

Constitution

The Council for the Humanities, Arts and Social Sciences Incorporated
(“**CHASS**”)

Adopted on 27 October 2009

Constitution

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Constitution

PART A INTRODUCTION

1 Name

The name of the association shall be “The Council for the Humanities, Arts and Social Sciences Incorporated” (**CHASS**).

2 Definitions and interpretation

2.1 Definitions

In the Constitution and by-laws:

Act means the *Australian Capital Territory Associations Incorporation Act 1991* (ACT), and the regulations made pursuant to that Act.

Board means the Board of CHASS as defined in clause 10 of this constitution.

Board Member means a person elected or appointed as a member of the Board in accordance with this Constitution.

By-laws means the rules and procedures as made or amended from time to time in accordance with clause 26 of this Constitution.

CHASS means The Council for the Humanities, Arts and Social Sciences Incorporated.

Constitution means the rules set forth in this document as amended from time to time in accordance with clause 24 of this Constitution.

Council means the Council of CHASS as defined in clause 9 of this Constitution.

Delegate means an individual empowered to vote and otherwise participate in a general meeting of Council as the duly authorised representative of a Member Organisation.

Executive means the Executive appointed as defined in clause 11 of this constitution.

Financial year means the year ending with the close of business on the 30th day of June of each year.

Member means a natural person who is:

- (a) an individual member of a Member Organisation; or
- (b) an individual participating with voting and speaking rights, as described in this Constitution and/or the By-Laws, in Council when it is in session; or
- (c) an individual serving on the Executive or Board of CHASS, by any means in accordance with this Constitution and/or the By-Laws.

Member Organisation means a society, association, corporation or similar group that has entered into membership of CHASS, in whatever capacity

provided for herein, with rights and obligations as described in this Constitution and/or the By-Laws.

2.2 Interpretation

Headings are for convenience only and do not affect interpretation.

In this Constitution unless the contrary intention appears:

- (a) words importing any gender include all other genders;
- (b) the word “person” includes an individual, a firm, a body corporate, a partnership, a joint venture, an unincorporated body or association or an authority;
- (c) a reference to a document including this Constitution includes any variation or replacement of it;
- (d) the singular includes the plural and vice versa;
- (e) a reference to legislation includes regulations and other instruments under it and any variation or replacement of any of them;
- (f) a power, an authority or a discretion given to a Board Member the Board, the Council in general meeting or a Member Organisation may be exercised at any time and from time to time;
- (g) a reference to an amount paid on a share includes an amount credited as paid on that share;
- (h) “writing” and “written” includes printing, typing and other modes of reproducing words in a visible form including, without limitation, any representation of words in a physical document or in an electronic communication or form or otherwise; and
- (i) a reference to dollars, A\$ or \$ is a reference to Australian dollars.

3 Objectives of CHASS

The objectives of CHASS are to promote the interests of the humanities, arts and social sciences in Australia. Specifically, the aims of CHASS are to:

- (a) represent the interests of the sector;
- (b) promote the contribution of the sector to government, industry and the public;
- (c) provide a forum for discussion between the humanities, arts and social sciences sectors in Australia; and
- (d) build up the innovative capacity of Australia, through better linkages between this sector, and science, engineering and industry.

4 Powers of CHASS

CHASS shall have the powers referred to in Schedule 1.

PART B MEMBERSHIP

5 Membership of CHASS

5.1 Eligibility

An organisation is eligible to be a Member Organisation of CHASS if:

- (a) it is a society, institute or like body active in an area of the humanities, arts or social sciences in Australia; and
- (b) it subscribes to the objectives of CHASS.

5.2 Admission

Organisations shall be admitted to membership of CHASS upon resolution of the Board. Application for membership must be made in the form posted on the CHASS web site.

5.3 Termination

A Member Organisation of CHASS must agree in writing that it will not withdraw its membership of CHASS on less than twelve (12) months notice, unless there are special circumstances approved by the Board.

5.4 Voting Rights

Member Organisations may appoint a delegate to attend any general meeting of Council with full voting rights.

