



**CONSTITUTION OF  
CANBERRA REFUGEE SUPPORT INCORPORATED**

**Version 2.0 dated 17 August 2022**

Canberra Refugee Support Incorporated (CRS) is a not-for-profit, community-based organisation with no political or religious affiliations. It was incorporated under the *Associations Incorporation Act 1991* (ACT) on 12 December 2002 and is a registered charity with the Australian Charities and Not-for-Profits Commission.

This Constitution consists of two Sections and an Appendix.

**Section One contains the Objects and Approach of Canberra Refugee Support Incorporated.**

**Section Two contains the Rules of Canberra Refugee Support Incorporated.**

*This Constitution replaces the Constitution of Canberra Refugee Support Incorporated Version 1.1 dated 3 September 2002.*

## **Section One- Objects and Approach of Canberra Refugee Support Incorporated (CRS)**

1. The primary object of CRS is to assist and support individuals and families who are refugees and asylum seekers, and who are living in the ACT and surrounding region (“the region”). The secondary object of CRS is to contribute to advocacy, lobbying and policy work focused on the improvement of the circumstances of refugees and asylum seekers living in the region.
2. In its work with individuals and families, CRS engages its volunteers to help refugees and asylum seekers settle in the region by acting as “good neighbours”.
3. CRS provides support and advocacy to refugees and asylum seekers in need, with particular focus on enabling their access to housing, schooling, English language training, employment and appropriate local services, as CRS resources allow.
4. CRS works to make refugees and asylum seekers feel welcome and integrated into our community.
5. CRS contributes in a targeted way to policy and other work aimed at improving the circumstances of refugees and asylum seekers living in the region. It seeks to influence outcomes with that aim in mind.
6. In all aspects of its work, CRS develops, maintains and utilises cooperative and productive relationships with others working in the field, the Canberra community, the ACT Government and its agencies. Where appropriate, it enters into partnership arrangements with bodies interested in furthering the objects of CRS.

## Section Two- Rules of Canberra Refugee Support Incorporated (CRS)

### TABLE OF PROVISIONS

Clause

#### PART I—PRELIMINARY

1. Definitions

#### PART II—MEMBERSHIP

2. Membership qualifications
3. Nomination for membership
4. Membership entitlements not transferable
5. Cessation of membership
6. Resignation of membership
7. Membership fees
8. Members' liabilities
9. Disciplining of members
10. Right of appeal of disciplined member

#### PART III – THE COMMITTEE

11. Powers of the committee
12. Constitution and membership
13. Election of committee members
14. Secretary
15. Treasurer
16. Public Officer
17. Vacancies
18. Removal of committee members
19. Committee meetings and quorum
20. Delegation by committee to sub-committee
21. Voting and decisions
22. Decision making outside of committee meetings

#### PART IV – GENERAL MEETINGS

23. Annual general meetings—holding of
24. Annual general meetings—calling of and business at
25. General meetings—calling of
26. Notice
27. General meetings—procedure and quorum
28. Presiding member
29. Adjournment
30. Making of decisions
31. Voting
32. Appointment of proxies

PART V - MISCELLANEOUS

33. Funds—source
34. Funds—management
35. Alteration of objects and rules
36. Custody of books
37. Inspection of register of members
38. Service of notices
39. Winding up and surplus property

APPENDIX

FORM OF APPOINTMENT OF PROXY

## **PART I—PRELIMINARY**

### **1. Definitions**

- (1) In these rules, unless a contrary intention appears:
  - "financial year"* means the year ending on 30 June;
  - "member"* means a member, however described, of CRS;
  - "ordinary committee member"* means a member of the committee who is not an office-bearer of CRS as referred to in paragraph 12 (1) (a);
  - "secretary"* means the person holding office under these rules as secretary of CRS;
  - "special resolution"* means a resolution which is passed by at least  $\frac{3}{4}$  of the votes of those members of CRS present at a general meeting who, being entitled to vote, vote in person or by proxy;
  - "the Act"* means the *Associations Incorporation Act 1991* (ACT);
  - "the Regulations"* means the *Associations Incorporation Regulations*.
- (2) The *Legislation Act 2001* (ACT) applies to these rules in the same way as it would if they were an instrument made under the Act.

