



ARANDA PRIMARY SCHOOL

CARING STRIVING LEARNING TOGETHER

Banambila Street ARANDA PO Box 763 JAMISON ACT 2614

Telephone (02) 6205 5977 Fax (02) 6205 5989

ABN : 76 497 292 431

Email : info_arandaps@ed.act.edu.au Website : www.arandaps.act.edu.au



ARANDA PRIMARY SCHOOL PARENTS AND CITIZENS ASSOCIATION INCORPORATED (REG. NO: A00712) CONSTITUTION

as amended 1 September 2021

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NAME

The name of the Association shall be the Aranda Primary School Parents and Citizens Association Incorporated.

OBJECTIVES

The Aranda Primary School Parents and Citizens Association Inc. shall operate as a non-profit organisation –

1. In general to support Aranda Primary School and provide a forum for the furtherance of the educational and social needs of the students and the community at large.
2. To draw to the attention of the appropriate authorities, including the Aranda Primary School Board, administrative and other matters which relate to such things as education, and the well-being of the school community.
3. To receive and raise money by any appropriate practical means to enable the aims of the Aranda Primary School Parents and Citizens Association to be effected.
4. To stimulate interest in the concepts, aims and challenges of education generally and those of Aranda Primary School in particular.
5. To initiate projects and co-operate with other organisations in projects involving Aranda Primary School, and concerned with promoting community interests.
6. To provide the means by which community members may be elected to the Aranda Primary School Board in accordance with the Act and Regulations relating thereto and to present views from the Parents and Citizens Association to the Board.
7. To take such other action as is consistent with the provisions herein.

RULES

Part 1.1 Preliminary

1 Definitions

In these rules a definition applies except so far as the contrary intention appears (see section 155 of the Legislation Act).

association means the Aranda Primary School Parents & Citizens Association Incorporated

financial year means the year ending on 30 June

School means Aranda Primary School

School Board means Aranda Primary School Board

member means a member, however described, of the Association

ordinary committee member means a member of the committee who is not an office-bearer of the association as mentioned in clause 12(1)(a)

secretary means the person holding office under these rules as secretary of the Association or, if no such person holds that office, the public officer of the Association

the Act means the *Associations Incorporation Act 1991*

the Regulation means the *Associations Incorporation Regulation 1991*.

1A Application of *Legislation Act 2001*

The *Legislation Act 2001* applies to these rules in the same way as it would if they were an instrument made under the Act.

Part 1.2 Membership

2 Membership qualifications

- (1) Subject to this clause, the membership of the Association may consist of:
 - (a) all parents/guardians of students enrolled at Aranda Primary School; and
 - (b) other citizens who elect to be members of the Association.
- (2) Any parent or guardian of a student at the School who has any objections to membership of the Association is not a member.
- (3) Citizens who are not parents or guardians of students at the School and wish to be members of the Association, become such members on acceptance by the parent body, and continue to be members during the currency of such acceptance.

3 Register of Members

- (1) The Association must keep a register of the names of members.
- (2) The register is to be kept at the School and is to be available for inspection by any member at such times as the Association specifies after consultation with the School staff.
- (3) In the interests of confidentiality, the addresses of members for the purposes of the register are deemed to be care of the School.

4 Membership entitlements not transferable

- A right, privilege or obligation that a person has because of being a member of the Association -
- (a) cannot be transferred or transmitted to another person; and
 - (b) terminates on cessation of the person's membership.

5 Cessation of membership

- A person ceases to be a member of the Association -
- (a) on ceasing to meet the membership eligibility requirements; or
 - (b) on sending written notice of resignation to the Secretary.

6 Resignation of membership

A member may resign from the Association in accordance with 5(b).

7 Fee, subscriptions etc

No annual membership fee is required to be paid.

8 Members' liabilities

The liability of a member to contribute towards the payment of the debts and liabilities of the association or the costs, charges and expenses of the winding up of the Association is limited to the amount (if any) unpaid by the member in relation to membership of the Association as required by clause 7.