5.5 Affiliate Organisations

- (a) Affiliate Organisations will be organisations eligible for full membership as described in clause 5.1.
- (b) Affiliate Membership offers a trial membership period for a limited time. This period will be determined by the Board.
- (c) Affiliate Organisations can choose a nominee to attend the Council, but have no voting rights.

6 Member Organisations' liabilities

The liability of a Member Organisation to contribute towards the payment of the debts and liabilities of CHASS or the costs, charges and expenses of the winding up of CHASS is limited to the amount (if any) unpaid by the Member Organisation in respect of membership of CHASS as required by clause 8.

7 Disciplining of Member Organisations

- (a) Where the Board is of the opinion that a Member Organisation:
 - (i) has persistently refused or neglected to comply with a provision of this Constitution; or
 - (ii) has persistently and wilfully acted in a manner prejudicial to the interests of CHASS;

the Board may, by resolution:

- (iii) expel the Member Organisation from CHASS; or
 - (iv) suspend the Member Organisation from such rights and privileges of membership of CHASS as the Board may determine for a specified period.
- (b) A disciplined Member Organisation may appeal to Council, and the matter shall be considered at a general meeting.

8 Subscriptions

- (a) Member Organisations and Affiliate Member Organisations shall pay a subscription determined by the Board from time to time, in accordance with guidelines established by Council and set out in the By-Laws.
- (b) Member Organisations which have not paid their subscriptions by the date set out in the By-laws will be unable to nominate a recognised delegate for general meetings of Council, or to nominate candidates for election to the Board. They may also be denied other privileges of membership as determined by the Board until such time as they have paid any and all subscriptions owed in accordance with the By-Laws and resolutions of the Board.

PART C COUNCIL, BOARD AND EXECUTIVE

9 Council

9.1 Role and Powers

The Council shall be the only body empowered to make and amend the constitution and by-laws of CHASS. It may exercise such powers as are consistent with and in accordance with the objectives of CHASS.

9.2 Membership

The Council shall be comprised of one (1) appointed delegate from each Member Organisation, plus all members of the Board. All delegates have the power to vote, but Board members do not have the right to vote other than as an appointed delegate of a Member Organisation. Affiliate Member Organisations and observers, including representatives of Member Organisations other than those appointed as delegates, may attend Council but do not have the power to vote.

9.3 Meetings

There will be one annual general meeting of Council, and other special general meetings as are deemed necessary for the performance of the functions of Council, called and held pursuant to Part D of this Constitution.

10 Board

10.1 Role and Powers

The Board, subject to the Act, this Constitution, the By-Laws, and to any resolution passed by Council in general meeting

- (a) shall control and manage the affairs of CHASS; and

- (b) may exercise all such functions as may be exercised by CHASS other than those functions that are required by this Constitution to be exercised by Council in general meeting; and
- (c) has power to perform all such acts and do all such things as appear to the Board to be necessary or desirable for the proper management of the affairs of CHASS.

10.2 Number of Board Members

The Board will consist of no more than 12 Board Members, comprising:

- (a) nine Board Members elected by Council in general meeting in accordance with this clause 10;
- (b) up to two Additional Board Members appointed in accordance with clause 10.10; and
- (c) one Executive Director appointed in accordance with clause 15.

The Board Members in office at the time of adoption of this Constitution continue in office subject to this Constitution.

10.3 Board Members elected at general meeting

The Council may, at a general meeting at which a Board Member retires or otherwise vacates office, fill the vacated office by electing a person to that office.

10.4 Rotation of Board Members

At each annual general meeting of Council:

- (a) one-third of the Board Members or, if their number is not a multiple of three, then the number nearest to one-third; and
- (b) any other Board Member who has held office for three years or more since last being elected,

must retire from office. In determining the number of Board Members to retire, account is not to be taken of:

- (c) a Board Member who only holds office until the conclusion of the meeting in accordance with clause 10.10; or
- (d) the Executive Director.

10.5 Board Members to retire

The Board Members to retire at any annual general meeting in accordance with clause 10.4 must be those who have been longest in office since their last election. As between persons who were last elected as Board Members on the same day, those to retire must be determined by resolution of the Board Members currently in office, unless they otherwise agree amongst themselves.