## **PART II—MEMBERSHIP**

### **2. Membership qualifications**

A natural person is qualified to be a member if:

- (a) the person is a person referred to in paragraph 21 (2) (a) or (b) of the Act and has not ceased to be a member of CRS at any time after incorporation of the CRS under the Act; or
- (b) the person:
  - (i) has completed and submitted the relevant Application Form and paid the relevant membership fee or had the membership fee waived by the committee of CRS; and
  - (ii) has been approved for membership of CRS by the committee of CRS.

### **3. Application for membership**

- (1) An application of a person for membership of CRS is made by completing and submitting the relevant Application Form and by paying the relevant membership fee or applying for a waiver of that fee.
- (2) As soon as is practicable after receiving an application for membership, the member of the committee responsible for memberships must refer the application to the committee which must determine whether to approve or to reject the application.
- (3) Where the committee determines to approve an application for membership, the member of the committee responsible for memberships must as soon as practicable after that determination notify the applicant by email of that approval.
- (4) The member of the committee responsible for memberships must, on approval by the committee of a membership application, confirm the applicant's name in the register of members and, upon the name being so entered, the applicant becomes a member of CRS.

#### **4. Membership entitlements not transferable**

A right, privilege or obligation which a person has by reason of being a member of CRS:

- (1) is not capable of being transferred or transmitted to another person; and
- (2) terminates upon cessation of the person's membership.

#### **5. Cessation of membership**

A person ceases to be a member of CRS if the person:

- (1) dies;
- (2) resigns from membership of CRS;
- (3) is expelled from CRS; or
- (4) fails to pay the relevant membership fee within 3 months of being requested to do so.

#### **6. Resignation of membership**

- (1) A member is not entitled to resign from membership of CRS except in accordance with this rule.
- (2) A member who has paid all amounts payable by the member to CRS may resign from membership of CRS by giving notice in writing to the secretary of the member's intention to resign and, upon the provision of notice, the member ceases to be a member.
- (3) Where a person ceases to be a member, the secretary must make an appropriate entry in the register of members recording the date on which the member ceased to be a member.

#### **7. Membership Fees**

- (1) The membership fee and frequency of required payment of such fee shall be determined by a resolution of the committee.
- (2) The membership fee is payable in advance.

#### **8. Member's liabilities**

The liability of a member to contribute towards the payment of the debts and liabilities of CRS or the costs, charges and expenses of the winding up of CRS is limited to the amount if any, unpaid by the member in respect of membership of CRS as required by rule 7.

#### **9. Disciplining of members**

- (1) If the committee is of the opinion that a member:
  - (a) has persistently refused or neglected to comply with a provision of these rules: or
  - (b) has persistently and wilfully acted in a manner prejudicial to the interests of CRS,the committee may, by resolution:

- (c) expel the member from CRS; or
  - (d) suspend the member from such rights and privileges of membership of CRS as the committee may determine for a specified period.
- (2) A resolution of the committee under subrule (1) is of no effect unless the committee, at a meeting held not earlier than 14 days and not later than 28 days after service on the member of a notice under subrule (3), confirms the resolution in accordance with this rule.
- (3) If the committee passes a resolution under subrule (1), the secretary must, as soon as practicable, cause a notice to be served on the member:
- (a) setting out the resolution of the committee and the grounds on which it is based;
  - (b) stating that the member may address the committee at a meeting to be held not earlier than 14 days and not later than 28 days after service of the notice;
  - (c) stating the date, place or platform and time of that meeting; and
  - (d) informing the member that the member may do either or both of the following:
    - (i) attend and speak at that meeting;
    - (ii) submit to the committee at or prior to the date of that meeting written representations relating to the resolution.
- (4) Subject to section 50 of the Act, at a meeting of the committee mentioned in subrule (2) the committee must:
- (a) give to the member mentioned in subrule (1) an opportunity to make oral representations;
  - (b) give due consideration to any written representations submitted to the committee by that member at or prior to the meeting; and
  - (c) by resolution determine whether to confirm or to revoke the resolution of the committee made under subrule (1).
- (5) If the committee confirms a resolution under subrule (4), the secretary must, within 7 days after that confirmation, by notice in writing inform the member of that confirmation and of the member's right of appeal under rule 10.
- (6) A resolution confirmed by the committee under subrule (4) does not take effect:
- (1) until the expiration of the period within which the member is entitled to appeal against the resolution where the member does not exercise the right of appeal within that period; or
  - (2) where within that period the member exercises the right of appeal, unless and until CRS confirms the resolution in accordance with subrule 10 (4).