9 Disciplining of members

- (1) If the committee is of the opinion that a member -
 - (a) has persistently refused or neglected to comply with a provision of these rules; or
 - (b) has persistently and wilfully acted in a manner prejudicial to the interests of the association;the committee may, by resolution -
 - (c) expel the member from the association; or
 - (d) suspend the member from the rights and privileges of membership of the association that the committee may decide for a specified period.
- (2) A resolution of the committee under subclause (1) is of no effect unless the committee, at a meeting held not earlier than 14 days and not later than 28 days after service on the member of a notice under subclause (3), confirms the resolution in accordance with this clause.
- (3) If the committee passes a resolution under subclause (1), the secretary must, as soon as practicable, serve a written notice on the member -
 - (a) setting out the resolution of the committee and the grounds on which it is based; and
 - (b) stating that the member may address the committee at a meeting to be held not earlier than 14 days and not later than 28 days after service of the notice; and
 - (c) stating the date, place and time of that meeting; and
 - (d) informing the member that the member may do either or both of the following:
 - (i) attend and speak at that meeting;
 - (ii) submit to the committee at or before the date of that meeting written representations relating to the resolution.
- (4) Subject to section 50 of the Act, at a meeting of the committee mentioned in subclause (2), the committee must -
 - (a) give to the member mentioned in subclause (1) an opportunity to make oral representations; and
 - (b) give due consideration to any written representations submitted to the committee by that member at or before the meeting; and
 - (c) by resolution decide whether to confirm or to revoke the resolution of the committee made under subclause (1).
- (5) If the committee confirms a resolution under subclause (4), the secretary must, within 7 days after that confirmation, by written notice inform the member of that confirmation and of the member's right of appeal under clause 10.
- (6) A resolution confirmed by the committee under subclause (4) does not take effect -
 - (a) until the end of the period within which the member is entitled to appeal against the resolution if the member does not exercise the right of appeal within that period; or
 - (b) if within that period the member exercises the right of appeal -unless and until the association confirms the resolution in accordance with subclause 10(4).

10 Right of appeal of disciplined member

- (1) A member may appeal to the association in general meeting against a resolution of the committee that is confirmed under subclause 9(4), within 7 days after notice of the resolution is served on the member, by lodging with the secretary a notice to that effect.
- (2) On receipt of a notice under subclause (1), the secretary must notify the committee which must call a general meeting of the association to be held within 21 days after the date when the secretary received the notice or as soon as possible after that date.
- (3) Subject to section 50 of the Act, at a general meeting of the Association called under subclause (2) -
 - (a) no business other than the question of the appeal may be transacted; and
 - (b) the committee and the member must be given the opportunity to make representations in relation to the appeal orally or in writing, or both; and
 - (c) the members present must vote by secret ballot on the question of whether the resolution made under subclause 9(4) should be confirmed or revoked.
- (4) If the meeting passes a special resolution in favour of the confirmation of the resolution made under subclause 9(4), that resolution is confirmed.

Part 1.3 Committee

11 Powers of committee

The committee, subject to the Act, the regulation, these rules, and to any resolution passed by the Association in general meeting -

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

12 Constitution and membership

- (1) The committee consists of -
 - (a) the office-bearers of the association;
 - (b) the School Principal or a member of the School staff delegated by the Principal;
 - (c) the community members of the School Board;
 - (d) P&C Council delegates as required;
 - (e) the public officer of the Association; and
 - (f) any number of ordinary committee members as determined at an annual general meeting;each of whom must be elected under clause 13 or appointed in accordance with subclause (4).
- (2) The office-bearers of the association are -
 - (a) the president; and
 - (b) not more than 2 vice-presidents; and

- (c) the treasurer; and
 - (d) the secretary.
- (3) Each member of the committee holds office, subject to these rules, until the conclusion of the annual general meeting following the date of the member's election, but is eligible for re-election.
 - (4) If there is a vacancy in the membership of the committee, the committee may appoint a member of the Association to fill the vacancy and the member so appointed holds office, subject to these rules, until the conclusion of the next annual general meeting after the date of the appointment.

