

Statement of the objects and rules of the Tertiary Campus Ministry Association (Australia) Inc.

October 2007

PART 1 NAME AND OBJECTS.....	3
1NAME.....	3
2OBJECTS.....	3
PART 2 PRELIMINARY.....	3
3DEFINITIONS.....	3
PART 3 MEMBERSHIP.....	5
4MEMBERSHIP QUALIFICATIONS.....	5
5NOMINATION FOR MEMBERSHIP.....	6
6CESSATION OF MEMBERSHIP.....	6
7MEMBERSHIP ENTITLEMENTS NOT TRANSFERABLE.....	6
8RESIGNATION OF MEMBERSHIP.....	7
9REGISTER OF MEMBERS.....	7
10FEES AND SUBSCRIPTIONS.....	7
11MEMBERS' LIABILITIES.....	8
12RESOLUTION OF INTERNAL DISPUTES.....	8
13DISCIPLINING OF MEMBERS.....	8
14RIGHT OF APPEAL OF DISCIPLINED MEMBER.....	9
PART 4 THE NATIONAL EXECUTIVE.....	10
15POWERS OF THE NATIONAL EXECUTIVE.....	10
16CONSTITUTION AND MEMBERSHIP.....	10
17ELECTION OF MEMBERS.....	11
18SECRETARY.....	11
19TREASURER.....	12
20CASUAL VACANCIES.....	12
21REMOVAL OF MEMBER.....	13
22MEETINGS AND QUORUM.....	13
23DELEGATION BY NATIONAL EXECUTIVE TO SUB-COMMITTEE.....	14
24VOTING AND DECISIONS.....	14
PART 5 GENERAL MEETING.....	15
25ANNUAL GENERAL MEETINGS – HOLDING OF.....	15
26ANNUAL GENERAL MEETINGS – CALLING OF AND BUSINESS AT.....	15
27SPECIAL GENERAL MEETINGS – CALLING OF.....	16
28NOTICE.....	16
29PROCEDURE.....	17
30PRESIDING MEMBER.....	17
31ADJOURNMENT.....	18
32MAKING OF DECISIONS.....	18
33SPECIAL RESOLUTION.....	18
34VOTING.....	19
PART 6 THE NATIONAL CONFERENCE.....	19
35THE NATIONAL CONFERENCE.....	19
PART 7 MISCELLANEOUS.....	20

36	INSURANCE.....	20
37	FUNDS – SOURCE.....	20
38	FUNDS – MANAGEMENT.....	21
39	ALTERATION OF OBJECTS AND RULES.....	21
40	COMMON SEAL.....	21
41	CUSTODY OF BOOKS.....	21
42	INSPECTION OF BOOKS.....	21
43	SERVICE OF NOTICES.....	22

Part 1 Name and Objects

1 Name

- (1) The name of the association is the TERTIARY CAMPUS MINISTRY ASSOCIATION (AUSTRALIA) INC. (TCMA (AUSTRALIA) Inc.)

2 Objects

- (1) The TCMA (Australia) Inc. is a professional organisation of campus ministers and chaplains whose purpose is to support those who provide religious services and pastoral care to the tertiary community through:
 - (a) the provision of opportunities for networking, peer support and community among campus ministers and chaplains, such as:
 - (i) co-ordination of the TCMA (AUSTRALIA) Inc. Conference, and participation in other relevant national and international conferences;
 - (ii) participation in appropriate local and regional activities;
 - (iii) the publishing and distribution of relevant professional material including occasional papers;
 - (b) encouraging the professional and spiritual development of campus ministers and chaplains; and encouraging the development of appropriate ethical, professional, spiritual and behavioural standards;
 - (c) the provision of a voice for campus ministers and chaplains in appropriate forums;
 - (d) encouraging ecumenical and multi-faith understandings as related to ministry in tertiary education.
- (2) The Tertiary Campus Ministry Association (Australia) Inc. shall take over as a going concern the unincorporated association known as the Tertiary Campus Ministry Association (Australia).