10.6 Office held until conclusion of meeting

A retiring Board Member holds office until the conclusion of the meeting at which that Board Member retires but is eligible for re-election.

10.7 Nominations

Except for:

- (a) a person who is eligible for re-election under clause 10.6; or
- (b) a person recommended for election by the Board Members,

a person is not eligible for election as a Board Member at a general meeting of Council (“**Eligible Candidate**”) unless that person has been nominated as a candidate for election in accordance with this clause 10.7. Nominations of candidates for election as Board Members must be:

- (c) made in writing, in the form laid out in Appendix 3, signed by authorised signatories of one (1) Member Organisation and accompanied by the written consent of the candidate (which may be endorsed on the nomination form); and
- (d) delivered to the CHASS office seven days before the commencement of the Council meeting at which the election is to take place.

10.8 Procedure for electing Board Members

If the number of Eligible Candidates is equal to or less than the maximum number of vacancies, determined in accordance with clause 10.2, the election of each Eligible Candidate as a Board Member will be determined by resolution of the Council at the annual general meeting.

If there are more Eligible Candidates than the maximum number of vacancies determined by clause 10.2, the election of Board Members at the annual general meeting is to be determined by exhaustive preferential voting, such that:

- (a) members of the Council entitled to vote must indicate their order of preference (from first preference to last preference for any number of Eligible Candidates not exceeding the maximum number of vacancies) on a ballot paper listing the names of all Eligible Candidates;
- (b) the Eligible Candidate who receives the fewest first preference votes is excluded, and each ballot paper which gave a first preference vote to them is to be treated as giving a first preference vote to the Eligible Candidate next in order of the voters’ preference;
- (c) the process of excluding the Eligible Candidate who has the fewest first preference votes (including votes to be treated as first preference votes according to clause 10.8(b)) and treating each ballot paper which gives (or is treated as giving) a first preference vote to the Eligible Candidate next in order of the voters’ preference and who has not been excluded, is to be repeated until the number of remaining Eligible Candidates is equal to the number of vacancies; and
- (d) if two or more Eligible Candidates have an equal number of first preference votes (including votes treated as first preference votes according to clause 10.8(b)) and one or more of them must be excluded, the Eligible Candidate (or Eligible Candidates) to be excluded will be decided by drawing lots in any manner determined by the chair of the annual general meeting.

If an insufficient number of Eligible Candidates (having regard to the maximum number of vacancies determined in accordance with clause 10.2) are elected under this article, the unfilled positions so created are casual vacancies and may be filled by the Board under clause 10.10.

10.9 Vacation of office

In addition to the circumstances in which the office of a Board Member becomes vacant under the Act, the office of a Board Member becomes vacant if the Board Member:

- (a) becomes of unsound mind or a person whose person or estate is liable to be dealt with in any way under a law relating to mental health;
- (b) resigns office by notice in writing to the Board;
- (c) dies;
- (d) removed from office under clause 16; or
- (e) is absent without the consent of the Board from all meetings of the Board held during a period of six months.

10.10 Casual vacancy or Additional Board Member

The Board may at any time appoint any person to be a Board Member, either

- (a) to fill a casual vacancy; or
- (b) where that person possesses the particular skills, qualifications or commercial experience deemed necessary or desirable by the Board from time to time, as an addition to the existing Board Members (“**Additional Board Member**”),

provided the total number of Board Members does not exceed any maximum number specified in clause 10.2.

A Board Member appointed under this clause 10.10 holds office until the conclusion of the next annual general meeting of CHASS but is eligible for election at that meeting. This provision does not apply to the Executive Director appointed under clause 15.

10.11 Transitional provision

- (a) This clause 10.11 applies notwithstanding any other provision of this clause 10.
- (b) The election of Board Members at the general meeting of Council at which this Constitution is adopted will be conducted in accordance with the procedure set out in clause 10.8. The Board Members elected at that time will hold office from the conclusion of that general meeting subject to this Constitution.
- (c) A candidate nominated for election as a Board Member in accordance with the provisions of the constitution of CHASS in force immediately before the adoption of this Constitution will be treated as an Eligible Candidate for the purpose of the election of Board Members referred to in clause 10.11(b).