13 Election of committee members

- (1) Nominations of candidates for election as office-bearers of the Association or as ordinary committee members -
 - (a) may be made in writing; or
 - (b) may be made orally to the returning officer, who shall be the School Principal or any other person not standing for election appointed by the annual general meeting, prior to the closing of nominations at the annual general meeting.
 - (c) the election shall be conducted in such a manner as the returning officer shall determine with the consent of a majority of members present at the annual general meeting.
- (2) If insufficient nominations are received to fill all vacancies on the committee, the candidates nominated are taken to be elected and further nominations may be received at the annual general meeting.
- (3) If insufficient further nominations are received, any vacant positions remaining on the committee are taken to be vacancies.
- (4) If the number of nominations received is equal to the number of vacancies to be filled, the people nominated are taken to be elected.
- (5) If the number of nominations received exceeds the number of vacancies to be filled, a ballot must be held.
- (6) The ballot for the election of office-bearers and ordinary committee members must be conducted at the annual general meeting in the way the committee may direct.
- (7) A person is not eligible to simultaneously hold more than one position within the office-bearer roles.

14 Secretary

- (1) The secretary of the association must, as soon as practicable after being appointed as secretary, notify the association of his or her address.
- (2) The secretary, or nominated party, must keep minutes of -
 - (a) all elections and appointments of office-bearers and ordinary committee members; and
 - (b) the names of members of the committee present at a committee meeting or a general meeting; and
 - (c) all proceedings at committee meetings and general meetings.
- (3) Minutes of proceedings at a meeting must be signed by the person presiding at the meeting or by the person presiding at the next succeeding meeting.

15 Treasurer

The treasurer of the Association must -

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

16 Public Officer

The public officer of the association must –

- (a) ensure all Australian Charities and Not-for-profits Commission (ACNC) mandatory reporting obligation are met by the Association; and
- (b) ensure all Association records, including financial records, are stored in a suitable location for a period of least seven years

17 Vacancies

For these rules, a vacancy in the office of a member of the committee happens if the member -

- (a) dies; or
- (b) ceases to be a member of the Association; or
- (c) resigns the office; or
- (d) is removed from office under clause 17 (Removal of committee members); or
- (e) becomes an insolvent under administration within the meaning of the Corporations Act; or
- (f) suffers from mental or physical incapacity; or
- (g) is disqualified from office under section 63(1) of the Act; or
- (h) is absent without the consent of the committee from all meetings of the committee held during a period of 6 months.

18 Removal of committee members

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

19 Committee meetings and quorum

- (1) The committee must meet at least 4 times in each calendar year at the place and time that the committee may decide.
- (2) Additional meetings of the committee may be called by any member of the committee.
- (3) Oral or written notice of a meeting of the committee must be given by the secretary to each member of the committee at least 48 hours (or any other period that may be unanimously agreed on by the members of the committee) before the time appointed for the holding of the meeting.
- (4) Notice of a meeting given under subclause (3) must specify the general nature of the business to be transacted at the meeting and no business other than that business may be transacted at the meeting, except business that the committee members present at the meeting unanimously agree to treat as urgent business.

