



• Since 1973 •

# AACMA

澳大利亚针灸中医学会

## **Constitution of Australian Acupuncture and Chinese Medicine Association Limited**

A Not-For-Profit Public Company Limited by Guarantee  
ACN 010020 390

11<sup>th</sup> February 2018  
Amended 18<sup>th</sup> May 2019

[www.acupuncture.org.au](http://www.acupuncture.org.au)

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## 1. INTRODUCTION

This document is the constitution of the Australian Acupuncture and Chinese Medicine Association Limited, (ACN: 010 020 390) a not-for-profit public company limited by guarantee incorporated under the Corporations Act 2001(Cth).

This Constitution sets out how the Association is to be managed. It provides a structure and acts as a contract between the Association and each Member, between the Association and each Director and between a Member and each other Member, under which each person agrees to observe and abide by the rules and regulations as set out in this Constitution.

## 2. PRELIMINARY

### 2.1. DEFINITIONS

In this Constitution, unless there is something in the subject or context which is inconsistent:

**AACMA** means the Australian Acupuncture and Chinese Medicine Association Ltd.

**Act** means the Corporations Act 2001 (Cth).

**Acupressure** means the stimulation of acupuncture points via manual therapy for the promotion of health and treatment of various health conditions.

**Acupuncture** means the therapeutic system of inserting fine needles at acupuncture points on the body for the promotion of health and for the treatment and prevention of various health conditions. The Acupuncture system includes but is not limited to:

- a) The theory and practice of acupuncture originally developed in China;
- b) The theory and practice of acupuncture developed in other countries including but not limited to Japan, Korea, Vietnam and France;
- c) Contemporary developments of acupuncture;
- d) Non-penetrative stimulation of acupuncture points by other methods.

**Acupuncture Points** means points on the body which have beneficial effects on human function when stimulated. Such points include those identified in classical acupuncture and Chinese Medicine texts, those added through on-going research and points that are painful or tender on palpation (Ashi points).

**Acupuncturist** means a person trained in the practice of acupuncture and who is registered as such by the Chinese Medicine Board of Australia.

**Adoption Date** means the date this Constitution was adopted by the Members by Special Resolution, being the date as set out in section 19.

**AGM** means the annual general meeting of the Association in accordance with section 9.1.1.

**AHPRA** means the Australian Health Practitioner Regulation Agency.

**Annual Membership Fees** means the annual fee determined by the Board and payable by each member depending on the class of membership of the member.

**Appointed Director** means an additional Director appointed by the Board in accordance with section 10.2.

**ASIC** means the Australian Securities and Investments Commission.

**Association** means the Australian Acupuncture and Chinese Medicine Association Ltd. referred to in section 1.

**Attending Members** means the Members present at a General Meeting, in person or by proxy, or by attorney.

**Board** means the board of directors of AACMA as constituted from time to time in accordance with this Constitution.

**Business Day** means a day which is not a Saturday, Sunday, bank holiday or public holiday in the location of the National Office.

**By-Law** means a by-law of the Association made under section 16.

**Chair** means the member of the Board elected under section 12.3.

**Chinese Herbal Dispenser** means a person trained in the practice of Chinese Herbal Dispensing and who is registered as such by the Chinese Medicine Board of Australia

**Chinese Herbal Medicine** means materials as described in the materia medica and used for therapeutic purposes in accordance with the principles of Chinese Medicine.

**Chinese Herbal Medicine Practitioner** means a person trained in the practice of Chinese Herbal Medicine and who is registered as such by the Chinese Medicine Board of Australia

**Chinese Medicine** means the philosophies, theories, and practice as set out in classic texts and subsequent developments. It is practised globally and is sometimes referred to as “TCM”, “Oriental Medicine” and “East Asian Medicine”. Its principal treatment modalities include but are not limited to;

- a) Acupuncture;
- b) Acupressure;
- c) Chinese Herbal Medicine;
- d) Cupping;
- e) Dietary therapy;
- f) Exercise and movement therapy;
- g) Gua sha (scraping);
- h) Moxibustion;
- i) Tuina (Chinese massage therapy).

**CMBA** means the Chinese Medicine Board of Australia.

**Committee** means a group of Members elected or appointed under this Constitution or the Association’s regulations and includes any:

- (a) National Committee;
- (b) State Committee; or
- (c) other Committee as established by the Board;

**Constitution** means this Constitution as amended from time to time.

**Director** means a member of the Board and includes both an Elected Director and an Appointed Director.

**Elected Director** has the meaning given in section 10.1.4.

**Fee** means the Annual Membership Fee and any other fee or levy payable to the Association.

**Financial Member** means a Member who has paid all annual membership fees due and payable.

**General Meeting** means a general meeting of members held in accordance with section 9 and includes an AGM.

**Legal Costs** of a person means legal costs calculated on a solicitor-and-client basis incurred by that person in defending or resisting any proceedings (whether criminal, civil, administrative or judicial), appearing before or responding to actions taken by any court, tribunal, government authority or agency, other body or commission, a liquidator, an administrator, a trustee in bankruptcy, or other authorised official, where that proceeding, appearance or response relates to a liability of that person.

**Liability** of a person means any liability including negligence (except a liability for legal costs) incurred by that person in or arising out of the discharge of duties as an officer of the Association or in or arising out of the conduct of the business of the Association, including as a result of appointment or nomination by the Association or a subsidiary as a trustee or as a director, officer or employee of another body corporate.

**Member** means a person whose name is entered in the Register as a Member of the Association pursuant to section 7.4.

**Member Benefits** means the benefits and privileges offered to Members depending on their class of membership, including but not limited to.

- a) Professional Indemnity Insurance under AACMA's policy;
- b) Health refund provider status;
- c) Practitioner referral service;
- d) Continuing Education events;
- e) Social events.

**Membership Officer** means the person appointed to administer membership matters as outlined in this Constitution.

**National Office** means the registered office of the Association.

**Non-Financial Member** means a Member who has not paid all the annual membership fees due and payable under section 7.20.1.

**Non-Practising Member** means a Member who is not currently practising.

**Notice** means a notice given pursuant to, or for the purposes of, this Constitution or the Act.

**Objects** mean the objects of the Association as specified in section 3.1.

**Ordinary Resolution** means a resolution passed by a majority of the votes cast by Members entitled to vote on the resolution.

**Personal Representative** means the legal personal representative, executor or administrator of the estate of a deceased person.

**Recognised Course** means a program of study in acupuncture and/or Chinese Medicine that has been formally approved by the CMBA and is recognised by AACMA.

**Register** means the register of Members kept pursuant to the Act and, where appropriate, includes any state register.

**Registered Practitioner** means a practitioner of Chinese Medicine in any of the divisions: Acupuncture, Chinese Herbal Medicine, Chinese Herbal Dispensing, who, having been fully assessed as meeting the requirements for competence and training, is registered with the CMBA and is on the AHPRA public register, in accordance with the Health Practitioner Regulation National Law in the relevant State.

**Returning Officer** means the person selected by the Board to manage the election process.

**Secretary** means the person appointed by the Board to act as secretary of the Association in accordance with section 14.1.

**Special Resolution** means a resolution:

- a) of which notice has been given to Members or the Board as the case may be, that sets out an intention to propose the resolution and states the resolution; and
- b) that has been passed by at least three quarters (75%) of the votes cast by Members or directors as the case may be, entitled to vote on the resolution;

**State** means Australian Capital Territory or New South Wales or Northern Territory or Queensland or South Australia or Tasmania or Victoria or Western Australia.

**State Committee** means a Committee established under section 17.

**TCM** means Traditional Chinese Medicine.

**Term** means a period of two (2) AGM cycles being the period for which a Director may serve.

**Treasurer** means the person appointed by the Board to act as treasurer of the Association in accordance with section 15.1.



## **2.2. INTERPRETATION**

Headings are for convenience only and do not affect interpretation. Unless the context indicates a contrary intention, in this Constitution:

- a) a word importing the singular includes the plural (and vice versa);
- b) a word indicating a gender includes every other gender;
- c) the reference to persons includes a natural person and any partnership, association, body, authority or entity whether incorporated or not;
- d) if a word or phrase is given a defined meaning, any other part of speech or grammatical form of that word or phrase has a corresponding meaning;
- e) the word "includes" in any form is not a word of limitation;
- f) a reference to any statute, proclamation, rule, code, regulation or ordinance includes any amendment, consolidation, modification, re-enactment or reprint of it or any statute, proclamation, rule, code, regulation or ordinance replacing it;
- g) a reference to something being "written" or "in writing" includes that thing being represented or reproduced in any mode in a visible form including, without limitation, any representation of words in a physical document or in an electronic communication or otherwise;
- h) all headings contained in this Constitution are for guidance and do not form part of the substance of this Constitution;
- i) a notice or document required by this Constitution to be signed may be authenticated by any other manner permitted by the Act or any other law; and
- j) a reference to a statute includes its delegated legislation and includes consolidations, amendments, re-enactments and replacements.