- (d) All Board Members currently holding office at the time this Constitution is adopted hold office until the conclusion of the general meeting of Council at which this Constitution is adopted.

11 Executive of the board

11.1 Election of the Executive

At the first meeting of the Board following an annual general meeting, the Board Members must elect from amongst their number:

- (a) a President;
- (b) a Vice-President;
- (c) a Secretary; and
- (d) a Treasurer,

whom, together with the Executive Director, shall form the Executive.

11.2 Role and powers

The Executive shall control and manage the affairs of CHASS as directed by the Board.

12 President

12.1 Role of president

The President shall:

- (a) represent the interests of CHASS in any way consistent with this Constitution and convenient and advantageous to CHASS;
- (b) on behalf of the Executive and Board, act as the immediate supervisor of the Executive Director;
- (c) preside at meetings of the Executive, Board and Council.

12.2 Absence or vacancy

In the absence of the President, the President's functions shall be conducted by the Vice-President, or failing that by any other Board member the President nominates.

In the event of a vacancy of the office of President, the Vice-President shall succeed to the position of President, and the position of Vice-President thus vacated will be filled by and from the Board, including any Board Member appointed under clause 10.10.

13 Secretary

13.1 Role

The Secretary shall keep minutes of:

- (a) all elections and appointments of Executive and Board members; and

- (b) the names of Board Members present at a Board meeting or a general meeting; and
- (c) the names of members of the Executive present at an Executive meeting or a general meeting;
- (d) the names of Member Organisations and their appointed delegates present at a general meeting of Council; and
- (e) all proceedings at Board meetings, Executive meetings and general meetings.

Minutes of proceedings at a meeting shall be signed by the person presiding as chair of the meeting or by the person presiding as chair at the next succeeding meeting.

14 Treasurer

The Treasurer shall:

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

15 Executive Director

The Executive Director will:

- (a) be appointed by the Board and hold office for such time as the Board determines;
- (b) be an ex officio non-voting member of the Board and the Executive; and
- (c) subject to the supervision and control of the Board and Executive through the President, be responsible for the day-to-day management of CHASS, including the direct supervision of other CHASS staff, and shall perform such functions assigned by the Board or Executive.

16 Removal of board members

Council in general meeting may by resolution, subject to the Act, remove any Board Member from the office before the expiration of the Board Member's term of office.

17 Board meetings and quorum

- (a) The Board shall meet at least twice in each calendar year at such place and time as the Board may determine.
- (b) The President is authorised to call additional meetings of the Board; and must do so if requested by any three (3) members of the Board.
- (c) Oral or written notice of a meeting of the Board shall be given by the secretary to each member of the Board at least 48 hours (or such other

period as may be unanimously agreed on by the members of the Board) before the time appointed for the holding of the meeting.

- (d) Notice of a meeting given under clause 17(c) shall specify the general nature of the business to be transacted at the meeting and no business other than that business shall be transacted at the meeting, except business which the Board members present at the meeting unanimously agree to treat as urgent business.
- (e) Any five (5) members of the Board constitute a quorum for the transaction of the business of a meeting of the Board.
- (f) At meetings of the Board:
 - (i) the president or, in the absence of the president, the vice-president shall preside; or
 - (ii) if the president and the vice-president are absent, one (1) of the members of the Board present will be chosen by the members present to preside.