Part 2 Preliminary

3 Definitions

- (1) In these rules:

Director-General means the Director-General of the Department of Fair Trading.

ordinary member means a member of the national executive who is not an office-bearer of the association, as referred to in rule 16(2).

professional member means any person, lay or ordained, who has the formal endorsement of their appropriate Religious Authority and is accredited by their Tertiary Institute or is employed by a university or university college as a chaplain, and who meets and maintains the TCMA (AUSTRALIA) Inc. Criteria for a campus minister or chaplain.

associate member means any person other than a professional member, who supports the objects of TCMA (AUSTRALIA) Inc. and who:

- (a) shall not be eligible to stand for or be elected or appointed to the national executive;
- (b) is not entitled to vote at a general meeting of the association but who is entitled to notice of, and to attend and enter in discussions, at general meetings of the association and the National Conference.

secretary means:

- (a) the person holding office under these rules as secretary of the association, or
- (b) where no such person holds that office – the public officer of the association.

Chaplain or **campus minister** means

A formally recognised person who works in either paid or unpaid capacity at a Tertiary institute or university College, and who provides religious service and pastoral care in the context of that institution.

Special general meeting means a general meeting of the association other than an annual general meeting.

TCMA (AUSTRALIA) Inc. Criteria means:

The TCMA (Australia) Inc. is a professional organisation of campus ministers and chaplains supporting those who provide religious services and pastoral care to the tertiary community.

Members:

- (a) shall be involved in the spiritual development and pastoral care of members of a tertiary community, and,
- (b) shall be a member of a recognised religious organisation,
- (c) shall possess the commissioning religious organisation's endorsement and be recognised by a tertiary institution, or alternatively be employed by a Tertiary Institute or a university College, in the role of chaplain.
- (d) will preferably:

- (i) hold an undergraduate degree or an equivalent accreditation;
- (ii) possess recognised theological or religious training;
- (iii) have appropriate and proven pastoral experience, and;
- (iv) have an ability to work co-operatively with people of varying faith backgrounds.

the Act means the *Associations Incorporation Act 1984*.

the regulation means the *Associations Incorporation Regulation 1999*.

- (2) In these rules:
 - (a) a reference to a function includes a reference to a power, authority and duty, and
 - (b) a reference to the exercise of a function includes, if the function is a duty, a reference to the performance of the duty.
- (3) The provisions of the *Interpretation Act 1987* apply to and in respect of these rules in the same manner as those provisions would so apply if these rules were an instrument made under the Act.

Part 3 Membership

4 Membership qualifications

A person is qualified to be a member of the association if, but only if:

- (a) the person is a person referred to in section 15(1) (a), (b) or (c) of the Act and has not ceased to be a member of the association at any time after incorporation of the association under the Act,
- or
- (b) the person is a natural person:
 - (i) who has been nominated for membership of the association as provided by rule 5, and who meets in the case of an applicant for professional membership, accreditation or employment by a Tertiary Institute or University or a University College, as the case may be and who satisfies the TCMA (AUSTRALIA) Inc. criteria, and;

- (ii) who has been approved for membership of the association by the national executive of the association.

5 Nomination for membership

- (1) A nomination of a person for membership of the association:
 - (a) shall be made by a member of the association in writing in such form as is prescribed by the national executive, and
 - (b) shall be lodged with the secretary of the association.
- (2) As soon as practicable after receiving a nomination for membership, the secretary shall refer the nomination to the national executive which is to determine whether to approve or to reject the nomination.
- (3) As soon as practicable after the national executive makes that determination, the secretary shall:
 - (a) notify the nominee, in writing, that the national executive approved or rejected the nomination (whichever is applicable), and
 - (b) if the national executive approved the nomination, request the nominee to pay (within the period of 28 days after receipt by the nominee of the notification) the sum payable under these rules by a member as entrance fee and annual subscription.
- (4) the secretary shall, on payment by the nominee of the amounts referred to in clause (3) (b) within the period referred to in that provision, enter the nominee's name in the register of members and, on the name being so entered, the nominee becomes a member of the association.

6 Cessation of membership

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

- (a) dies, or
- (b) resigns membership, or
- (c) is expelled from the association, or
- (d) being a professional member, fails to maintain their definitional endorsement, accreditation, as the case may be, or
- (e) fails to pay the annual membership for a twelve month period.