- (5) Any four members of the committee constitute a quorum for the transaction of the business of a meeting of the committee.
- (6) No business may be transacted by the committee unless a quorum is present and, if within half an hour after the time appointed for the meeting a quorum is not present, the meeting stands adjourned to the same place and at the same hour of the same day in the following week.
- (7) If at the adjourned meeting a quorum is not present within half an hour after the time appointed for the meeting, the meeting is dissolved.
- (8) At meetings of the committee -
 - (a) the president or, in the absence of the president, the vice president presides; or
 - (b) if the president and the vice-president are absent -one of the remaining members of the committee may be chosen by the members present to preside.
- (9) at meetings of the committee the usual order of business shall be –
 - (a) welcome to guests;
 - (b) apologies;
 - (c) confirmation of minutes;
 - (d) matters arising from the minutes;
 - (e) correspondence;
 - (f) matters arising from the correspondence;
 - (g) Treasurer’s report;
 - (h) School Principal’s report;
 - (i) School Board report;
 - (j) P&C Council Delegate’s report;
 - (k) general business; and
 - (l) place, date & time of next meetingexcept where the order of business is varied by resolution of the committee.
- (10) The committee may authorise advertisements in the daily press and other appropriate publications.
- (11) The committee may appoint paid officers and shall have the power to discontinue employment of paid officers on 1 month’s notice.
- (12) The committee shall –
 - (a) approve all drawings of cheques prior to their being drawn where practicable, except routine payment cheques as referred to in clause 15(1)
 - (b) cause all drawings of non-routine cheques to be recorded in the minutes of the committee.

20 Delegation by committee to subcommittee

- (1) The committee may, in writing, delegate to 1 or more subcommittees (consisting of the member or members of the Association that the committee considers appropriate) the exercise of the functions of the committee that are specified in the instrument, other than -

- (a) this power of delegation; and
 - (b) a function that is a function imposed on the committee by the Act, by any other Territory law, or by resolution of the Association in general meeting.
- (2) A function, the exercise of which has been delegated to a subcommittee under this clause may, while the delegation remains unrevoked, be exercised from time to time by the subcommittee in accordance with the terms of the delegation.
 - (3) A delegation under this clause may be made subject to any conditions or limitations about the exercise of any function, or about time or circumstances that may be specified in the instrument of delegation.
 - (4) Despite any delegation under this clause, the committee may continue to exercise any function delegated.
 - (5) Any act or thing done or suffered by a subcommittee acting in the exercise of a delegation under this clause has the same force and effect as it would have if it had been done or suffered by the committee.
 - (6) The committee may, in writing, revoke wholly or in part any delegation under this clause.
 - (7) A subcommittee may meet and adjourn as it considers appropriate.

21 Voting and decisions

- (1) Questions arising at a meeting of the committee or of any subcommittee appointed by the committee are decided by a majority of the votes of members of the committee or subcommittee present at the meeting.
- (2) Each member present at a meeting of the committee or of any subcommittee appointed by the committee (including the person presiding at the meeting) is entitled to 1 vote but, if the votes on any question are equal, the person presiding may exercise a second or casting vote.

Part 1.4 General meetings

22 Annual general meetings - holding of

- (1) With the exception of the first annual general meeting of the association, the association must, at least once in each calendar year and within 3 months after the end of each financial year of the association, call an annual general meeting of its members.
- (2) The association must hold its first annual general meeting -
 - (a) within 18 months after its incorporation under the Act; and
 - (b) within 3 months after the end of the first financial year of the association.
- (3) Subclauses (1) and (2) have effect subject to the powers of the registrar-general under section 120 of the Act, in relation to extensions of time.

23 Annual general meetings - calling of and business at

- (1) The annual general meeting of the Association must, subject to the Act, be called on the date and at the place and time that the committee considers appropriate.
- (2) In addition to any other business that may be transacted at an annual general meeting, the business of an annual general meeting is -
 - (a) to confirm the minutes of the last annual general meeting and of any general meeting held since that meeting; and

- (b) to receive from the committee reports on the activities of the association during the last financial year; and
 - (c) to elect members of the committee, including office-bearers; and
 - (d) to receive and consider the statement of accounts, audit report for the previous year and the reports that are required to be submitted to members under section 73(1) of the Act.
- (3) An annual general meeting must be specified as such in the notice calling it in accordance with clause 24 (Notice).
 - (4) An annual general meeting must be conducted in accordance with the provisions of this part.

