

The Australian Community Party Constitution (TACP)

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1 Name of the Party

The name of the Party shall be the “**The Australian Community Party**” and the abbreviated name shall be “**TACP**”

2 Vision

To have a United Multiculturalism Australia with a well established high-tech education systems and infrastructure that provides the efficiency and effectiveness to businesses and government organization which will eventually lead to an increase in employment and productivity and thereby improve the well being of every Australian.

3 Objectives

The objective of our Party shall be to promote the following within Australia:

- ... A society based on fair-go and equity
- ... Create a platform for the people to voice their concern and to express their opinions
- ... Create a bureaucratic-less government to improve the efficiency and effectiveness of governing
- ... HighTech Government
- ... Accountability and Transparency
- ... Market led economy with a more efficient government sector
- ... Capture and utilize the resources that we have to create an environment for business to create jobs without depending on taxes
- ... An effective and efficient use of resources at all government levels
- ... The defence and security of our Nation
- ... The maintenance of democracy, liberty, incentive, individual enterprise and the pursuit of excellence
- ... The improvement of the well-being of all Australian
- ... A Multiculturalism Australia
- ... Create an agile world class educational systems where students are able to interact and learn anywhere, anytime with anyone
- ... A smaller size of Government and levels of taxation to the minimum required to achieve an efficient administration with the least possible intrusion into the lives of individuals and industry
- ... Ensure the continued development of the Party as an independently organised political force, with the fundamental aim of winning office in all levels of government in order to implement the objects and policies of the Party for all Australian
- ... Secure the election to all levels of government of candidates endorsed in accordance with this Constitution, so that we can serve the people we represent.
- ... Empower the people to represent their own community and ethnic group
- ... Pro-active rather than re-active management
- ... Creation of an innovative and defensive workforce

4 Memberships

4.1.1 Benefits of Membership

All Members are entitled to the following benefits:

- (1) To be eligible for membership card with attached benefits which members can enjoy.
- (2) To be eligible to apply for Office Bearers to the Party and any of its constituent groups subject to terms and conditions set by the management committee;
- (3) To participate in discussion, debate and decision-making in the Party's meetings, according to the Constitutional agreements of the Party;
- (4) To access the Members area of the Party website and thereby communicate about matters pertaining to the Party with the entire membership within reason constrained by space, cost and time limitations;
- (5) To participate in policy formation according to the Constitution;
- (6) To seek nomination for Public Office as a candidate for the Party.

4.1.2 Who is eligible to be a member and application for membership

- (1) To apply to become a member of the Party, a person must submit a membership application to the Party. In doing so the person must conform to the following:
 - (a) supports the purposes of the Party;
 - (b) agrees to comply with Party Rules;
 - (c) makes the following declaration:
 - i. I declare I am on the electoral role at the address I provide;
 - ii. I declare that I am not a member of another political Party or the subordinate of another political Party.
 - iii. I also declare I will not join another political Party or the subordinate of another political Party while I am a member of the "Australia Community Party".
 - iv. I declare I have read the Objectives of the Party and agree to abide by the Party's Constitutional Rules.
 - v. I understand that my membership of the Party means that I automatically become a member of the Party's State and Territory membership according to my State or Territory of permanent residence.
 - vi. I understand that my application for membership of the Party is subject to approval by the existing Party Management Committee.
- (2) The application —
 - (a) must be signed by the applicant; and
 - (b) may be accompanied by the joining fee

4.1.3 Annual Subscription and Fee on Joining

- (1) At each annual general meeting, the Party must determine —
 - (a) the amount of the annual subscription (if any) for the following financial year; and
 - (b) the date for payment of the annual subscription.
- (2) The Party may determine that a lower annual subscription is payable by associate members.
- (3) The Party may determine that any new member who joins after the start of a financial year must, for that financial year, pay a fee equal to —

- (a) the full annual subscription; or
 - (b) a pro rata annual subscription based on the remaining part of the financial year; or
 - (c) a fixed amount determined from time to time by the Party.
- (4) The rights of a member (including the right to vote) who has not paid the annual subscription by the due date are suspended until the subscription is paid.

4.1.4 Register of Members

- (1) The Secretary must keep and maintain a register of members that includes —
- (a) for each current member —
 - (i) the member's name;
 - (ii) the address for notice last given by the member;
 - (iii) the date of becoming a member;
 - (iv) if the member is an associate member, a note to that effect;
 - (v) any other information determined by the Committee; and
 - (b) for each former member, the date of ceasing to be a member.