7 Membership entitlements not transferable

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

- (a) is not capable of being transferred or transmitted to another person, and
- (b) terminates on cessation of the person's membership.

8 Resignation of membership

- (1) A member of the association is not entitled to resign that membership except in accordance with this rule.
- (2) A member of the association who has paid all amounts payable by the member to the association in respect of the member's membership may resign from membership of the association by first giving to the secretary written notice of at least one month (or such other period as the national executive may determine) of the member's intention to resign and, on the expiration of the period of notice, the member ceases to be a member.
- (3) If a member of the association ceases to be a member under clause (2), and in every other case where a member ceases to hold membership, the secretary shall make an appropriate entry in the register of members recording the date on which the member ceased to be a member.

9 Register of members

- (1) The public officer of the association shall establish and maintain a register of members of the association specifying the name and address of each person who is a member of the association together with the date on which the person became a member.
- (2) The register of members shall be kept at the principal place of administration of the association and shall be open for inspection, free of charge, by any member of the association at any reasonable hour.
- (3) A member of the association may obtain a copy of any part of the register on payment of a fee of \$1 for each page copied or, if some other amount is determined by the national executive, that other amount.

10 Fees and subscriptions

- (1) A member of the association shall, on admission to membership, pay to the association a fee of \$1 or, if some other amount is determined by the national executive, that other amount.
- (2) In addition to any amount payable by the member under clause (1), a member of the association shall pay to the association an annual membership fee of \$30 or, if some other amount is determined by the national executive, that other amount:

- (a) except as provided by paragraph (b), before 1 July in each calendar year, or
- (b) if the member becomes a member on or after 1 July in any calendar year – on becoming a member and before 1 July in each succeeding calendar year.

11 Members' liabilities

The liability of a member of the association to contribute towards the payment of the debts and liabilities of the association or the costs, charges and expenses of the winding up of the association is limited to the amount, if any, unpaid by the member in respect of membership of the association as required by rule 10.

12 Resolution of internal disputes

- (1) In the event of a dispute arising between members (in their capacity as members) of the association, or between a member and the association, the following procedures shall apply:
 - (a) Each side of the dispute shall nominate a representative who is not directly involved in the dispute. Those representatives shall then attempt to settle the dispute by negotiation.
 - (b) Should the nominated representatives be unable to resolve the dispute within fourteen (14) days (or such other period as they may agree upon) the dispute shall be referred to a person appointed in consultation by the regional heads of the disputers' endorsing bodies, or where the dispute is between a member and the association, the dispute shall be referred to a community justice centre for mediation in accordance with the *NSW Community Justice Centres Act 1983*, or other similar body in the state of origin of the dispute.
 - (c) The appointed mediator shall determine the form and procedure of the mediation process.
 - (d) At least 7 days before a mediation session is to commence, the parties are to exchange statements of the issues that are in dispute between them and supply copies to the mediator.

13 Disciplining of members

- (1) A complaint may be made to the national executive by any person that a member of the association:
 - (a) has persistently refused or neglected to comply with a provision or provisions of these rules, or

- (b) has persistently and wilfully acted in a manner prejudicial to the interests of the association.
 - (c) has failed to maintain the TCMA (AUSTRALIA) Inc. criteria.
- (2) On receiving such a complaint, the national executive:
- (a) shall cause notice of the complaint to be served on the member concerned; and
 - (b) shall give the member at least 14 days from the time the notice is served within which to make submissions to the national executive in connection with the complaint, and
 - (c) shall take into consideration any submissions made by the member in connection with the complaint.
- (2) The national executive may, by resolution, expel the member from the association or suspend the member from membership of the association if, after considering the complaint and any submissions made in connection with the complaint, it is satisfied that the facts alleged in the complaint have been proved.
- (3) If the national executive expels or suspends a member, the secretary shall, within 7 days after the action is taken, cause written notice to be given to the member of the action taken, of the reasons given by the national executive for having taken that action and of the member's right of appeal under rule 14.
- (4) The expulsion or suspension does not take effect:
- (a) until the expiration of the period within which the member is entitled to appeal against the resolution concerned, or
 - (b) if within that period the member exercises the right of appeal, unless and until the association confirms the resolution under rule 14(5),
- whichever is the later.