## **10. Right of Appeal of a Disciplined Member**

- (1) A member may appeal to CRS in a general meeting against a resolution of the committee which is confirmed under subrule 9(4), within 7 days after notice of the resolution is served on the member, by lodging with the secretary a notice to that effect.
- (2) Upon receipt of a notice under subrule (1), the secretary must notify the committee which must convene a general meeting of CRS to be held within 21 days after the date on which the secretary received the notice or as soon as possible after that date.
- (3) Subject to section 50 of the Act, at a general meeting of CRS convened under subrule (2):
  - (a) no business other than the question of the appeal must be transacted;

- (b) the committee and the member must be given the opportunity to make representations in relation to the appeal orally or in writing, or both; and
  - (c) the members present must vote by secret ballot on the question of whether the resolution made under subrule 9(4) should be confirmed or revoked.
- (4) If the meeting passes a special resolution in favour of the confirmation of the resolution made under subrule 9(4), that resolution is confirmed.

### **PART III—THE COMMITTEE**

#### **11. Powers of the committee**

The committee, subject to the Act, the Regulations, these rules, and to any resolution passed by CRS in a general meeting:

- (a) controls and manages the affairs of CRS;
- (b) may exercise all such functions as may be exercised by CRS other than those functions that are required by these rules to be exercised by CRS in general meetings; and
- (c) has power to perform all such acts and do all such things as appear to the committee to be necessary or desirable for the proper management of the affairs of CRS.

#### **12. Constitution and membership**

- (1) The committee consists of:
- (a) the office-bearers of CRS; and
  - (b) a minimum of 3 and a maximum of 8 ordinary committee members; each of whom must be elected under rule 13 or appointed in accordance with subrule (4).
- (2) The office-bearers of CRS are:
- a) the president;
  - b) the vice-president;
  - c) the treasurer; and
  - d) the secretary.
- (3) Each member of the committee holds office, subject to these rules, until the conclusion of the annual general meeting following the date of the member's election, but is eligible for re-election.
- (4) If there is a vacancy in the membership of the committee, the committee may appoint a member of CRS to fill the vacancy and the member so appointed holds office, subject to these rules, until the conclusion of the annual general meeting next following the date of the appointment.

#### **13. Election of committee members**

- (1) Nominations of candidates for election as office-bearers of CRS or as ordinary committee members:
- (a) must be made in writing, signed by 2 members of CRS and accompanied by the written consent of the candidate (which may be endorsed on the nomination form); and



- (b) must be delivered to the secretary of CRS before the date and time fixed for the annual general meeting at which the election is to take place.
- (2) If insufficient nominations are received to fill all vacancies on the committee, the candidates nominated are taken to be elected and further nominations may be received at the annual general meeting.
- (3) If insufficient further nominations are received, any vacant positions remaining on the committee are taken to be vacancies.
- (4) If the number of nominations received is equal to the number of vacancies to be filled, the people nominated are taken to be elected.
- (5) If the number of nominations received exceeds the number of vacancies to be filled, a ballot must be held.
- (6) The ballot for the election of office-bearers and ordinary committee members must be conducted at the annual general meeting in such manner as the committee may direct.
- (7) A person is not eligible to simultaneously hold more than 1 position on the committee.

#### **14. Secretary**

- (1) The secretary of CRS must, as soon as practicable after being appointed as secretary, notify CRS of their contact details.
- (2) The secretary must keep minutes of:
  - a) all elections and appointments of office-bearers and ordinary committee members;
  - b) the names of members of the committee present at a committee meeting or a general meeting; and
  - c) all proceedings at committee meetings and general meetings.
- (3) Minutes of proceedings at a meeting must be authorised by the person presiding at the meeting or by the person presiding at the next succeeding meeting.

#### **15. Treasurer**

- (1) The treasurer of CRS must:
  - (a) collect and receive all moneys due to CRS and make all payments authorised by CRS; and
  - (b) keep correct accounts and books showing the financial affairs of CRS with full details of all receipts and expenditure connected with the activities of CRS.

#### **16. Public Officer**

The public officer of CRS will be a CRS officer-bearer who is appointed by the Committee to that role.

#### **17. Vacancies**

- (1) For the purposes of these rules, a vacancy in the office of a member of the committee occurs if the member:
  - (a) dies;
  - (b) ceases to be a member of CRS;

- (c) resigns the office;
- (d) is removed from office pursuant to rule 18;
- (e) suffers from mental or physical incapacity;
- (f) is disqualified from office under subsection 63 (1) of the Act; or
- (h) is absent without the consent of the committee from all meetings of the committee held during a period of 6 months.