24 General meetings - calling of

- (1) The committee may, whenever it considers appropriate, call a general meeting of the Association.
- (2) The committee must, on the requisition in writing of not less than 5% of the total number of members, call a general meeting of the Association.
- (3) A requisition of members for a general meeting—
 - (a) must state the purpose or purposes of the meeting; and
 - (b) must be signed by the members making the requisition; and
 - (c) must be lodged with the secretary; and
 - (d) may consist of several documents in a similar form, each signed by 1 or more of the members making the requisition.
- (4) If the committee fails to call a general meeting within 1 month after the date when a requisition of members for the meeting is lodged with the secretary, any 1 or more of the members who made the requisition may call a general meeting to be held not later than 3 months after that date.
- (5) A general meeting called by a member or members mentioned in subclause (4) must be called as nearly as is practicable in the same way as general meetings are called by the committee and any member who thereby incurs expense is entitled to be reimbursed by the association for any reasonable expense so incurred.

25 Notice

- (1) Except if the nature of the business proposed to be dealt with at a general meeting requires a special resolution of the Association, the secretary must, at least 14 days before the date fixed for the holding of the general meeting, cause a notice to be put into the School Newsletter, specifying the place, date and time of the meeting and the nature of the business proposed to be transacted at the meeting.
- (2) If the nature of the business proposed to be dealt with at a general meeting requires a special resolution of the Association, the secretary must, at least 21 days before the date fixed for the holding of the general meeting, cause a notice to be put into the School Newsletter, in the manner provided in clause 12 specifying, in addition to the matter required under that subclause, the intention to propose the resolution as a special resolution.
- (3) No business other than that specified in the notice calling a general meeting may be transacted at the meeting except, for an annual general meeting, business that may be transacted under clause 22(2).

- (4) A member desiring to bring any business before a general meeting may give written notice of that business to the secretary who must include that business in the next notice calling a general meeting given after receipt of the notice from the member.

26 General meetings - procedure and quorum

- (1) No item of business may be transacted at a general meeting unless a quorum of members entitled under these rules to vote is present during the time the meeting is considering that item.
- (2) Five members present in person (who are entitled under these rules to vote at a general meeting) constitute a quorum for the transaction of the business of a general meeting.
- (3) If within 30 minutes after the appointed time for the start of a general meeting a quorum is not present, the meeting if called on the requisition of members is dissolved and in any other case stands adjourned to the same day in the following week at the same time and (unless another place is specified at the time of adjournment by the person presiding at the meeting or communicated by written notice to members given before the day to which the meeting is adjourned) at the same place.
- (4) If at the adjourned meeting a quorum is not present within 30 minutes after the time appointed for the start of the meeting, the members present (being not less than 3 constitute a quorum).

27 Presiding member

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

28 Adjournment

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

29 Making of decisions

- (1) A question arising at a general meeting of the association is to be decided on a show of hands and, unless before or on the declaration of the show of hands a poll is demanded, a declaration by the person presiding that a resolution has, on a show of hands, been carried or carried unanimously or carried by a particular majority or lost, or an entry to that effect in the minute book of the association, is evidence of the fact without proof of the number or proportion of the votes recorded in favour of or against that resolution.
- (2) At a general meeting of the association, a poll may be demanded by the person presiding or by any member present in person.
- (3) If the poll is demanded at a general meeting, the poll must be taken -

- (a) immediately if the poll relates to the election of the person to preside at the meeting or to the question of an adjournment; or
- (b) in any other case - in the way and at the time before the close of the meeting that the person presiding directs, and the resolution of the poll on the matter is taken to be the resolution of the meeting on that matter.

30 Voting

- (1) Subject to subclause (3), on any question arising at a general meeting of the association a member has 1 vote only.
- (2) A resolution shall be determined by counting member's votes for and against a motion, with no accounting for abstentions.
- (3) If the votes on a question at a general meeting are equal, the person presiding is entitled to exercise a second or casting vote.

31 Appointment of proxies

No proxy votes will be allowed.