## **2.3. APPLICATION OF THE ACT**

### **2.3.1.**

Unless the context indicates a contrary intention, in this Constitution:

- a) A reference to the Act is to the Act in force in relation to the Association after taking into account any waiver, modification or exemption which is in force either generally or in relation to the Association; and
- b) A word or phrase given a meaning in the Act has the same meaning in this Constitution where it relates to the same matters as the matters for which it is defined in the Act, unless that word or phrase is otherwise defined in this Constitution.

### **2.3.2.**

The replaceable rules in the ACT do not apply to the Association.

## **2.4. ENFORCEMENT**

### **2.4.1.**

Each Member submits to the non-exclusive jurisdiction of the courts of Queensland, the Federal Court of Australia and the courts competent to determine appeals from those courts with respect to any proceedings that may be brought at any time relating to this Constitution.

### **2.4.2.**

If at any time any provision of this Constitution is or becomes illegal, invalid or unenforceable in any respect pursuant to the law of any jurisdiction, then that does not affect or impair:

- a) the legality, validity or enforceability in that jurisdiction of any other provision of this Constitution; or
- b) the legality, validity or enforceability pursuant to the law of any other jurisdiction of that or any other provision of this Constitution.

### **3. OBJECTS**

#### **3.1. OBJECTS OF THE ASSOCIATION**

The Objects of the Association are:

- a) to provide services and support to its Members; and
- b) to promote and advocate for the profession of Acupuncture and Chinese Medicine.

### **4. POWERS**

#### **4.1. POWERS OF THE ASSOCIATION**

Subject to the Act and this constitution, the Board may:

- a) exercise any power;
- b) take any action; or
- c) engage in any conduct or procedure in the furtherance of the Association's objects.

### **5. INCOME AND PROPERTY**

#### **5.1. APPLICATION OF INCOME AND PROPERTY**

##### **5.1.1.**

AACMA is a not-for-profit company limited by guarantee. Subject to sections 5.1.2 and 5.1.3, the assets and income of the Association shall be applied solely in furtherance of the objects of the Association and no portion shall be distributed directly or indirectly to the members of the Association whether by way of dividend, bonus or otherwise except as bona fide compensation for services rendered or expenses incurred on behalf of the Association.

##### **5.1.2.**

Nothing in section 5.1.1 prevents the Association making any payment in good faith of:

- a) reasonable and proper remuneration to any Member for any services actually rendered or goods supplied to the Association in the ordinary and usual course of business of the Association;
- b) the payment or reimbursement of out-of-pocket expenses incurred by a Member on behalf of the Association where the amount payable does not exceed an amount previously approved by the Board;
- c) reasonable remuneration to any employee/s of the Association;
- d) money to any Member, being a person engaged in any profession, for the supply of usual professional or other charges for work done by that person or that person's firm or employer, where the provision of the service has the prior approval of the Board and the amount payable is approved by the Board and is not more than an amount which commercially would be reasonable payment for the service; and
- e) an amount pursuant to section 18.

##### **5.1.3.**

The Association must not pay fees to or on behalf of Directors or a Secretary, but the Association may make payments to a Director or Secretary in good faith for:

- a) the payment or reimbursement of out-of-pocket expenses reasonably incurred by a Director or Secretary in the performance of any duty as a Director or Secretary of the Association where that payment or reimbursement has been approved by the Board;
- b) money to any Director or Secretary, being a person engaged in any profession, for all usual professional or other charges for work done by that person or that person's firm or employer, where the provision of the service has the prior approval of the Board and where the amount payable is approved by the Board and is not more than an amount which commercially would be reasonable payment for the service;

- c) any salary or wage due to a Director or Secretary as an employee of the Association where the terms of employment have been approved by the Board;
- d) an ex-gratia payment to a Director or Secretary as determined or approved by the Members in General Meeting by an Ordinary Resolution; or
- e) an insurance premium in respect of a contract insuring a Director or Secretary for a liability incurred as an officer of the Association where the Board has approved the payment of the premium.

## **6. LIABILITY OF MEMBERS**

### **6.1. EXTENT OF LIABILITY**

Each Member undertakes to contribute an amount not exceeding \$50 to the property of the Association in the case where the Association is wound up when that person is a Member, or within one year of the time that person ceased to be a Member, for:

- a) payment of the Association's debts and liabilities contracted before that person ceased to be a Member;
- b) payment of the costs, charges and expenses of winding up the Association; and
- c) adjustment of the rights of the contributories among themselves.

## **7. MEMBERSHIP**

### **7.1. GENERAL INFORMATION**

#### **7.1.1.**

Membership of the Association shall be unlimited in number and shall comprise Members who have been issued a certificate of membership, been entered in the Register and who have paid the prescribed fees.

#### **7.1.2.**

Membership of the Association is personal to the Member and is not transferable.

#### **7.1.3.**

On becoming a Member, each Member agrees to bound by this Constitution, Code of Ethics, Code of Conduct and any pronouncement of the Association made from time to time.

#### **7.1.4.**

As long as a Member abides by the provisions of this Constitution, and by the mandatory requirements pursuant to the *Health Practitioner Regulation National Law*, the Member shall enjoy the rights and privileges of membership under this Constitution and under the Act.

#### **7.1.5.**

Notwithstanding anything in this section 7, any person whose registration with CMBA as a Chinese Medicine practitioner has been suspended or cancelled for disciplinary reasons, is not eligible and must not be admitted as a Member until such registration is reinstated.

#### **7.1.6.**

All Members have the right to receive Notice of, and to attend and be heard at any General Meeting.

#### **7.1.7.**

Any past member of the Association who has not held a certificate of membership for 12 months or more must complete a new application form and pay all applicable annual and application fees as published at the time of application. If the application is accepted, a new membership number shall be provided.

**7.1.8.**

Any past member of the Association who has not held a Certificate of Membership for less than 12 months must complete a new application form.

**7.2. APPLICATION AND ADMISSION OF NEW MEMBERS**

**7.2.1.**

A person is eligible to apply to become a Member if the person is at least eighteen (18) years of age and is either:

- a) a Registered Practitioner; or
- b) is undertaking a recognised course; or
- c) considered eligible to become a Member as determined from time to time by the Board in accordance with this Constitution and any relevant By-Law.

**7.2.2.**

Every applicant for membership must:

- a) sign and deliver an application form to the Association in the form and manner determined by the Board;
- b) pay any applicable fees at the time of making the application;
- c) meet any applicable CMBA and AACMA educational standards specified in any By-law; and
- d) agree that if admitted as a Member he/she shall be bound by this Constitution, regulations and By-laws, and by all professional codes of conduct and practice guidelines as required by law and as determined by the Board from time to time.

**7.3. APPROVAL OF NEW MEMBERS**

**7.3.1.**

Notwithstanding any other provision of this Constitution, the Board may, in its sole discretion and without giving any reasons, accept or reject an applicant as a Member of the Association.

**7.3.2.**

If an application to become a Member is accepted, the applicant shall be:

- a) entered into the Register;
- b) advised in writing that the application to become a Member has been accepted; and
- c) given a membership certificate detailing the Member's membership status.

**7.3.3.**

If the Board rejects an application to become a Member:

- a) the Membership Officer will notify the applicant of the refusal;
- b) the applicant shall be entitled to lodge an appeal to the Board. A request for an appeal is to be given in writing and must be received at the registered office of the Association within 30 days of the date of postage of the notice of refusal;
- c) the Board shall consider the appeal request and review the application;
- d) the Membership Officer will give written notice to the applicant of the outcome of the appeal within 30 days of receipt of the appeal request;
- e) the Board may, in its absolute discretion and without giving any reasons, following an appeal request and consideration of the application to become a Member, again refuse to accept that application;
- f) if an application is rejected, any amount paid by the applicant relating to the application will not be refunded.

**7.3.4.**

The Board may only accept an applicant as a Member of the Association if the Board is satisfied that the applicant meets the eligibility criteria specified in section 7.1 and 7.2 for the membership category for which the applicant has applied.

## **7.4. REGISTER OF MEMBERS**

### **7.4.1.**

A Register must be kept in accordance with the Act.

### **7.4.2.**

The following details must be entered and kept current in the Register in respect of each Member:

- a) the full name and contact details of the Member;
- b) the date of admission to and cessation of Membership;
- c) the category of membership; and
- d) such other information as the Board requires.

### **7.4.3.**

Each Member is required to update and keep their individual member details current on the "Member Portal" on AACMA's website or notify the Membership Officer in writing of any change in the Member's name, home address, clinic address/es, telephone, facsimile number or email address.

## **7.5. CERTIFICATE OF MEMBERSHIP**

### **7.5.1.**

A Member of any category shall be given a certificate of membership reflecting the Member's category of membership.

### **7.5.2.**

The certificate of membership may be displayed by the Member only whilst the Member is a financial, authorised and a registered Member.

### **7.5.3.**

Members may display their membership certificate to reflect the status of their level of membership with the Association.

## **7.6. CATEGORIES OF MEMBERSHIP**

### **7.6.1.**

Eight categories of membership of the Association are currently defined, namely:

- a) Practising Member;
- b) Non-Practising Member;
- c) Retired Member;
- d) Fellow;
- e) Life Member;
- f) Associate Member;
- g) Student Member; and
- h) Honorary Member.