**18. Removal of committee members**

CRS, in a general meeting, may by resolution, subject to section 50 of the Act, remove any member of the committee from the office of member of the committee before the expiration of the member's term of office.

**19. Committee meetings and quorum**

- (1) The committee must meet at least 6 times in each calendar year by such platform or at such place and at such time as the committee may determine.
- (2) Additional meetings of the committee may be convened by any 5 members of the committee provided that at least one of those committee members is an office-bearer of CRS.
- (3) Oral or written notice of a meeting of the committee must be given by the secretary to each member of the committee at least 48 hours (or such other period as may be unanimously agreed upon by the members of the committee) before the time appointed for the holding of the meeting.
- (4) Notice of a meeting given under subrule (3) must specify the general nature of the business to be transacted at the meeting and no business other than that business must be transacted at the meeting except business which the committee members present at the meeting unanimously agree to treat as urgent business.
- (5) 5 members of the committee constitute a quorum for the transaction of the business of a meeting of the committee provided that at least one of these committee members is an office-bearer of CRS.
- (6) No business must be transacted by the committee at a meeting unless a quorum is present and if within half an hour after the time appointed for the meeting a quorum is not present, the meeting stands adjourned to the same platform or place and at the same hour of the same day in the following week.
- (7) If at the adjourned meeting a quorum is not present within half an hour after the time appointed for the meeting, the meeting is dissolved.
- (8) At meetings of the committee—
  - (a) the president or in the absence of the president, the vice-president presides;
  - (b) if the president and the vice-president are absent, one of the remaining members of the committee may be chosen by the members present to preside.

## **20. Delegation by committee to sub-committee**

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

## **21. Voting and decisions**

- (1) Questions arising at a meeting of the committee or of any sub-committee appointed by the committee are decided by a majority of the votes of members of the committee or sub-committee present at the meeting.
- (2) Each member present at a meeting of the committee or of any sub-committee appointed by the committee (including the person presiding at the meeting) is entitled to 1 vote but, in the event of an equality of votes on any question, the person presiding may exercise a second or casting vote.
- (3) Any member of the committee or of any sub-committee who has a material personal interest in relation to any resolution to be voted upon must disclose the nature and extent of the interest to the members of the committee or sub-committee present and must not vote on the resolution and must absent themselves during voting on the resolution.
- (4) Where any member of the committee or of any sub-committee has disclosed a material personal interest in accordance with subrule 21(3), the nature and extent of that personal interest must also be disclosed at the next general meeting of CRS.

## **22. Decision-making between committee meetings**

- (1) In the event that a member of the committee determines that a particular matter is urgent and it is therefore appropriate that a decision about it should be made between committee meetings, the committee may make any such decision in accordance with any policy of the committee dealing with the way in which such decisions should be made, provided that:
  - a) all committee members are provided with the opportunity to participate in the decision-making process and a time and date by which to respond;
  - b) at least 5 members of the committee including an office-bearer of CRS participate in that process by indicating their view as to the decision to be made by the notified time and date;
  - c) a majority of committee members participating in the decision-making process indicate their support for the decision; and
  - d) the decision made is recorded in the minutes of the next committee meeting.

## **PART IV—GENERAL MEETINGS**

### **23. Annual general meetings—holding of**

- (1) CRS must, at least once in each calendar year and within the period after the expiration of each financial year of CRS as is required by the Act, convene an annual general meeting of its members.
- (2) Subrule (1) has effect subject to the powers of the Registrar-General under section 120 of the Act in relation to extensions of time.

### **24. Annual general meetings—calling of and business at**

- (1) The annual general meeting of CRS must, subject to the Act, be convened on such date and at such place or, if the Act allows, by such platform and at such time as the committee thinks fit.
- (2) In addition to any other business which may be transacted at an annual general meeting, the business of an annual general meeting is:
  - (a) to confirm the minutes of the last preceding annual general meeting and of any general meeting held since that meeting;
  - (b) to receive from the committee reports on the activities of CRS during the last preceding financial year;
  - (c) to elect members of the committee, including office-bearers;
  - (d) to receive such other reports, including statements of financial accounts, as are required by the committee to be produced.
- (3) An annual general meeting must be specified as such in the notice convening it in accordance with rule 26.

