rule— *surplus assets* see section 92(3) of the Act..