Part 1.5 Miscellaneous

32 Funds - source

- (1) The funds of the Association shall be derived from activities run by the Association, operating the School Canteen, donations and subject to any resolution passed by the Association in general meeting and subject to section 114 of the Act, any other sources that the committee decides.
- (2) All money received by the association shall be deposited as soon as practicable and without deduction to the credit of the association's bank account.
- (3) The association must, as soon as practicable after receiving any money, issue an appropriate receipt.

33 Funds - management

- (1) Subject to any resolution passed by the association in general meeting, the funds of the association must be used for the objects of the association in the way that the committee decides.
- (2) All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments must be signed by any 2 members of the committee or employees of the association, being members of the committee or employees authorised to do so by the committee.
- (3) the association shall hold a current insurance cover of a 'Voluntary Worker's Personal Accident' and 'Public Liability' policy.

34 Audit

The accounts and financial records of the association must be audited at least annually by a registered auditor who is a member of either:

- the Institute of Chartered Accountants;
- the National Institute of Accountants; or
- the Australian Society of Certified Practising Accountants.

35 Alteration of objects and rules

Neither the objects of the association mentioned in section 29 of the Act, nor these rules may be altered except in accordance with the Act.

36 Common seal

- (1) The common seal of the association must be kept in the custody of the secretary.
- (2) The common seal must not be attached to any instrument except by the authority of the committee and the attaching of the common seal must be attested by the signatures either of 2 members of the committee or of 1 member of the committee and of the secretary.

37 Custody of books

Subject to the Act, the regulation and these rules, the Secretary will arrange for the School to provide safe and secure storage of all records, books, and other documents relating to the association.

38 Inspection of books

- (1) The records, books and other documents of the association must be open to inspection at a place in the ACT, free of charge, by a member of the association at any reasonable hour.

39 Service of notice

For these rules, the association may serve a notice on a member by sending it by post to the member at the member's address shown in the register of members.

Note For how documents may be served, see the Legislation Act, pt 19.5.

40 Surplus property

- (1) At the first general meeting of the association, the association must pass a special resolution nominating—
 - (a) another association for section 92 (1)(a) of the Act; or
 - (b) a fund, authority or institution for section 92 (1) (b) of the Act;in which it is to vest its surplus property in the event of the dissolution or winding up of the association.
- (2) An association nominated under subclause (1)(a) must fulfil the requirements specified in section 92(2) of the Act.

Part 1.6 Alteration of Constitution

41. Notice of Proposed Change

- (1) Notice of a proposed change to this Constitution may be given by any of the members and groups of members able to call a general meeting.
- (2) Notifications of proposed changes must be given in writing and must set out both the specific change sought and the reasons for the proposed change;
- (3) At least 21 days notice in writing is to be given to all members of any proposed changes to the constitution.
- (4) Such notices are to be given within 21 days of the receipt of the notification of the proposed change.
- (5) If a member or group of members opposing the proposed change so requests, a statement of the reasons for their opposition must likewise be circulated;

- (6) Subject to this clause and Part 1.4 of this Constitution, proposed changes can be considered at any general meeting.

42. Discussion and Voting

- (1) Any member of the Association may speak to the proposed constitutional change at the meeting at which it is considered.
- (2) When no further members wish to speak on a proposed change, the change will be voted on.
- (3) A change is passed if carried by a majority of the members present and voting.

Part 1.7 Annexes to the Constitution

43. Role and Content

- (1) Annexes may be added to this Constitution setting out policy positions of the Association, or dealing with particular aspects of process or procedure, or otherwise relating to the implementation of matters provided for in this constitution.
- (2) Their role is to provide an orderly way for the Association to proceed with its business from year to year, and to keep track of decisions made, stances taken, or procedures established or utilised, which may be helpful in future years.
- (3) Annexes must not be inconsistent with this Constitution.
- (4) Annexes may be adopted or changed by simple majority at any general meeting but notice, and proposed texts, must be circulated to all members at least seven days prior to the meeting.