14

Right of appeal of disciplined member

- (1) A member may appeal to the association in general meeting against a resolution of the national executive under rule 11, within 7 days after notice of the resolution is served on the member, by lodging with the secretary a notice to that effect.
- (2) The notice may, but need not, be accompanied by a statement of the grounds on which the member intends to rely for the purposes of the appeal.
- (3) On receipt of a notice from a member under clause (1), the secretary shall notify the national executive which is to convene a general meeting of the association to be held within 28 days after the date on which the secretary received the notice.
- (4) At a general meeting of the association convened under clause (3):

- (a) no business other than the question of the appeal is to be transacted, and
 - (b) the national executive and the member shall be given the opportunity to state their respective cases orally or in writing, or both, and
 - (c) the members present are to vote by secret ballot on the question of whether the resolution should be confirmed or revoked.
- (5) If at the general meeting the association passes a special resolution in favour of the confirmation of the resolution, the resolution is confirmed.

Part 4 The National Executive

15 Powers of the national executive

The national executive is to be called the committee of management of the association and, subject to the Act, the Regulation and these rules and to any resolution passed by the association in general meeting:

- (a) is to control and manage the affairs of the association, and
- (b) may exercise all such functions as may be exercised by the association, other than those functions that are required by these rules to be exercised by a general meeting of members of the association, and
- (c) has power to perform all such acts and do all such things as appear to the national executive to be necessary or desirable for the proper management of the affairs of the association.

16 Constitution and membership

- (1) Subject in the case of the first members of the national executive to section 21 of the Act, the national executive is to consist of:
- (a) the office-bearers of the association, and
 - (b) two ordinary members,
- each of whom is to be elected at the annual general meeting of the association pursuant to rule 17.
- (2) The office-bearers of the association are to be:
- (a) the president
 - (b) the vice-president
 - (c) the treasurer, and
 - (d) the secretary

- (3) Each member of the national executive is, subject to these rules, to hold office until the conclusion of the second annual general meeting following the date of the member's election, but is eligible for re-election.
- (4) In the event of a casual vacancy occurring in the membership of the national executive, the national executive may appoint a member of the association to fill the vacancy and the member so appointed is to hold office, subject to these rules, until the conclusion of the annual general meeting next following the date of the appointment.

17 Election of members

- (1) Nominations of candidates for election as office-bearers of the association or as ordinary members of the national executive:
 - (a) shall be made in writing, signed by 2 members of the association and accompanied by the written consent of the candidate (which may be endorsed on the form of the nomination), and
 - (b) shall be delivered to the secretary of the association or a returning officer appointed by the executive
 - i. at least 24 hours prior to the time fixed for the holding of the annual general meeting at which the election is to take place, when the election is to be held face to face.
 - ii. by the closing date and time determined by the executive, when the election is to be held electronically. The closing date and time shall be sufficiently far in advance of the date and time of the election to enable all necessary electronic systems to be set up effectively.
- (2) If insufficient nominations are received to fill all vacancies on the national executive, the candidates nominated are taken to be elected and further nominations are to be received at the annual general meeting.
- (3) If insufficient further nominations are received, any vacant positions remaining on the national executive are taken to be casual vacancies.
- (4) If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated are taken to be elected.
- (5) If the number of nominations received exceeds the number of vacancies to be filled, a ballot is to be held.
- (6) The ballot for the election of office-bearers and ordinary members of the national executive is to be conducted at the annual general meeting in such usual and proper manner as the national executive may direct.

18 Secretary

- (1) the Secretary of the association shall, as soon as practicable after being appointed as secretary, lodge notice with the association of his or her address.
- (2) It is the duty of the secretary to keep minutes of:
 - (a) all appointments of office-bearers and members of the national executive,
 - (b) the names of members of the national executive present at a national executive meeting or a general meeting, and
 - (c) all proceedings at national executive meetings and general meetings.
- (3) Minutes of proceedings at a meeting shall be signed by the chairperson of the meeting or by the chairperson of the next succeeding meeting.