18 Executive meetings and quorum

- (a) The Executive shall meet at least four (4) times in each calendar year at such place and time as the Executive may determine.
- (b) Additional meetings of the Executive may be convened by any two (2) members of the Executive.
- (c) Oral or written notice of a meeting of the Executive shall be given by the secretary to each member of the Executive at least 48 hours (or such other period as may be unanimously agreed on by the members of the Executive) before the time appointed for the holding of the meeting.
- (d) Notice of a meeting given under clause 18(c) shall specify the general nature of the business to be transacted at the meeting and no business other than that business shall be transacted at the meeting, except business which the Executive members present at the meeting unanimously agree to treat as urgent business.
- (e) Any three (3) members of the Executive constitute a quorum for the transaction of the business of a meeting of the Executive.
- (f) At meetings of the Executive:
 - (i) the President or, in the absence of the President, the Vice-President shall preside as chair of the meeting; or
 - (ii) if the President and the Vice-President are absent, one (1) of the members of the Executive present will be chosen by the other members present to preside as chair of the meeting.
- (g) The Executive Director is a non-voting ex officio member of the Executive.

19 Delegation by executive to subcommittee

The Executive may, by instrument in writing, delegate to one (1) or more subcommittees the exercise of such of the functions of the Executive as are specified in the instrument, other than

- (a) this power of delegation; and
- (b) a function which is a function imposed on the Executive or the Board by the Act, by any other Territory law, or by resolution of Council in general meeting.

20 Voting and decisions

- (a) Questions arising at a meeting of the Council, the Board, the Executive or of any subcommittee appointed by the Executive shall be determined by a simple majority of the votes of members of the Council, the Board or Executive or subcommittee present at the meeting.
- (b) Each member present at a meeting of the Board, the Executive or of any subcommittee appointed by the Executive (including the person presiding at the meeting) is entitled to one (1) vote but, in the event of an equality of votes on any question, the person presiding may exercise a second or casting vote.

PART D GENERAL MEETINGS

21 Annual General Meetings

21.1 Timing

CHASS shall, at least once in each calendar year and within the period of four (4) months after the expiration of each financial year of CHASS on 30 June, convene an annual general meeting of its Member Organisations, meeting in Council.

21.2 Business to be transacted

In addition to any other business which may be transacted at an annual general meeting, the business of an annual general meeting shall be:

- (a) to confirm the minutes of the last preceding annual general meeting and of any general meeting held since that meeting; and
- (b) to receive from the Board reports on the activities of CHASS during the last preceding financial year; and
- (c) to elect members of the Board;
- (d) to receive and consider the statement of accounts and the reports that are required to be submitted to Member Organisations under the Act; and
- (e) to appoint the Council's auditors for the current financial year.

22 General meetings and quorum

22.1 Convening a general meeting

The Executive may, whenever it thinks fit, convene a general meeting of Council.

22.2 Use of technology at general meetings

General meetings of Council may be held at two or more venues using any technology that the Board considers gives the members of Council as a whole a reasonable opportunity to participate.

22.3 Members have power to convene general meeting

The Executive shall, on the requisition in writing of not less than twenty per cent of the total number of voting Member Organisations, convene a general meeting of Council.

22.4 Notice of general meeting

The secretary shall provide 21 days notice of the general meeting to all Member Organisations. Notice of a general meeting must be given in accordance with clause 30 and the Act. If the meeting is to be held in two or more places, the notice must specify the technology that will be used to facilitate the holding of the meeting in that manner.

22.5 Delegate appointment

- (a) Each Member Organisation shall be entitled to appoint one delegate to represent it at a general meeting of Council, by means of giving notice to the secretary before the commencement of the meeting in respect of which the appointment is made.
- (b) The notice constituting the delegate credential shall be in the form set out in Appendix 1, and shall be signed by an authorised and identified signatory of the Member Organisation.

22.6 Proxy appointment

- (a) Proxies
 - (i) Each Member Organisation shall be entitled to appoint another Member Organisation as proxy by notice given to the secretary no later than 24 hours before the time of the meeting in respect of which the proxy is appointed.
 - (ii) The notice appointing the proxy shall be in the form set out in appendix 2.

22.7 Quorum

Twenty per cent of the total number of voting Member Organisations, being represented in person, constitute a quorum for the transaction of the business at a general meeting.