## **25. General meetings—calling of**

- (1) The committee may, whenever it thinks fit, convene a general meeting of CRS.
- (2) The committee must, on the requisition in writing of not less than 5 per cent of the total number of members, convene a general meeting of CRS.
- (3) A requisition of members for a general meeting:
  - a) must state the purpose or purposes of the meeting;
  - b) must be signed by the members making the requisition;
  - c) must be lodged with the secretary; and
  - d) may consist of several documents in a similar form, each signed by 1 or more of the members making the requisition.
- (4) If the committee fails to convene a general meeting within 1 month after the date on which a requisition of members for the meeting is lodged with the secretary, any 1 or more of the members who made the requisition may convene a general meeting to be held not later than 3 months after that date.
- (5) A general meeting convened by a member or members referred to in subrule (4) must be convened as nearly as is practicable in the same manner as general meetings are convened by the committee, and any member who thereby incurs expense is entitled to be reimbursed by CRS for any reasonable expense so incurred.

## **26. Notice**

- (1) Except where the nature of the business proposed to be dealt with at a general meeting requires a special resolution of CRS, the secretary must, at least 14 days before the date fixed for the holding of the general meeting, cause to be sent to each member, a notice specifying the place or platform, date and time of the meeting, the nature of the business proposed to be transacted at the meeting and the fact that they are entitled to appoint a proxy.
- (2) If the nature of the business proposed to be dealt with at a general meeting requires a special resolution of CRS, the secretary must, at least 21 days before the date fixed for the holding of the general meeting, cause notice to be sent to each member in the manner provided in subrule (1) specifying, in addition to the matter required under that subrule, the intention to propose the resolution as a special resolution.
- (3) No business other than that specified in the notice convening a general meeting may be transacted at the meeting except in the case of an annual general meeting in which case business may be transacted pursuant to subrule 24 (2).
- (4) A member desiring to bring any business before a general meeting may give notice in writing, of that business to the secretary who must include that business in the next notice calling a general meeting, given after receipt of the notice from the member.

## **27. General meetings—procedure and quorum**

- (1) No item of business may be transacted at a general meeting unless a quorum of members entitled under these rules to vote is present in person including on any platform being used for the meeting, or by proxy during the time the meeting is considering that item.
- (2) 5 per cent of eligible members present in person including on any platform being used for the meeting or by proxy (being members entitled under these rules to vote at a general meeting) constitute a quorum for the transaction of the business of a general meeting.
- (3) If within half an hour after the appointed time for the commencement of a general meeting a quorum is not present, the meeting, if convened upon the requisition of members, is dissolved and in any other case stands adjourned to the same day in the following week at the same time and (unless another place or platform is specified at the time of adjournment by the person presiding at the meeting or communicated by notice to members given before the day to which the meeting is adjourned) at the same place or platform.
- (4) If at the adjourned meeting a quorum is not present in person including on any platform being used for the meeting, or by proxy within half an hour after the time appointed for the commencement of the meeting, the members present (being not less than 5) constitute a quorum.

## **28. Presiding member**

- (1) The president, or in the absence of the president, the vice-president, presides at each general meeting of CRS.
- (2) If the president and the vice-president are absent from a general meeting, the members present must elect 1 of their number to preside at the meeting.

## **29. Adjournment**

- (1) The person presiding at a general meeting at which a quorum is present may, with the consent of the majority of members present at the meeting, adjourn the meeting from time to time and place/platform, but no business must be transacted at an adjourned meeting other than the business left unfinished at the meeting at which the adjournment took place.
- (2) If a general meeting is adjourned for 14 days or more, the secretary must give notice of the adjourned meeting to each member of CRS stating the place or platform, date and time of the meeting and the nature of the business to be transacted at the meeting.
- (3) Except as provided in subrules (1) and (2), notice of an adjournment of a general meeting or of the business to be transacted at an adjourned meeting is not required to be given.

## **30. Making of decisions**

- (1) A question arising at a general meeting of CRS must be determined on a show of hands unless before or on the declaration of the show of hands a poll is demanded. A declaration by the person presiding that a resolution has, on a show of hands, been carried or carried

unanimously or carried by a particular majority or lost, or an entry to that effect in the minute book of CRS, is evidence of the fact without proof of the number or proportion of the votes recorded in favour of or against that resolution.