19 Treasurer

It is the duty of the treasurer of the association to ensure:

- (a) that all money due to the association is collected and received and that all payments authorised by the association are made,
and
- (b) that correct books and accounts are kept showing the financial affairs of the association, including full details of all receipts and expenditure connected with the activities of the association.

20 Casual vacancies

For the purposes of these rules, a casual vacancy in the office of a member of the national executive occurs if the member:

- (a) dies, or
- (b) ceases to be a member of the association, or
- (c) becomes an insolvent under administration within the meaning of the *Corporations Act 2001* of the Commonwealth, or
- (d) resigns office by notice in writing given to the secretary, or
- (e) is removed from office under rule 21, or
- (f) becomes a mentally incapacitated person, or
- (g) is absent without the consent of the national executive from all meetings of the national executive held during a period of 6 months.

21**Removal of member**

- (1) The association in general meeting may by resolution remove any member of the national executive from the office of member before the expiration of the member's term of office and may by resolution appoint another person to hold office until the expiration of the term of office of the member so removed.
- (2) If a member of the national executive to whom a proposed resolution referred to in clause (1) relates makes representations in writing to the secretary or president (not exceeding a reasonable length) and requests that the representation be notified to the members of the association, the secretary or the president may send a copy of the representations to each member of the association or, if the representations are not so sent, the member is entitled to require that the representations be read out at the meeting at which the resolution is considered.

22**Meetings and quorum**

- (1) The national executive shall meet at least 3 times in each period of 12 months at such place and time as the national executive may determine, or by electronic means.
- (2) Additional meetings of the national executive may be convened by the president or by any member of the national executive.
- (3) Oral or written notice of a meeting of the national executive shall be given by the secretary to each member of the national executive at least 48 hours (or such other period as may be unanimously agreed on by the members of the national executive) before the time appointed for the holding of the meeting.
- (4) Notice of a meeting given under clause (3) shall specify the general nature of the business to be transacted at the meeting and no business other than that business is to be transacted at the meeting, except business which the national executive members present at the meeting unanimously agree to treat as urgent business.
- (5) Any 3 members of the national executive constitute a quorum for the transaction of the business of a meeting of the national executive.
- (6) No business is to be transacted by the national executive unless a quorum is present and if, within half an hour of the time appointed for the meeting, a quorum is not present, the meeting is to stand adjourned to the same 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 of the time appointed for the meeting, the meeting is to be dissolved.
- (8) At a meeting of the national executive:

- (a) the president or, in the president's absence, the vice-president is to preside, or
- (b) if the president and the vice-president are absent or unwilling to act, such one of the remaining members of the national executive as may be chosen by the members present at the meeting is to preside.

23

Delegation by national executive to sub-committee

- (1) The national executive may, by instrument in writing, delegate to one or more sub-committees (consisting of such member or members of the association as the national executive thinks fit) the exercise of such of the functions of the national executive as are specified in the instrument, other than:
 - (a) this power of delegation, and
 - (b) a function which is a duty imposed on the national executive by the Act or by any other law.
- (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 section 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 national executive 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 national executive.
- (6) The national executive 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.

24

Voting and decisions

- (1) Questions arising at a meeting of the national executive or of any sub-committee appointed by the national executive are to be determined by a majority of the votes of members of the national executive or sub-committee present at the meeting.
- (2) Each member present at a meeting of the national executive or of any sub-committee appointed by the national executive (including the person presiding at the meeting) is entitled to one vote but, in

- the event of an equality of votes on any question, the person presiding may exercise a second or casting vote.
- (3) Subject to rule 22(5), the national executive may act notwithstanding any vacancy on the national executive.
 - (4) Any act or thing done or suffered, or purporting to have been done or suffered, by the national executive or by a sub-committee appointed by the national executive, is valid and effectual despite any defect that may afterwards be discovered in the appointment or qualification of any member of the national executive or sub-committee.