### **7.6.2.**

The Board may establish additional categories of membership and prescribe the eligibility qualifications, rights, privileges and obligations of Members of those categories in accordance with the By-Laws.

### **7.6.3.**

Subject to the Act and the rights of a particular class of Members, the Association may vary or cancel rights of Members in that class:

- a) by a Special Resolution passed at a meeting of the Members included in that class; or
- b) with the written consent of Members who are entitled to at least 75% of the votes that may be cast by Members included in that class.
- c) Section 18 applies to a meeting held pursuant to this section 7.6.3.

## **7.7. PRACTISING MEMBERS**

### **7.7.1.**

A person is eligible to be a Practising Member if that person is:

- a) a Registered Practitioner; and
- b) currently practising as a Chinese Medicine practitioner.

### **7.7.2.**

A Practising Member is entitled to:

- a) vote at any General Meeting provided no outstanding Fees are owing to the Association;
- b) move or second a resolution at any General Meeting; and
- c) enter into discussion from the floor during any General Meeting.

## **7.8. NON-PRACTISING MEMBERS**

### **7.8.1.**

A person is eligible to be a Non-Practising Member if that person is:

- a) a Registered Practitioner; and
- b) registered by the CMBA as a non-practising Chinese medicine practitioner.

### **7.8.2.**

A Non-Practising Member is entitled to:

- a) vote at any General Meeting provided no outstanding Fees are owing to the Association;
- b) move or second a resolution at any General Meeting; and
- c) enter into discussion from the floor during any General Meeting

### **7.8.3.**

A Non-Practising Member is not:

- a) entitled to be covered under the Association's Professional Indemnity Insurance;
- b) entitled to be registered for Health Insurance provider status.
- c) permitted to practise Acupuncture and Chinese Medicine regardless of whether they are being remunerated.

### **7.8.4.**

A Non-Practising Member is not eligible to be appointed as an Elected Director but is eligible to be appointed as an Appointed Director and to serve on the Board in a non-executive position and may be appointed by the Board to serve on any committee.

### **7.8.5.**

The following restrictions apply to the status of Non-Practising Membership:

- a) Non-practising Membership is not permitted for a period of less than six months;
- b) There is no entitlement to a refund of fees paid if a Member changes to a Non-Practising Member part-way through a calendar year, but any credits can be applied against the following year's fees; and
- c) If a Non-Practising Member reinstates to Full Membership within twelve months of downgrading to Non-Practising Membership, he/she shall be required to pay the full membership fee for the year when he/she upgrades to full membership.

## **7.9. RETIRED MEMBER**

### **7.9.1.**

A person is eligible to be enrolled as a Retired Member where that person:

- a) has been a Member of the Association for a continuous period of at least 15 years; and
- b) is permanently retired from practice as a Chinese Medicine practitioner.

### **7.9.2.**

The terms and conditions of Retired Membership shall be as determined by the Board from time to time.

**7.9.3.**

A Retired Member may not practise Acupuncture or Chinese medicine and is not entitled to access member practice benefits but may attend continuing education and social events of the Association.

**7.9.4.**

A Retired Member is entitled to be reinstated as a Practising Member following the successful completion of a new application form and payment of all applicable fees.

**7.9.5.**

A Retired Member is entitled to:

- a) vote at any General Meeting provided no outstanding Fees are owing to the Association;
- b) move or second a resolution during any General Meeting; and
- c) enter into discussion from the floor during any General Meeting.

**7.9.6.**

A Retired Member is not eligible to be appointed as an Elected Director but is eligible to be appointed as an Appointed Director and to serve on the Board in a non-executive position and may be appointed by the Board to serve on any committee.

**7.9.7.**

Nothing in this section shall absolve a Retired Member from meeting all requirements of the Association as may be determined by the Constitution and by the Board from time to time.

**7.10. FELLOW**

**7.10.1.**

The Board may, at its sole discretion, offer any Practising Member, Non-practising Member or Retired Member the honorific title of Fellow where the Board considers that such Member has made worthy contributions to the Association and to the Acupuncture and Chinese Medicine profession.

**7.10.2.**

A decision to grant or remove a Member's Fellow status must be by a unanimous vote of the Board.

**7.10.3.**

A Fellow shall be subject to all of the rights, privileges and responsibilities which that Member currently enjoys as a Practising Member, Non-practising Member or Retired Member.

**7.10.4.**

The Membership Officer must keep a separate Register for Fellows.

**7.11. LIFE MEMBER**

**7.11.1.**

The Board may, at its sole discretion, offer any Practising Member, Non-practising Member, or Retired Member the honorific title of Life Member where the Board considers that such Member has made outstanding contributions to the Association and to the Acupuncture and Chinese Medicine profession.

**7.11.2.**

A decision to grant or remove a Member's Life Member status must be by a unanimous vote of the Board.

**7.11.3.**

Subject to section 7.11.5, a Life Member shall be subject to all of the rights, privileges and responsibilities which that Member currently enjoys as a Practising Member, Non-practising Member or Retired Member.

**7.11.4.**

The Membership Officer must keep a separate Register for Life Members.

**7.11.5.**

A Life Member is not required to pay any membership fee to the Association for being a Member.

**7.12. ASSOCIATE MEMBER**

**7.12.1.**

The Board may at its discretion admit a person as an Associate Member from time to time.

**7.12.2.**

An Associate Member is required to have Professional Indemnity Insurance for the modalities practised to a level deemed acceptable by the Board and is required to fulfil the same continuing education requirements that apply to Practising Members as may be determined by the Board from time to time.

**7.12.3.**

An Associate Member is entitled to:

- a) vote at any General Meeting provided no outstanding Fees are owing to the Association;
- b) move or second a resolution at any General Meeting; and
- c) enter into discussion from the floor during any General Meeting.

**7.12.4.**

An Associate Member shall not be eligible for Board or executive positions, but may be appointed by the Board to serve on any committee in an advisory capacity only.

**7.12.5.**

An Associate Member is not entitled to the practitioner referral service or other privileges for Membership that may arise from time to time.

**7.13. STUDENT MEMBER**

**7.13.1.**

To be a Student Member of the Association a person must be:

- a) enrolled in a program of study approved and accredited by AHPRA and CMBA; and
- b) ineligible to be admitted under any other class of membership until such time as the person is registered by AHPRA.

**7.13.2.**

A Student Member is not entitled to move nor second a resolution and is not entitled to vote at General Meetings, but may enter into discussion from the floor during General Meetings at the discretion of the Chair.

**7.13.3.**

A Student Member shall not be eligible to serve on the Board, but may be appointed by the Board to serve on a committee in an advisory capacity only.

**7.14. HONORARY MEMBER**

**7.14.1.**

The Board may appoint any person and one not necessarily practising Acupuncture or Chinese Medicine as an Honorary Member of the Association.



**7.14.2.**

Honorary Members shall have no voting rights, but may enter into discussion from the floor during a General Meeting at the discretion of the Chair.

**7.14.3.**

Honorary Members shall be exempt from paying any Nomination Fee or Annual Membership Fee.

**7.15. RESIGNATION OF A MEMBER**

**7.15.1.**

A Member may at any time resign as a Member of the Association by giving the Association notice in writing. Unless the notice provides otherwise, a resignation by a Member takes effect immediately on giving notice to the Association and the Association will remove the Member's name from the Register.

**7.15.2.**

If there is only one Member and the Member gives proper notice of resignation or on the same day all of the Members give proper notice of resignation, the notice or notices will be ineffective and the Member or Members cannot resign until either another person is appointed as a Member or the Association is wound up.

**7.16. SUSPENSION OR FORFEITURE OF MEMBERSHIP**

**7.16.1.**

The Board may by Special Resolution resolve to suspend member Benefits or expel a Member who:

- a) is in breach of a provision of this Constitution;
- b) knowingly makes or gives any false, misleading or deceptive statement or representation, verbally or in writing, to the Board;
- c) fails to comply with the terms of membership or any undertaking of membership applicable to the Member;
- d) is shown, following due investigation by the Board in compliance with Australian law, by their conduct, statements or actions to have materially prejudiced the interests of ACCMA and the profession; or
- e) becomes insolvent or enters into a deed of administration.

**7.16.2.**

If the Board intends to pass a resolution under section 7.16 the Board must give the Member written Notice stating:

- a) the grounds on which the suspension or expulsion is based; and
- b) that the Member has 28 days from the date of the notice to give a written submission to the Board in relation to the proposed suspension or expulsion.

The Board must otherwise observe the principles of natural justice in administering the process under section 7.16.

**7.16.3.**

If the Member gives a written submission under section 7.16.2(b), the Board must consider the submission in deciding whether or not to pass a resolution under section 7.16.1

**7.16.4.**

If the Member does not give a written submission under section 7.16.2(b) or does not request an extension within the allotted time, the Board may pass a resolution to suspend any Member Benefits or expel the Member as and when they see fit.