PART E MISCELLANEOUS

23 Funds

23.1 Source

- (a) The funds of CHASS shall be derived from fees, subscriptions of Member Organisations, grants, donations, interest, dividends and, subject to any resolution passed by Council in general meeting and subject to the Act, section 114, such other sources as the Executive determines.
- (b) All money received by CHASS shall be deposited as soon as practicable and without deduction to the credit of CHASS' bank account.
- (c) CHASS shall issue an appropriate receipt as soon as practicable upon receiving any money

23.2 Management

- (a) Subject to any resolution passed by Council in general meeting, the funds of CHASS shall be used for the objects of CHASS in such manner as the Executive determines.
- (b) All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments shall be signed by any two (2) members of the Executive, or by one Executive member and any employee of CHASS authorised to do so by the Executive.

23.3 Non-profit

The assets and income of the organisation shall be applied solely in furtherance of its abovementioned objects and no portion shall be distributed directly or indirectly to the Member Organisations except as bona fide compensation for services rendered or expenses incurred on behalf of the organisation.

23.4 Dissolution

In the event of the organisation being dissolved, the amount which remains after such dissolution and the satisfaction of all debts and liabilities shall be transferred to any organisation which has similar objects and which, itself, is exempt from income tax.

24 Amendment of constitution

- (a) Council shall have power to vary, add or amend this Constitution as necessary or convenient for carrying out the objectives of CHASS. Proposals for amendments to this constitution will be considered at a meeting of Council.
- (b) Such amendments will require a 75 per cent majority vote of Council for adoption.
- (c) Amendments to this constitution may be proposed by a general meeting of Council, by the Board, by the Executive, or by at least ten (10) Member Organisations.

- (d) Notice of any proposed amendment shall be transmitted by post, courier, electronic mail or facsimile to the last known address of each Member Organisation at least 21 days prior to the date of the meeting of Council.

25 Autonomy of Member Organisations

Nothing in this constitution shall imply that CHASS has authority over the corporate affairs of any Member Organisation. All Member Organisations shall continue to function as autonomous bodies in accordance with their own constitution, charter, articles of incorporation or related documents.

26 By-laws

- (a) Council shall have power to make by-laws not inconsistent with this constitution prescribing all matters which by this constitution are required or permitted to be prescribed or which are necessary or convenient to be prescribed for the carrying out or giving effect to the provisions of the constitution.
- (b) The by-laws shall form a supplement to, but not a part of, this Constitution.
- (c) By-laws may be adopted, amended or deleted by a simple majority of a general meeting of Council.
- (d) Provided the motion is seconded, any voting Member Organisation at a general meeting of Council may propose an addition to, amendment of or deletion from the by-laws, either:
- (i) by written notice to the Secretary before the commencement of the general meeting of Council at which the proposal is to be considered; or
 - (ii) by notice to the Chair from the floor during the part of the meeting designated for consideration of the by-laws,

27 Common seal

- (a) The secretary shall keep in his or her custody or under his or her control the common seal of CHASS.
- (b) The common seal shall not be affixed to any instrument except by the authority of the Executive and the affixing of the common seal shall be attested by the signatures either of two (2) members of the Executive or of one (1) member of the Executive and of the Executive Director.

28 Custody of books

Subject to the Act and this Constitution, the Secretary shall keep in his or her custody or under his or her control all records, books, and other documents relating to CHASS.

29 Inspection of books

The records, books and other documents of CHASS shall be open to inspection at a place in the ACT, free of charge, by a Member Organisation of CHASS at any reasonable hour.

30 Service of notice

Any notice under this Constitution may be served by or on behalf of CHASS on any Member Organisation either personally or by sending it by mail to the Member Organisation at the Member Organisation's address shown in the register of Member Organisations.

31 Public officer

The Board shall, within 14 days after the incorporation of CHASS under the Ordinance, appoint a person resident in the Australian Capital Territory to be the public officer of CHASS and, if that office at any time becomes vacant, appoint a person resident in the Australian Capital Territory to fill that vacancy.

32 Finance and audit

The Executive shall at least once in each period of twelve months:

- (a) prepare or cause to be prepared a statement of income and expenditure and a balance sheet of CHASS for the last financial year; and
- (b) cause the financial affairs of CHASS to be audited by a person:
 - (i) who is not a Member Organisation of CHASS;
 - (ii) who is not a member of the Council, the Board, the Executive or any subcommittee of CHASS; and
 - (iii) who is not the Public Officer of CHASS.