Part 5 General meeting

25 Annual general meetings – holding of

- (1) With the exception of the first annual general meeting of the association,
 - (a) the association shall, at least once in each calendar year and within the period of 6 months after the expiration of each financial year of the association, convene an annual general meeting of its members.
 - (b) in any circumstance where it is not possible to conduct an AGM or any other general meeting face to face, both the meeting and any necessary elections may be conducted electronically.
- (2) The association shall hold its first annual general meeting:
 - (a) within the period of 18 months after its incorporation under the Act, and
 - (b) within the period of 6 months after the expiration of the first financial year of the association.
- (3) Clauses (1) and (2) have effect subject to any extension or permission granted by the Director-General under section 26(3) of the Act.

26 Annual general meetings – calling of and business at

- (1) The annual general meeting of the association is, subject to the Act and to rule 25, to be convened on such date and at such place and time as the national executive 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 to include the following:
 - (a) to confirm the minutes of the last preceding annual general meeting and of any special general meeting held since that meeting,

- (b) to receive from the national executive reports on the activities of the association during the last preceding financial year,
 - (c) to elect office-bearers of the association and ordinary members of the national executive,
 - (d) to receive and consider the statement which is required to be submitted to members under section 26(6) of the Act.
- (3) An annual general meeting shall be specified as such in the notice convening it.

27 Special general meetings – calling of

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

28 Notice

- (1) Except where the nature of the business proposed to be dealt with at a general meeting requires a special resolution of the association, the secretary shall, at least 14 days before the date fixed for the holding of the general meeting, give a notice to each member specifying the place, date and time of the meeting and the nature of the business proposed to be transacted at the meeting.

- (2) Where the nature of the business proposed to be dealt with at a general meeting requires a special resolution of the association, the secretary shall, at least 21 days before the date fixed for the holding of the general meeting, cause notice to be given to each member specifying, in addition to the matter required under clause (1), the intention to propose the resolution as a special resolution.
- (3) No business other than that specified in the notice convening a general meeting is to be transacted at the meeting except, in the case of an annual general meeting, business which may be transacted under rule 26(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 shall include that business in the next notice calling a general meeting given after receipt of the notice from the member.

29

Procedure

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

30

Presiding member

- (1) The president or, in the president's absence, the vice-president, is to preside as chairperson at each general meeting of the association.
- (2) If the president and the vice-president are absent or unwilling to act, the members present shall elect one of their number to preside as chairperson at the meeting.

31 Adjournment

- (1) The chairperson of 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 to place, but no business is to be transacted at an adjourned meeting other than the business left unfinished at the meeting at which the adjournment took place.
- (2) Where a general meeting is adjourned for 14 days or more, the secretary shall give written or oral notice of the adjourned meeting to each member of the association stating the place, date and time of the meeting and the nature of the business to be transacted at the meeting.
- (3) Except as provided in clauses (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.

32 Making of decisions

- (1) A question arising at a general meeting of the association is to be determined on a show of hands and, unless before or on the declaration of the show of hands a poll is demanded, a declaration by the chairperson 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 the association, is evidence of the fact without proof of the number or proportion of the votes recorded in favour of or against that resolution.
- (2) At a general meeting of the association, a poll may be demanded by the chairperson or by not less than 3 members present in person at the meeting.
- (3) If a poll is demanded at a general meeting, the poll shall be taken;
 - (a) immediately in the case of a poll which relates to the election of the chairperson of 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 chairperson directs,and the resolution of the poll on the matter is taken to be the resolution of the meeting on that matter.

33 Special resolution

A resolution of the association is a special resolution:

- (a) if it is passed by a majority which comprises at least three-quarters of such members of the association as, being entitled under these rules so to do, vote in person at a general meeting

of which not less than 21 days' written notice specifying the intention to propose the resolution as a special resolution was given in accordance with these rules, or

- (b) where it is made to appear to the Director-General that it is not practicable for the resolution to be passed in the manner specified in paragraph (a) if the resolution is passed in a manner specified by the Director-General.

34

Voting

- (1) Upon any question arising at a general meeting of the association a member has one vote only.
- (2) All votes shall be given personally and a person shall not be entitled to attend and to vote at a meeting of the association as a proxy of a member.
- (3) In the case of an equality of votes on a question at a general meeting, the chairperson of the meeting is entitled to exercise a second or casting vote.
- (4) A member is not entitled to vote at any general meeting of the association unless all money due and payable by the member to the association has been paid, other than the amount of the annual subscription payable in respect of the then current year.