## **7.17. OTHER CESSATION OF MEMBERSHIP EVENTS**

### **7.17.1.**

Any Member, regardless of category, ceases to be a Member if:

- a) the Member becomes uncontactable and the Board resolves by Special Resolution to terminate the Member's membership;
- b) the Member has not paid their Annual Membership Fee or any other Fees within 3 months of the due date for payment and the Board resolves to terminate the Member's membership;
- c) the Member dies;
- d) the Member is in default of any other requirement prescribed in the terms of membership applicable to the Member, or in any undertaking given by the Member upon admission to membership as required by any relevant By-law; or
- e) if a Member becomes of unsound mind or a person whose property is liable to be dealt with pursuant to a law about mental health or any other grounds for cancellation of registration by AHPRA as a Chinese Medicine practitioner.

### **7.17.2.**

If a person ceases to be a Member, the Association will remove the Member's name from the Register.

## **7.18. EFFECT OF CESSATION**

A person who ceases to be a Member remains liable to immediately pay to the Association all amounts that at date of cessation were payable to the Association. If any amount remains outstanding 30 days past the due date, the Association at its discretion, has the right to charge interest on the outstanding amount at the current bank overdraft rate advertised by the Reserve Bank of Australia.

The Association may by resolution of the Board, waive any or all of its rights pursuant to this section 7.18.

## **7.19. DISCIPLINARY COMMITTEE**

The Board shall appoint not less than three and not more than five Members, as a sub-committee of the Board known as the Disciplinary Committee, to review any incidents requiring disciplinary action of any Member. For further detail of the policy on disciplinary action see the Disciplinary Committee By-Laws.

## **7.20. ANNUAL MEMBERSHIP FEES AND OTHER PAYMENTS**

### **7.20.1.**

Annual Membership Fees:

- a) each Member must pay to the Association the amount of each Fee payable by the Member in the manner, at the time and at the place specified in the notice of the Fee; and
- b) the annual membership fee is the fee for each category of membership as determined by the Board;
- c) the Board may set any additional membership fee or levy as it determines from time to time.

### **7.20.2.**

Subject to the Act and the terms of membership of a class of Members, the Board may, at its sole discretion:

- a) determine that no Annual Membership Fee is payable for any class of Members;
- b) vary the annual membership fee for any class of Members;
- c) set any additional fee or levy as it determines from time to time;

- d) charge compound interest on outstanding amounts which accrues daily and may be capitalised at any interval that the Board resolves; and
- e) waive payment of the Annual Membership Fee, some or all of the interest, costs or expenses due and payable.

**7.20.3.**

Subject to sub-section 7.20, the Annual Membership Fee must be paid:

- a) annually in advance; or
- b) in accordance with a payment arrangement (which may include an administration fee) as determined by the Board.

**7.20.4.**

The Association must notify a Member in writing of the due date for the payment of the next Annual Membership Fee at least one calendar month before such fee is due for payment.

**7.21. ADMINISTRATION FEE**

**7.21.1.**

The Board may require a person to pay an administration fee if the person pays the Annual Membership Fee under a payment arrangement determined by the Board.

**7.21.2.**

The Board may, at its sole discretion, determine the administration fee payable in relation to a payment arrangement.

**7.22. NON-PAYMENT OF ANNUAL MEMBERSHIP FEE**

**7.22.1.**

A Member whose Annual Membership Fee is in arrears by three months or more ceases to be a Member.

**7.22.2.**

The Board may, at its sole discretion and on such terms as it thinks fit, reinstate a Member if the Member pays all amounts due and owing to the Association including any outstanding Annual Membership Fee.

**8. CODES AND GUIDELINES**

**8.1. CODES AND GUIDELINES**

**8.1.1.**

All Members are obliged to comply with the Codes of Ethics, Codes of Conduct and other Guidelines as are developed by AACMA, AHPRA or CMBA, relevant to the profession of Chinese Medicine and as amended from time to time.

**8.1.2.**

Professional standards of conduct apply to all Members, Directors, staff, other officers of the Association and any other contractor or advisor who may be engaged by the Association from time to time.

**9. GENERAL MEETINGS**

**9.1. CALLING MEETINGS OF MEMBERS**

**9.1.1.**

Subject to the Act, an AGM shall be held once in every calendar year within five calendar months of the closing date of the financial year of the Association, at such time and place as may be determined by the Board.

**9.1.2.**

The Association may by resolution of the Board call a General Meeting to be held at a nominated time and place (including two or more venues using technology which gives Attending Members as a whole a reasonable opportunity to participate) and in the manner that the Board resolves.

**9.1.3.**

No Member may call or arrange to hold a General Meeting except where permitted by the Act.

**9.2. NOTICE OF MEETINGS OF MEMBERS**

**9.2.1.**

Where the Association has called an Extraordinary General Meeting, notice of the meeting and any proxy form for the meeting may be given in the form and in the manner in which the Board resolves, subject to any requirements of the Act.

**9.2.2.**

Subject to section 9.2.1, the notice must specify:

- a) the date, place and hour of meeting;
- b) that a Member may appoint a proxy;
- c) the resolutions to be considered at the meeting;
- d) in the case of special business, the general nature of such business; and
- e) anything else the Board may determine from time to time.

**9.2.3.**

Except in the case of a General Meeting for the purpose of passing a Special Resolution, at least twenty-one (21) days' notice shall be given to Members entitled to attend the meeting.

**9.2.4.**

In the case of a General Meeting for the purpose of passing a Special Resolution, at least twenty-eight (28) days' notice shall be given to Members entitled to attend the meeting.

**9.2.5.**

A person may waive notice of any General Meeting by written notice to the Association.

**9.2.6.**

A person who has not duly received notice of meeting may, before or after the meeting, notify the Association of the person's agreement to anything done or any resolution passed at the meeting.

**9.2.7.**

A person's attendance at a General Meeting waives any objection which that person may have had to a failure to give notice, or the giving of a defective notice, of the meeting, unless the person at the beginning of the meeting objects to the holding of the meeting.

**9.2.8.**

Subject to the Act, anything done (including the passing of a resolution) at a General Meeting is not invalid because either or both a person does not receive notice of the meeting or a proxy form, or the Association due to circumstances beyond its control or by accidental omission, fails to provide a notice of the meeting and/or a proxy form to a person.

**9.3. MEMBER RESOLUTIONS**

**9.3.1.**

At least Sixty (60) days prior to the proposed date of the AGM, the Chief Executive Officer will invite notice of resolutions proposed by Members to be moved at the AGM. If a Chief Executive Officer is not in place, then this becomes the responsibility of the Secretary.

### **9.3.2.**

The Notice must:

- a) be in writing;
- b) set out the precise wording of the proposed resolution;
- c) be signed by at least ten (10) Members proposing to move the resolution; and
- d) be received by the Chief Executive Officer or Secretary no less than forty five (45) days prior to the AGM.

### **9.3.3.**

Separate copies of a document setting out the Notice from Members may be used for signing by Members if the wording of the notice is identical in each copy.

### **9.3.4.**

After receiving the Notice of proposed resolutions, the Association must distribute a copy of the notice to all Members entitled to vote at a General Meeting at the same time, or as soon as practicable afterwards, and in the same way, as it gives a notice of a meeting.

### **9.3.5.**

The Board need not distribute the notice received under section 9.3.2 if the statement is more than 1,000 words long or defamatory.

## **9.4. MEETING OF A CATEGORY OF MEMBERS**

### **9.4.1.**

All the provisions of this Constitution relating to a General Meeting apply so far as they are capable of application and with any necessary changes to a meeting of a category of Members required to be held pursuant to this Constitution or the Act except that:

- a) a quorum is 2 Attending Members who are (or whose Member that they represent are) members of that class of Members, or if only one person is a member of that class of Members, that person (or an Attending Member representing that person); and
- b) any Attending Member who is (or whose Member that they represent is) a member of that class of Members may demand a poll.

## **9.5. BUSINESS OF GENERAL MEETINGS**

### **9.5.1.**

Except with the approval of the Board, with the permission of the Chair of the meeting or pursuant to the Act, no person may move at any General Meeting:

- a) any resolution not set out in the notice of meeting given under section 9.2 or in accordance with section 9.3; or
- b) any amendment of any resolution or a document which relates to any resolution and a copy of which has been made available to Members to inspect or obtain.

## **9.6. QUORUM**

### **9.6.1.**

No business may be transacted at a General Meeting unless a quorum for the meeting is present at the time when the meeting commences, with the exception of the election of the Chair of the meeting subject to section 9.7.

### **9.6.2.**

A quorum for a General Meeting is five (5) Attending Members entitled to vote on a resolution at that meeting (or an Attending Member representing that person). Each individual represented may only be counted once towards a quorum. If a Member has appointed more than one proxy or attorney, only one of them may be counted towards a quorum.

**9.6.3.**

If a quorum is not present within 30 minutes after the time appointed for the commencement of a General Meeting, the meeting is dissolved, unless the Chair of the Board adjourn the meeting to the same day in the next week at the same time and place, or to such other day and at such other time and place as the Chair or Board may determine.

**9.6.4.**

If at the adjourned meeting the quorum is not present within 30 minutes after the time appointed for the meeting, the meeting is dissolved.

**9.7. CHAIR OF MEETINGS OF MEMBERS**

**9.7.1.**

Subject to sections 9.7.2 and 9.7.3 the Chair of the Board must chair each General Meeting.