Constitution

Schedule 1 - Powers of CHASS

The Council shall have power to do all things necessary or convenient to be done for or in connection with giving effect to or furthering its objects and, without limiting the generality of the foregoing, may for these purposes exercise any of the following powers:

- (a) the soliciting and accepting of any gift, whether subject to a special trust or not;
- (b) the making of gifts, subscriptions, or donations to any of the funds, authorities, or institutions to which paragraph 78(1)(a) of the *Income Tax Assessment Act 1936* relates;
- (c) the establishment or support, or aiding in the establishment or support, of any other association, foundation, organisation or trust formed for any object or purpose similar to any of the objects of CHASS;
- (d) the printing or publishing of newspapers, periodicals, books, leaflets, or other documents;
- (e) the raising or borrowing of money upon such terms and in such manner as it thinks fit, and securing the repayment of a debt or liability of CHASS, by giving mortgages, charges or securities upon or over all or any of the real or personal property of CHASS;
- (f) the investment of any moneys of CHASS not immediately required for any of its objects upon such terms and in such manner as it thinks fit;
- (g) the purchase, taking on lease or in exchange, otherwise acquiring, selling, leasing, exchanging or otherwise disposing of any real or personal property;
- (h) the buying, selling or supplying of, or dealing in, goods of all kinds;
- (i) the construction, maintenance, or alteration of any building or works;
- (j) the acting as trustee of any trust or fund which may be established for the benefit of, or with similar objects to those of, CHASS; and
- (k) the doing of anything that is incidental to the attainment of any of the objects, or to the exercise of any of the powers, of CHASS.

Constitution

Appendix 1 - Form of appointment of delegate (Clause 22.5)

I, (full name)

of

..... (address)

being the (nominate position)

and an authorised signatory of

.....

(name of Member Organisation)

which is a current financial Member Organisation of CHASS,

hereby appoint

..... (full name of delegate)

of

..... (address)

as its delegate to vote for and on behalf of it at the general meeting of the Council (annual general meeting or other general meeting, as the case may be) to be held on (insert date)

.....

and at any adjournment of that meeting.

.....

(Signature of member appointing delegate)

Date

Note: an authorised signatory may appoint herself or himself as delegate.

This form must be sent or given to the Secretary before the commencement of the meeting.

Constitution

Appendix 2 - Form of appointment of proxy (Clause 22.6(a))

I, (full name)

of

..... (address)

being an authorised signatory of

.....,

(name of Member Organisation)

which is a current financial Member Organisation of CHASS, hereby appoint

.....

(insert here either: "Secretary of CHASS", OR the name of another

Organisation which is a current financial Member Organisation of CHASS)

as our proxy to vote for and on behalf of our organisation at the general

meeting of the Council to be held on

..... (insert date)

and at any adjournment of that meeting.

*Our proxy is authorised to vote in favour of/against (specify) the resolution/s

and in favour of the candidates for election detailed overleaf. (*To be inserted

if desired.)

..... (Signature)

..... (Date)

Note: A proxy vote may only be given to another organisation which is a

Member Organisation of CHASS.

This form must be sent or given to the Secretary at least 24 hours prior to the commencement of the meeting.

Constitution

Appendix 3 - Nomination of a candidate for election to the Board of CHASS (Clause 10.7)

I,

(print full name)

of.....

(Name of Member Organisation)

being an authorised signatory of this organisation, which is a current financial

Member Organisation of CHASS, nominate

.....

(print full name of nominee)

of.....

(name of nominee's Member Organisation)

as a candidate for election to the Board of CHASS at the annual general meeting to be

held on

..... (date of AGM)

..... (Signature of nominator)

..... (date)

Nominee's written consent for nomination is required. It may be given on this

form or provided separately.

..... (Signature of nominee)

..... (date)

This form must be sent or given to the Secretary at least 7 days prior to the commencement of the meeting.