- (2) At a general meeting of CRS, a poll may be demanded by the person presiding or by not less than 3 members present in person including on any platform being used for the meeting, or by proxy at the meeting.
- (3) Where the poll is demanded at a general meeting, the poll must be taken:
  - (a) immediately in the case of a poll which relates to the election of the person to preside at the meeting or to the question of an adjournment; or
  - (b) in any other case, in such manner and at such time before the close of the meeting as the person presiding directs, and the resolution of the poll on the matter must be deemed to be the resolution of the meeting on that matter.

### **31. Voting**

- (1) Subject to subrule (3), upon any question arising at a general meeting of CRS, a member has 1 vote only.
- (2) All votes must be given personally or by proxy.
- (3) If the votes on a question at a general meeting are equal, the presiding member is entitled to exercise a second or casting vote.
- (4) A member or proxy is not entitled to vote at any general meeting of CRS unless all money due and payable by the member or proxy to CRS has been paid.

### **32. Appointment of proxies**

- (1) Each member is entitled to appoint another member as proxy by notice given to the secretary before the scheduled time for the commencement of the meeting in respect of which the proxy is appointed.
- (2) No member may hold more than 2 proxies.
- (3) The notice appointing the proxy must be in the form set out in the Appendix to these rules.

## **PART V—MISCELLANEOUS**

### **33. Funds—source**

- (1) The funds of CRS must be derived from membership fees, donations, fundraising activities and grants and, subject to any resolution passed by CRS in general meetings and subject to section 114 of the Act, such other sources as the committee determines.
- (2) All money received by CRS must be deposited as soon as practicable and without deduction to the credit of CRS's bank account.
- (3) CRS must, as soon as practicable after receiving a request to do so, issue or otherwise make available an appropriate receipt for money paid to CRS, except that, where donations are made

repeatedly over a period of time, CRS may issue a receipt within 4 weeks of the end of the financial year for all donations received in that financial year.

**34. Funds—management.** Subject to any resolution passed by CRS in a general meeting, the funds of CRS must be used in pursuance of the objects of CRS in such a manner as the committee determines.

(1) All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments and all electronic funds transfers must be authorised by any 2 members of the committee of CRS, being members of the committee authorised to do so by a resolution of the committee.

**35. Alteration of Objects and Rules**

Neither the objects of CRS referred to in section 29 of the Act nor these rules may be altered except in accordance with the Act.

**36. Custody of books**

Subject to the Act, the Regulations and these rules, the secretary must keep in their custody or under their control all records, books, and other documents relating to CRS.

**37. Inspection of register of members**

Upon the committee granting a member's request to inspect the register of members of CRS pursuant to s.67A of the Act, the register shall be open for inspection at a place in the Territory, free of charge, by the member at any reasonable hour. Inspection of the other books of CRS shall only occur as required under the Act or in accordance with any policy of the committee.

**38. Service of notice**

For these rules, CRS may serve a notice on a member by sending it by electronic or other means to the member using a contact recorded for the member in the register of members.

**39. Winding up and surplus property**

(1) In the event the number of members of CRS falls below eight, the Secretary must provide notice to all members of a general meeting to consider a special resolution to wind up CRS and, if that special resolution is passed, to consider a further special resolution in relation to the organisation to which surplus property of CRS is to be transferred.

(2) Upon the winding up of CRS, any surplus property shall be transferred to such organisation which is not carried on for the object of securing pecuniary gain for its members and which has substantially the same objects as CRS, as the general meeting referred to in subrule 39(1) resolves by special resolution, or shall otherwise be applied in accordance with section 92 of the Act.



- (3) “Surplus property” means any property or interest in property of CRS that remains after the satisfaction of any debts or liabilities of CRS and any costs, charges or expenses incurred in the winding-up of CRS.

APPENDIX

Subrule 32 (3)

FORM FOR APPOINTMENT OF PROXY

I ..... (name of CRS member) being a member of CRS eligible to vote, hereby appoint

Tick one of the following boxes:

Chairperson OR  .....(name of CRS member)

to be my proxy at the General Meeting of CRS to be held on ..... (date of meeting) or any adjournments thereof.

(Delete by drawing a line through the options below that are NOT applicable)

A. This form authorises my proxy to vote on my behalf on all matters as he/she thinks fit

**OR**

B. This form authorises the proxy to vote on my behalf as he/she thinks fit on the following matters only:

.....  
.....  
.....

*[Specify the matters and any limitations on the manner in which you authorise your proxy to vote.]*

**OR**

C. In relation to the following matters I direct my proxy to vote as indicated:

..... in favour / against / abstain  
..... in favour / against / abstain  
..... in favour / against / abstain

.....(Signature).....(date)