**9.7.2.**

If at a General Meeting there is no Chair of the Board or the Chair of the Board is not present within fifteen (15) minutes of the time appointed for the commencement of the meeting or is not willing to chair all or part of the meeting, the Directors who are or shall be present at the meeting may (by majority vote) elect one of their number or, in the absence of all the Directors or if none of the Directors present is willing to act, the Attending Members may elect one of their number to chair that meeting.

**9.7.3.**

The Chair of a General Meeting may, for any item of business at that meeting or for any part of that meeting, vacate the chair in favour of another person nominated by him or her (Acting Chair). Where an instrument of proxy appoints the Chair as proxy for part of proceedings for which an Acting Chair has been nominated, the instrument of proxy is taken to be in favour of the Acting Chair for the relevant part of the proceedings.

**9.8. CONDUCT OF MEETINGS OF MEMBERS**

**9.8.1.**

Subject to the Act, the Chair of a General Meeting is responsible for the general conduct of that meeting and for the procedures to be adopted at that meeting.

**9.8.2.**

The Chair of a General Meeting may make rulings without putting the question (or any question) to the vote if that action is required to ensure the orderly conduct of the meeting.

**9.8.3.**

The Chair of a General Meeting may determine the procedures to be adopted for proper and orderly discussion or debate at the meeting, and the casting or recording of votes at the meeting.

**9.8.4.**

The Chair of a General Meeting may determine any dispute concerning the admission, validity or rejection of a vote at the meeting.

**9.8.5.**

The Chair of a General Meeting may, subject to the Act, at any time terminate discussion or debate on any matter being considered at the meeting and require that matter be put to a vote.

**9.8.6.**

The Chair of an AGM must allow a reasonable opportunity for the Members as a whole at the meeting to ask questions about or make comments on the management of the Association.

**9.8.7.**

The Chair of a General Meeting may refuse to allow debate or discussion on any matter which is not business referred to in the notice of that meeting or is not business of the meeting permitted pursuant to the Act without being referred to in the notice of meeting.

**9.8.8.**

The Chair of a General Meeting may refuse any person admission to, or require a person to leave and remain out of the meeting if that person:

- a) in the opinion of the Chair, is not complying with the reasonable directions of the chairperson;
- b) has any audio or visual recording or broadcasting device which has not received prior approval for use;
- c) has an item or object the chairperson considers to be dangerous, offensive or liable to cause disruption;
- d) behaves or threatens to behave in a dangerous, offensive or disruptive manner;
- e) refuses to produce or to permit examination of any article, or the contents of any article, in the person's possession; or
- f) is not entitled pursuant to the Act or this Constitution to attend the meeting.

**9.8.9.**

If the Chair of a General Meeting considers that there are too many persons present at the meeting to fit into the venue where the meeting is to be held, the Chair may nominate a separate meeting place using any technology that gives Attending Members as a whole a reasonable opportunity to participate.

**9.8.10.**

The Chair of a General Meeting may delegate any power conferred by this section 9.8 to any person.

**9.8.11.**

Nothing contained in this section 9.8 limits the powers conferred by law on the Chair of a General Meeting.

**9.9. ATTENDANCE OF A GENERAL MEETING**

**9.9.1.**

Subject to this Constitution and any rights and restrictions of a class of Members, a Member who is entitled to attend and cast a vote at a General Meeting may attend and vote in person or by proxy, or by attorney.

**9.9.2.**

The Chair of a General Meeting may require a person acting as a proxy or attorney at that meeting to establish to the Chair's satisfaction that the person is the person who is duly appointed to act. If the person fails to satisfy this requirement, the Chair may exclude the person from attending or voting at the meeting.

**9.9.3.**

Each member of the Board is entitled to receive notice of and to attend all meetings of Members and all meetings of a class of Members and is entitled to speak at those meetings.

**9.9.4.**

A person requested by the Board to attend a General Meeting or a meeting of a class of Members is, regardless of whether that person is a Member or not, entitled to attend that meeting and, at the request of the Chair of the meeting, is entitled to speak at that meeting.

## **9.10. AUTHORITY OF ATTENDING MEMBERS**

### **9.10.1.**

Unless otherwise provided in the document or resolution appointing a person as proxy or attorney of a Member, the person so appointed has the same rights to speak, demand a poll, join in demanding a poll or act generally at a General Meeting to which the appointment relates, as the appointing Member would have had if that Member was present at the meeting.

### **9.10.2.**

Unless otherwise provided in the document or resolution appointing a person as proxy or attorney of a Member, the appointment is taken to confer authority to:

- a) vote on any amendment moved to a proposed resolution and on any motion that a proposed resolution not be put or any similar motion; and
- b) vote on any procedural motion, including any motion to elect the chairperson of the meeting to which the appointment relates, to vacate the chair or to adjourn the meeting, even though the appointment may refer to specific resolutions and may direct the proxy or attorney how to vote on particular resolutions.

### **9.10.3.**

Unless otherwise provided in the document or resolution appointing a person as proxy or attorney of a Member, the appointment is taken to confer authority to attend and vote at a meeting which is rescheduled, postponed or adjourned to another time or changed to another place, even though the appointment may refer to a specific meeting to be held at a specified time or place without negating the right of the proxy giver to revoke that authority and attend the adjourned meeting in person.

## **9.11. VOTING AT GENERAL MEETINGS**

### **9.11.1.**

All Members are entitled to attend and speak at General Meetings.

### **9.11.2.**

The following Members, provided no outstanding fees are owing to the Association on the date of the relevant notice of meeting, are entitled to vote at a General Meeting:

- a) Practising Members;
- b) Non-practising Members
- c) Associate Members; and
- d) Retired Members

### **9.11.3.**

For the avoidance of doubt, the following Members are not entitled to vote at a General Meeting:

- a) a Practising Member, Non-practising Member, Associate Member or Retired Member who owes outstanding fees to the Association on the date of the relevant notice of meeting;
- b) Student Members; and
- c) Honorary Members.

### **9.11.4.**

Ordinary Resolutions proposed at a General Meeting shall be decided by a majority of votes cast by Members entitled to vote and present in person at the meeting and the decision is binding on the Association.

### **9.11.5.**

A resolution put to the vote at a meeting must be decided on a show of hands, unless a poll is demanded.



**9.11.6.**

Before a vote is taken, the Chair must inform the meeting whether any proxy votes have been received, and if so, how those proxy votes have been cast.

**9.11.7.**

On a show of hands, a declaration by the Chair is conclusive evidence of the result, provided the declaration reflects the show of hands.

**9.11.8.**

In the case of an equality of votes on a resolution at a general meeting, the motion shall be lost as it has not achieved a majority vote.

**9.11.9.**

A poll may be demanded before a vote is taken, before or immediately after the declaration of the voting result.

**9.11.10.**

The demand for a poll shall be by either:

- a) the Chair of the meeting;
- b) at least five (5) Members eligible to vote and present in person; or
- c) Members with at least 5% of the votes that may be cast on the resolution on a poll.

**9.11.11.**

A demand for a poll may be withdrawn.

**9.11.12.**

If a poll is duly demanded, it shall be taken in such manner and either at once or after an interval or adjournment or otherwise as the Chair of the meeting directs and the result of the poll shall be the resolution of the meeting.

**9.12. PROXIES**

**9.12.1.**

An eligible voting Member is entitled to appoint a person as proxy to attend and vote for the Member at the meeting in accordance with this Constitution and the Act but not otherwise.

**9.12.2.**

A form of appointment of proxy is valid if it is in accordance with the Act or in any other form (including electronic) which the Board may determine or accept.

**9.12.3.**

The person acting as a proxy need not be a Member.

**9.12.4.**

Subject to the Act, a person acting as a proxy has the same rights as the Member:

- a) to attend the meeting;
- b) to speak at the meeting;
- c) to vote (but only to the extent allowed by the appointment); and
- d) join in a demand for a poll.

**9.12.5.**

A proxy form may only be used once at the applicable meeting.

**9.12.6.**

A proxy is valid if the instrument of proxy is correctly completed and received by the time specified in the notice convening the meeting, or if no time is specified, at least 48 hours prior to the meeting.

**9.12.7.**

A proxy is not transferable.

**9.12.8.**

Unless otherwise provided in the instrument, but subject to the Act, an instrument appointing a proxy shall be taken to appoint the Chair of a General Meeting as the proxy unless the Member clearly specifies another person as proxy and that person attends the General Meeting.

**9.12.9.**

Where a notice of meeting specifies an electronic address or other electronic means by which a Member may give the Association a proxy appointment, a proxy given at that electronic address or by that other electronic means is taken to have been given by the Member and received by the Association if the requirements set out in the notice of meeting are complied with.

**9.13. ADJOURNMENTS**

**9.13.1.**

The Chair of a General Meeting may at any time during the meeting adjourn the meeting or any business, motion, question or resolution being considered or remaining to be considered at the meeting or any discussion or debate, either to a later time at the same meeting or to an adjourned meeting to be held at the time and place determined by the Chair.

**9.13.2.**

If the Chair of a General Meeting exercises the right to adjourn that meeting pursuant to section 9.13.1, the Chair may (but is not obliged to) obtain the approval of Attending Members to the adjournment.