Part 6 The National Conference

35

The national conference

- (1) Nominations for hosting national conferences are invited two years in advance and notified to the annual general meeting.
- (2) A venue shall formally be accepted by the national executive, not less than twelve months prior to the date of the national conference, and directional guidance for the national conference may be given at this time.
- (3) The campus ministers and chaplains from the nominating institute, city or region shall form the national conference organisational committee, and from their number shall appoint the conference convenor.
- (4) The national executive may co-opt the conference convenor on to the national executive as a participant with speaking but no voting rights as it sees fit.
- (5) The conference convenor is responsible for:
 - (a) planning and managing the organisation of the conference, and;

- (b) reporting, at regular intervals, to the national executive concerning the on-going planning of the conference.
- (6) National conference finances shall be operated according to the following Conference Finance policy.
 - (a) Start-up monies, to an amount determined by the national executive, shall be transferred to a conference account called *TCMA (AUSTRALIA) Inc. Conference (name of city) account* as soon as possible once a convenor has accepted responsibility for the conference, and once an appropriate account has been established. The money may be transferred up to two years prior to the national conference being held.
 - (b) Conference accounts shall be managed by the conference committee who are responsible to the national executive and members.
 - (c) A conference committee may invest money in short term secured deposits so as to gain benefit from higher interest rates, as long as sufficient funds remain in the conference account to make necessary payments.
 - (d) Within three months of the completion of the conference all remaining monies are to be transferred back to the association's financial institution account accompanied by an independent audit of the conference finances.
 - (e) The audited financial statements shall be tabled at the following annual general meeting of the association.
- (7) The national executive shall have plenary powers to vary the above regulations of the conduct of the national conference, or to make new administrative regulations for the more efficient conduct and administration of the national conference.

Part 7 Miscellaneous

36 Insurance

- (1) The association may effect and maintain insurance pursuant to Section 44 of the Act.
- (2) In addition to the insurance required under clause (1) the association may effect and maintain other insurance..

37 Funds – source

- (1) The funds of the association shall be derived from entrance fees and annual subscriptions of members, donations and, subject to any

resolution passed by the association in general meeting, such other sources as the national executive determines.

- (2) All money received by the association shall be deposited as soon as practicable and without deduction to the credit of the association's financial institution account.
- (3) The association shall, as soon as practicable after receiving any money, issue an appropriate receipt.

38 Funds – management

- (1) Subject to any resolution passed by the association in general meeting, the funds of the association are to be used in pursuance of the objects of the association in such manner as the national executive determines.
- (2) All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments shall be signed by any 2 members of the national executive of the association, being members authorised to do so by the national executive.

39 Alteration of objects and rules

The statement of objects and these rules may be altered, rescinded or added to only by a special resolution of the association.

40 Common seal

- (1) The common seal of the association shall be kept in the custody of the public officer.
- (2) The common seal shall not be affixed to any instrument except by the authority of the national executive and the affixing of the common seal shall be attested by the signatures either of 2 members of the national executive or of 1 member of the national executive and of the public officer or secretary.

41 Custody of books

Except as otherwise provided by these rules, the public officer shall keep in his or her custody or under his or her control all records, books and other documents relating to the association.

42 Inspection of books

The records, books and other documents of the association shall be open to inspection, free of charge, by a member of the association at any reasonable hour.

Service of notices

- (1) For the purpose of these rules, a notice may be served on or given to a person:
 - (a) by delivering it to the person personally, or
 - (b) by sending it by pre-paid post to the address of the person, or
 - (c) by sending it by facsimile transmission or some other form of electronic transmission to an address specified by the person for giving or serving the notice.
- (2) For the purpose of these rules, a notice is taken, unless the contrary is proved, to have been given or served:
 - (a) in the case of a notice given or served personally, on the date on which it is received by the addressee, and
 - (b) in the case of a notice sent by pre-paid post, on the date when it would have been delivered in the ordinary course of post, and
 - (c) in the case of a notice sent by facsimile transmission or some other form of electronic transmission, on the date it was sent, or if the machine from which the transmission was sent produces a report indicating that the notice was sent on a later date, on that date.