**9.13.3.**

No person other than the Chair of a General Meeting may adjourn that meeting.

**9.13.4.**

The Association may give such notice of a meeting resumed from an adjourned meeting as the Board resolves. Failure to give notice of an adjournment of a General Meeting or the failure to receive any notice of the meeting does not invalidate the adjournment or anything done (including the passing of a resolution) at a resumed meeting.

**9.13.5.**

Only business left unfinished is to be transacted at a General Meeting which is resumed after an adjournment.

**9.14. CANCELLATIONS AND POSTPONEMENTS**

**9.14.1.**

Subject to the Act, the Association may by resolution of the Board cancel or postpone a General Meeting or change the place for the meeting, prior to the date on which the meeting is to be held.

**9.14.2.**

Section 9.14.1 does not apply to a meeting called in accordance with the Act by Members or by the Board on the request of Members, unless those Members consent to the cancellation or postponement of the meeting.

**9.14.3.**

The Association may give notice of a cancellation or postponement or change of place of a General Meeting as the Board resolves. Failure to give notice of a cancellation or postponement or change of place of a meeting or the failure to receive any notice of the meeting does not invalidate the cancellation, postponement or change of place of a meeting or anything done (including the passing of a resolution) at a postponed meeting or the meeting at the new place.

**9.14.4.**

The only business that may be transacted at a General Meeting the holding of which is postponed is the business specified in the original notice calling the meeting.

## **10. DIRECTORS**

### **10.1. DIRECTORS AND OFFICE BEARERS**

**10.1.1.**

The Board shall consist of at least five Elected Directors and a maximum of seven Directors.

**10.1.2.**

The Association may, by ordinary resolution of its Members:

- a) increase the minimum number of Elected Directors; and
- b) decrease the maximum number of Appointed Directors.

provided that the minimum must not fall below the number of board positions as set out at section 10.1.3 below.

**10.1.3.**

The Board of Directors must comprise:

- a) one Chair (referred to as President for public or ceremonial purposes);
- b) one Deputy Chair (referred to as Vice President for public or ceremonial purposes);
- c) a minimum of three other Elected Directors.

**10.1.4.**

An Elected Director is a Practising Member who:

- a) has no fees owing to the Association;
- b) is elected by Members by the process set out in section 10.3; and
- c) ordinarily resides in Australia.

**10.1.5.**

At the first Board meeting following the annual elections of the Board, the Elected Directors shall elect a Chair, a Deputy Chair, a Secretary and a Treasurer from amongst their number.

### **10.2. APPOINTED DIRECTORS**

**10.2.1.**

The Board may appoint up to two additional Appointed Directors for the benefit of attracting additional expertise deemed beneficial to the effective balance of skill provided by the Board.

**10.2.2.**

Appointment of any Appointed Director shall be at the Board's sole discretion by unanimous decision following consideration of the most suitable candidate as sourced by invitation and/or external recruitment processes.

**10.2.3.**

An Appointed Director is not required to be a Member of the Association.

**10.2.4.**

To be eligible to act as an Appointed Directors, a person must not:

- a) have any business or other relationship that could materially interfere with, or could reasonably be perceived to interfere with, the independent exercise of his or her judgement in relation to the Association; or
- b) be an employee of the Association; or
- c) have been a Director under sub-section 10.4.6.

**10.2.5.**

An Appointed Director shall hold office for a term as decided by the Board from the date of appointment up to a maximum of two years. An Appointed Director may be reappointed for a further one or two year term, such re-appointment to be announced with the announcement of new Board members at the AGM.

**10.3. ELECTION OF ELECTED DIRECTORS**

**10.3.1.**

The election of Elected Directors shall be by secret ballot, using the voting system identified as first past-the-post, as detailed in the By Laws.

**10.3.2.**

Members shall be notified of elections for new Elected Director positions at least sixty (60) calendar days prior to the AGM.

**10.3.3.**

The election for rotational vacant board positions shall occur in advance of the AGM each year to enable finalisation of the election process at least forty-eight (48) hours prior to the AGM.

**10.3.4.**

Any two Members who have no Fees owing to the Association shall be entitled to nominate any Practising Member of the Association to serve as an Elected Director.

**10.3.5.**

The nomination, which shall be in writing and signed by the nominated Member and his/her proposer and seconder, shall be lodged with the Secretary or the nominated Returning Officer at the National Office at least forty-five (45) days prior to the AGM.

**10.3.6.**

By the close of nominations (10.3.5), a candidate may submit to the Returning Officer a biography and/or a statement in support of their candidature only, for publication on AACMA's website and for distribution by the Returning Officer. The statement shall not exceed 200 words.

**10.3.7.**

The Returning Officer shall reject any statement:

- a) which, in the opinion of the Returning Officer, is false or misleading or may lead to an irregularity; or
- b) which does not strictly comply with the By Laws.

**10.3.8.**

Ballot lists and ballot papers, including the names of all candidates and their valid statements, shall be prepared and circulated to Members by electronic means at least thirty (30) days before the AGM in which the election is to take place.

**10.3.9.**

Any Member wishing to lodge a vote must lodge the vote with the Secretary or the Returning Officer at least forty eight (48) hours prior to the AGM.

**10.3.10.**

A vote includes a vote delivered to the Association by post or other electronic means approved by the Board.

**10.3.11.**

Counting of all submitted votes shall take place as soon as practicable following the close of voting.

**10.3.12.**

Subject to this Constitution, regulations for the administration and scrutiny of voting, counting and determination of validity of any vote shall be determined by the Board.

**10.3.13.**

The election results shall be notified to Members at the AGM, sent by electronic means and placed on the "Members' Portal" of the AACMA web site within fourteen (14) days after the AGM.

**10.3.14.**

An Elected Director elected under this section 10.3 takes office at the end of the AGM at which their appointment is announced.

**10.3.15.**

In the case that there are not a sufficient number of candidates nominated, the Board may fill the remaining vacancy or vacancies provided that the Elected Director is eligible for appointment and the appointment shall be passed by a resolution of at least 75% of the existing Directors for each additional Director.

**10.3.16.**

The office of a Director shall become vacant if the Director:

- a) resigns his/her office by notice in writing to the Association;
- b) ceases to be a Member of the Association;
- c) is removed from office by virtue of the Act;
- d) becomes bankrupt or makes an arrangement or composition with his/her creditors generally;
- e) becomes of unsound mind or a person whose person or estate is liable to be dealt with in any way under the law relating to mental health;
- f) for more than three consecutive Board meetings is absent without prior permission of the Board;
- g) is directly or indirectly interested in any contract or proposed contract with the Association and fails to declare the nature of his/her interest in the manner required by the Act.
- h) becomes disqualified from being a Director under the Act or this Constitution; or
- i) is removed by a resolution of Members in accordance with this Constitution or the Act.

**10.4. ONGOING ROTATION, RETIREMENT AND REMOVAL OF DIRECTORS**

**10.4.1.**

Subject to the Act, on adoption of this Constitution the election of Elected Directors and the requirement for Directors to retire by rotation will continue without any disruption to the existing terms of each Director.

**10.4.2.**

An Elected Director retiring at an AGM, and who is not disqualified by law or under this Constitution from being reappointed, is eligible for re-election.

**10.4.3.**

A retiring Elected Director holds office until the end of the General Meeting at which that Director retires.

**10.4.4.**

Each Elected Director must retire following a maximum of three (3) terms as an Elected Director or the equivalent of a maximum of six (6) years in office as an Elected Director and may not be elected again for a further Term.

**10.4.5.**

The Board may fill an Appointed Director position which it is entitled to fill under sections 10.2 and 10.5 at any time and for such term as the Board determines. The Board may also terminate the appointment of an Appointed Director in accordance with sub-section 10.4.8.

**10.4.6.**

At a General Meeting or AGM, the Members may by an ordinary resolution remove an Elected Director elected by them under this Constitution and may by ordinary resolution elect a new Elected Director. The person so appointed will be subject to retirement at the same time as if he/she had become an Elected Director on the day on which the Director in whose place he/she was appointed was last elected or became an Elected Director.

**10.4.7.**

Members may re-elect a Director who has retired from office under section 10.6.1 or appoint another person to replace such Director.

**10.4.8.**

The following provisions must be fulfilled before the Board can seek to remove an Appointed Director:

- a) a two thirds majority of the Directors must agree that the Appointed Director has failed to comply with a provision of this Constitution or is otherwise no longer considered suitable to be a Director;
- b) the Board must give 1 month's written notice to the Appointed Director of the intention to remove the Appointed Director from office and the grounds of the intended termination;
- c) the Appointed Director must be invited, in the written notice, to provide to the Secretary with any written representations which the Appointed Director wishes the Board to consider;
- d) if the Appointed Director makes written representations, the Secretary must ensure that a copy of the representations is provided to the Directors for consideration;
- e) whether or not representations have been circulated or read, the Appointed Director must be given a full and fair opportunity to address the Board meeting.

**10.4.9.**

At any time a Director may move a vote of "No Confidence" in any elected officer of the Association. If an officer is unable or unsuited to perform the elected duties of the position, the Board has the right by majority vote to ask the officer to step down from the position. If the officer is a Director, that person has the right to remain on the Board unless the Board resolves otherwise.

**10.5. FILLING CASUAL VACANCIES OF ELECTED DIRECTORS**

**10.5.1.**

In a case of a casual vacancy created by the early retirement or removal of an Elected Director relating to sections 10.3.16 and 10.4.8:

- a) the Board shall notify the Members of the casual vacancy;
- b) at the recommendation of the Board, the position may be left vacant dependant on the time and cycle for elections, should it be deemed not necessary to replace a Director for a short tenure; or
- c) alternatively, the Board shall seek nominations from the Association's financial Members to fill the casual vacancy; and
- d) the Board shall make a selection from persons nominated from the Association Members for appointment to the Board and shall be entitled to rely on written member nomination form including a proposer and seconder provided by the nominating Member; and
- e) the remaining Board Members shall make the appointment from the list of members who nominated, by a resolution of at least 75% of the Board Members.

#### **10.5.2.**

The decision of the Board shall be final.

### **10.6. RETIREMENT OF DIRECTORS**

#### **10.6.1.**

A Board Member may retire from office by giving notice in writing to the Secretary. A notice of resignation takes effect at the time of giving the notice to the Secretary or, if another time is specified in the notice, at that time.

### **10.7. LIMITATIONS ON PAST DIRECTORS**

#### **10.7.1.**

A person, after serving on the Board:

- a) is not eligible to be elected or appointed as a Director for at least one term after the date their term ceases as per section 10.4.4; and
- b) must not hold any position on the Board for at least one term after the date their term on the Board ceases.

### **10.8. DIRECTOR REMUNERATION**

#### **10.8.1.**

Directors shall be entitled, on an equitable basis, to be paid all travelling, accommodation and other expenses properly incurred by them in attending and returning from meetings of the Board or any of its committee meetings or General Meetings or otherwise in the execution of their duties as Directors provided that such expenses have first been approved by the Board.

#### **10.8.2.**

Any payment made to a Director by the Association under this section 8 must be made in good faith.

### **10.9. INDEMNITY AND INSURANCE**

#### **10.9.1.**

To the extent permitted by law, the Association shall indemnify each Director and Secretary appointed to the Association at any time against a Liability of that person and the Legal Costs of that person, in respect of any covenant contract or agreement entered into or act or thing done in the discharge of his/her duties or in and about carrying into effect any object or purpose of the Association and in respect of any action suit proceeding or other matter whatsoever connected with the Association or the affairs thereof and the Board shall make such payments as are necessary for the purpose of giving effect to such indemnity.

**10.9.2.**

No member of the Board or other officer of the Association shall be answerable or responsible for any act receipt omission neglect or default of any other person notwithstanding any receipt or other document signed or act done for the sake of conformity or for any loss or damage whatsoever suffered by the Association unless the loss or damage shall happen through his/her own dishonesty.

**10.9.3.**

Nothing contained or implied in sub-sections 10.9.1 and 10.9.2 hereof shall operate to exempt any person from or to indemnify him/her against any liability which by virtue of any rule or law would otherwise attach to him/her in respect of any negligence default breach of duty or breach of trust of which he/she may be guilty in relation to the Association.

**11. POWERS OF THE BOARD**

**11.1. GENERAL POWERS OF THE BOARD**

**11.1.1.**

The Board has the power to manage the business of the Association and may exercise all powers of the Association which are not, by the law or this Constitution, required to be exercised by the Association in General Meeting.

**11.1.2.**

A power of the Board can only be exercised by a resolution passed at a meeting of the Board in accordance with section 12.2, a resolution passed by signing a document in accordance with section 12.1 or in accordance with a delegation of the power pursuant to sections 11.2 and 11.3. A reference in this Constitution to the Association exercising a power by a resolution of the Board includes an exercise of that power in accordance with a delegation of the power pursuant to sections 11.2 and 11.3.

**11.2. EXECUTION OF DOCUMENTS**

**11.2.1.**

The Association may execute a document without a common seal if the document is signed by one Director and either another Director, a Secretary, or another person appointed with delegated authority by the Board for that purpose.

**11.2.2.**

The Board may determine in what manner and by whom cheques, promissory notes, bankers' drafts, bills of exchange and other negotiable or transferable instruments in the name of or on behalf of the Association, and receipts for money paid to the Association, must be signed, drawn, accepted, endorsed or otherwise executed.

**11.3. COMMITTEES AND DELEGATES**

**11.3.1.**

The Board may delegate any of its powers to a committee of the Board, a Director, an employee of the Association or any other person. A delegation of those powers may be made for any period and on any terms (including the power to further delegate) as the Board resolves. The Board may revoke or vary any power so delegated.

**11.3.2.**

A committee or delegate must exercise the powers delegated in accordance with any directions of the Board.



**11.3.3.**

Subject to the terms of appointment or reference of a committee, section 13.2 applies with the necessary changes to meetings and resolutions of a committee of the Board.

**11.4. ATTORNEY OR AGENT**

**11.4.1.**

The Board may appoint any person to be attorney or agent of the Association for any purpose, for any period and on any terms (including as to remuneration) as the Board resolves. Subject to the terms of appointment of an attorney or agent of the Association, the Board may revoke or vary that appointment at any time, with or without cause.

**11.4.2.**

The Board may delegate any of their powers (including the power to delegate) to an attorney or agent. The Board may revoke or vary any power delegated to an attorney or agent.

**11.5. ACCOUNTS AND AUDIT**

**11.5.1.**

Within 65 days following the closing date of the financial year of the Association, Financial Statements of the Association and/or Consolidated Statements of the Association shall be prepared setting out the results for the financial year and the state of affairs as at the end of the financial year.

**11.5.2.**

A registered company auditor must be appointed.

**11.5.3.**

The remuneration rights and duties shall be regulated in accordance with the Act.

**11.5.4.**

The Auditors shall report to the Members of their findings at each AGM.

**12. BOARD PROCEEDINGS**

**12.1. WRITTEN RESOLUTIONS OF BOARD MEMBERS**

**12.1.1.**

The Board may pass a resolution without a Board meeting being held if notice in writing of the resolution is given to all Directors and the requisite majority of the Directors entitled to vote on the resolution (not being less than the number required for a quorum at a meeting of Directors) sign a document containing a statement that they are in favour of the resolution set out in the document.

**12.1.2.**

A resolution pursuant to section 12.1.1 may consist of several documents in the same form each signed by one or more Directors and is effective when signed by the last of the Directors constituting the majority of the Directors. A facsimile transmission or other document produced by electronic means under the name of a Director with the Director's authority is taken to be a document signed by the Director for the purposes of section 12.1.1 and is taken to be signed when received by the Association in legible form.

**12.2. BOARD MEETINGS**

**12.2.1.**

Subject to this Constitution, the Board may meet, adjourn and otherwise regulate its meetings as it thinks fit.

**12.2.2.**

A Director may call a Board meeting at any time. On request of any Director, the Secretary must call a meeting of the Directors.

**12.2.3.**

Notice of a Board meeting must be given to each Director (except a Director on leave of absence approved by the Board) and any alternate Director.

**12.2.4.**

A Director or alternate Director may waive notice of a Board meeting by giving Notice to that effect to the Board.

**12.2.5.**

Anything done (including the passing of a resolution) at a Board meeting is not invalid because either or both a person does not receive notice of the meeting or the Association accidentally does not give notice of the meeting to a person.

A Board meeting can be held in one location face to face or in two (2) or more places using technology described in section 12.2.6.

**12.2.6.**

For the purposes of the Act, each Director, by consenting to be a Director or by reason of the adoption of this Constitution, consents to the use of each of the following technologies for the holding of a Board meeting:

- a) telephone;
- b) video;
- c) any other technology which permits each Board Member to communicate with every other participating Board Member; or
- d) any combination of these technologies.

**12.2.7.**

A Director may withdraw the consent given pursuant to this section 12.2.6 in accordance with the Act.

**12.2.8.**

If a Board meeting is held in two (2) or more places linked together by any technology:

- a) a Director present at one of the places is taken to be present at the meeting unless and until the Director states to the Chair of the meeting that the Director is discontinuing his or her participation in the meeting; and
- b) the Chair of that meeting may determine at which of those places the meeting shall be taken to have been held.

**12.2.9.**

Until otherwise determined by the Board, a quorum for a Board meeting is three (3) Elected Directors entitled to vote on a resolution that may be proposed at that meeting. A quorum for a Board meeting must be present at all times during the meeting. Each individual present is counted towards a quorum. Each alternate Director appointed to represent another Director will also (if applicable) be counted as a Director.

**12.3. CHAIR OF THE BOARD**

**12.3.1.**

The Board may elect an Elected Director as Chair of the Board for any period that it resolves or, if no period is specified, until that person ceases to be a Director. The Board may remove the Chair of the Board at any time.

**12.3.2.**

For public presentation and ceremonial purposes, the Chair shall be called "President". Otherwise subject to this section 12.3, no additional powers or duties above those of Directors in general attaches to the position of Chair.

**12.3.3.**

If at a Board meeting a Chair has not been elected pursuant to section 12.3.1 or the Chair is not present within 15 minutes after the time appointed for the holding of a Board meeting or is not willing to chair all or part of that meeting, the Directors present must elect one of their number to chair that meeting or part of the meeting.

**12.3.4.**

A person ceases to be Chair if that person retires as a Director at a General Meeting regardless if that Director is re-elected at that same meeting (or any adjournment of that meeting).

**12.4. BOARD RESOLUTIONS**

**12.4.1.**

Other than a resolution to terminate membership of a Member under sections 7.16 or 7.17, or a resolution to remove an Appointed Director or under section 10.4, Directors may pass a resolution in writing without holding a meeting if the requisite majority of Directors is in favour of the resolution being put forward in that manner and the following conditions are met:

- a) all Directors who are entitled to vote on the resolution are provided with a copy of the resolution;
- b) reasonable attempts have been made to contact all Directors to obtain their response;
- c) the majority of Directors (excluding Directors who have been given leave of absence) sign the document or documents or identical copies of it or them; and
- d) a copy of any resolution passed in writing is provided to those Directors who did not respond.

**12.4.2.**

In case of an equality of votes on a resolution at a Board meeting, the motion shall be lost as it has not achieved a majority vote.

**12.5. VALID PROCEEDINGS**

**12.5.1.**

An act at any Board meeting or Committee or an act of any person acting as a Director is not invalidated by:

- a) a defect in the appointment or continuance in office of a person as a Director, a member of the committee or of the person so acting; or
- b) a person so appointed being disqualified or not being entitled to vote, if that circumstance was not known by the Board, committee or person (as the case may be) when the act was done.

**12.6. MINUTES**

**12.6.1.**

The Board must cause minutes of all proceedings of General Meetings, meetings of the Board and meetings of Committees to be entered within one month after the relevant meeting is held, in books kept for the purpose.

**12.6.2.**

The Board must cause all minutes, except resolutions in writing treated as determinations of the Board, to be signed by the Chair of the meeting at which the proceedings took place or by the Chair of the next succeeding meeting.

**12.6.3.**

Unless proved incorrect, signed minutes are presumed to be an accurate record of the proceedings.

**13. NOTICES**

**13.1. NOTICES TO MEMBERS**

**13.1.1.**

The Association may give Notice to a Member by any of the following means at the Board's discretion:

- a) delivering it to that Member or person;
- b) delivering it or sending it by post to the address of the Member in the Register or the alternative address (if any) nominated by that Member for that purpose;
- c) sending it to the electronic address (if any) nominated by that Member or person for that purpose;
- d) if permitted by the Act, notifying that Member of the notice's availability by an electronic means nominated by the Member for that purpose; or
- e) any other means permitted by the Act.

**13.1.2.**

The Association must send all documents to a Member whose address for Notices is not within Australia by air-mail, air courier or electronic transmission.

**13.1.3.**

Any Notice required or allowed to be given by the Association to one or more Members by advertisement is, unless otherwise stipulated, sufficiently advertised if advertised once in a daily newspaper circulating in the States.

**13.2. NOTICES TO DIRECTORS**

**13.2.1.**

The Association may give Notice to a Director or alternate Director by:

- a) delivering it to that person;
- b) sending it by post to the usual residential address of that person or the alternate address (if any) nominated by that person for that purpose;
- c) sending it to the electronic address (if any) nominated by that person for that purpose; or
- d) any other means agreed between the Association and that person.

**13.3. NOTICES TO THE ASSOCIATION**

**13.3.1.**

A person may give Notice to the Association by:

- a) delivering it or sending it by post to the registered office of the Association;
- b) delivering it or sending it by post to a place nominated by the Association for that purpose;
- c) sending it to the fax number at the registered office of the Association nominated by the Association for that purpose;
- d) sending it to the electronic address nominated by the Association for that purpose; or
- e) any other means permitted by the Act.

## **13.4. TIME OF SERVICE**

### **13.4.1.**

A Notice sent by post or air-mail is taken to be given on the day after the date it is posted.

### **13.4.2.**

A Notice sent by electronic transmission is taken to be given when the transmission is sent provided that in the case of notice to the Association or a Director or an alternate Director, the sender meets any action required by the recipient to verify the receipt of the document by the recipient.

### **13.4.3.**

A Notice given in accordance with section 13.4.2 is taken to be given on the day after the date on which the Member is notified that the Notice is available.

## **13.5. NOTICE REQUIREMENTS**

### **13.5.1.**

The Board may specify, generally or in a particular case, requirements in relation to Notices given by any electronic means, including requirements as to:

- a) the classes of, and circumstances in which, Notices may be sent;
- b) verification (whether by encryption code or otherwise); and
- c) the circumstances in which, and the time when, the Notice is taken to be given.

## **14. COMPANY SECRETARY**

### **14.1. COMPANY SECRETARY**

#### **14.1.1.**

The Board must appoint at least one (1) Secretary.

#### **14.1.2.**

The appointment must occur at the first Board meeting following an AGM.

#### **14.1.3.**

The Secretary holds office on the terms and conditions that the Board determine.

## **15. COMPANY TREASURER**

### **15.1. COMPANY TREASURER**

#### **15.1.1.**

The Board must appoint at least one (1) Treasurer.

#### **15.1.2.**

The appointment must occur at the first Board meeting following an AGM.

#### **15.1.3.**

The Treasurer holds office on the terms and conditions that the Board determine.

## **16. BY-LAWS**

### **16.1. ASSOCIATION BY-LAWS**

#### **16.1.1.**

The Board may from time to time, at their sole discretion, make, amend, rescind or replace By-Laws concerning any aspect of the membership, governance, management, operation or activities of the Association including:

- a) any matter this Constitution envisages may be regulated by By-Laws; and
- b) any other matter relevant to the Association that the Board choose to regulate.

**16.1.2.**

To the extent of any conflict between this Constitution and any By-Law, this Constitution prevails.

**16.1.3.**

Any By-Law made, and any amendment, rescission or replacement:

- a) has effect on and from the date it is made unless otherwise stated in the relevant instrument; and
- b) must be promulgated to those affected, provided that failure to bring it to the attention of any person does not render it or anything done in accordance with it void, voidable or ineffective.

**16.1.4.**

Any By-Law:

- a) is as valid and enforceable as if it was repeated in this Constitution; and
- b) can be enforced by legal action.

**16.1.5.**

A failure by a Director, other officer of the Association or Member to comply with a By-Law is deemed to be a failure by that Director, other officer of the Association or Member to comply with this Constitution.

**16.1.6.**

The prevailing conformed version of the By-Laws must be available from the secure member section of the Association's Web site.

## **17. STATE COMMITTEES**

### **17.1. STATE COMMITTEE MEMBERS**

**17.1.1.**

The Members ordinarily resident in each State may elect a State Committee whose role and function shall be determined by the By-Laws governing State Committees.

**17.1.2.**

Each State Committee may have a minimum of three (3) AACMA Members.

**17.1.3.**

Members of State Committees will be re-elected each year at a time designated by the Board and may serve for any number of consecutive Terms.

**17.1.4.**

It is mandatory for each State Committee to have the following three positions appointed at their first meeting whose roles are outlined in the By-Laws governing State Committees;

- a) Committee Chair;
- b) Minutes Secretary; and
- c) Financial Secretary.

If these positions are not filled, the State Committee will be considered as non-operational, unless specific approval is granted by the AACMA Board of Directors (Board).

**17.1.5.**

Individual State Committees may nominate from within the committee, other non-mandatory positions, such as, but not limited to;

- a) Deputy Chair
- b) CPD Officer

**17.1.6.**

Where the membership of a State is not sufficient to support a full State Committee, the Board may appoint one member to be the State Liaison Delegate for that State from time to time.

**17.1.7.**

State Committee Members shall have no power to incur expenditure on behalf of a State Committee without the prior authorisation of the State Committee.

**17.1.8.**

No State Committee shall have any power to act on behalf of the Association or incur any liability on behalf of the Association or pledge or charge or encumber any asset of the Association except in accordance with a written authorisation by the Board, pursuant to a resolution of the Board.

**18. WINDING UP**

**18.1. WINDING UP**

**18.1.1.**

On a winding up of the Association, any surplus assets of the Association remaining after the payment of its debts must not be paid to or distributed among the Members, but must be given or transferred to one or more bodies corporate, associations or institutions, selected by the Members by resolution at or before the dissolution of the Association, and

- a) having objects similar to the objects of the Association; and
- b) whose constitution prohibits the distribution of its or their income or property to no lesser extent than that imposed on the Association pursuant to section 6.1.

**18.1.2.**

If the Members do not make a selection pursuant to section 18.1.1 for any reason, the Board at its discretion may select one or more bodies corporate, associations or institutions meeting the requirements of section 18.1.1, subject to the Board obtaining court approval pursuant to the Act to exercise this power.

**19. Adoption Date**

This Constitution has been accepted by Extraordinary Resolution by the members of the Australian Acupuncture and Chinese Medicine Association Limited and is effective from 11th February 2018.

(Amendments to the constitution were accepted unanimously as a Special Resolution at the AGM held on 18<sup>th</sup> May 2019.)