5 Annual General Meetings

- (1) The Committee must convene an annual general meeting of the Party to be held within 6 months after the end of each financial year.
- (2) Despite subrule (1), the Party may hold its first annual general meeting at any time within 18 months after its formation.
- (3) The Committee may determine the date, time and place of the annual general meeting.
- (4) The ordinary business of the annual general meeting is as follows —
- (a) to confirm the minutes of the previous annual general meeting and of any special general meeting held since then;
 - (b) to receive and consider —
 - (i) the annual report of the Committee on the activities of the Party during the preceding financial year; and
 - (ii) the financial statements of the Party for the preceding financial year submitted by the Committee in accordance with Part 7 of the Act;
 - (c) to elect the members of the Committee;
 - (d) to confirm or vary the amounts (if any) of the annual subscription and joining fee.
- (5) The annual general meeting may also conduct any other business of which notice has been given in accordance with these Rules.

5.1 Special General Meetings

- (1) Any general meeting of the Party, other than an annual general meeting or a disciplinary appeal meeting, is a special general meeting.
- (2) The Committee may convene a special general meeting whenever it thinks fit.

5.2 Special General Meeting Held at Request of Members

- (1) The Committee must convene a special general meeting if a request to do so is made in accordance with subrule (2) by at least 10% of the total number of members.
- (2) A request for a special general meeting must —
 - (a) be in writing; and
 - (b) state the business to be considered at the meeting and any resolutions to be proposed; and
 - (c) include the names and signatures of the members requesting the meeting; and
 - (d) be given to the Secretary.
- (3) If the Committee does not convene a special general meeting within one month after the date on which the request is made, the members making the request (or any of them) may convene the special general meeting.
- (4) A special general meeting convened by members under subrule (3) —
 - (a) must be held within 3 months after the date on which the original request was made; and
 - (b) may only consider the business stated in that request.
- (5) The Party must reimburse all reasonable expenses incurred by the members convening a special general meeting under subrule (3).

5.3 Notice of General Meetings

- (1) The Secretary must give to each member of the Party —
 - (a) at least 21 days' notice of a general meeting if a special resolution is to be proposed at the meeting; or
 - (b) at least 14 days' notice of a general meeting in any other case.
- (2) The notice must —
 - (a) specify the date, time and place of the meeting; and
 - (b) indicate the general nature of each item of business to be considered at the meeting; and
 - (c) if a special resolution is to be proposed —
 - (i) state in full the proposed resolution; and
 - (ii) state the intention to propose the resolution as a special resolution; and

5.4 Proxies

- (1) A member may appoint another member as his or her proxy to vote and speak on his or her behalf at a general meeting other than at a disciplinary appeal meeting.
- (2) The appointment of a proxy must be in writing and signed by the member making the appointment.
- (3) The member appointing the proxy may give specific directions as to how the proxy is to vote on his or her behalf, otherwise the proxy may vote on behalf of the member in any matter as he or she sees fit.
- (4) If the Committee has approved a form for the appointment of a proxy, the member may use any other form that clearly identifies the person appointed as the member's proxy and that has been signed by the member.
- (5) Notice of a general meeting given to a member must —
 - (a) state that the member may appoint another member as a proxy for the meeting; and
 - (b) include a copy of any form that the Committee has approved for the appointment of a proxy.

- (6) A form appointing a proxy must be given to the Chairperson of the meeting before or at the commencement of the meeting.
- (7) A form appointing a proxy sent by post or electronically is of no effect unless it is received by the Party no later than 24 hours before the commencement of the meeting.

5.5 Use of Technology

- (1) A member not physically present at a general meeting may be permitted to participate in the meeting by the use of technology that allows that member and the members present at the meeting to clearly and simultaneously communicate with each other.
- (2) For the purposes of this Part, a member participating in a general meeting as permitted under subrule (1) is taken to be present at the meeting and, if the member votes at the meeting, is taken to have voted in person.

5.6 Quorum at General Meetings

- (1) No business may be conducted at a general meeting unless a quorum of members is present.
- (2) The quorum for a general meeting is the presence (physically, by proxy) of 10% of the members entitled to vote.
- (3) If a quorum is not present within 30 minutes after the notified commencement time of a general meeting —
 - (a) in the case of a meeting convened by, or at the request of members — the meeting must be dissolved;

Note

If a meeting convened by, or at the request of, members is dissolved under this subrule, the business that was to have been considered at the meeting is taken to have been dealt with. If members wish to have the business reconsidered at another special meeting, the members must make a new request.

- (b) in any other case —
 - (i) the meeting must be adjourned to a date not more than 21 days after the adjournment; and
 - (ii) notice of the date, time and place to which the meeting is adjourned must be given at the meeting and confirmed by written notice given to all members as soon as practicable after the meeting.
- (4) If a quorum is not present within 30 minutes after the time to which a general meeting has been adjourned, the members present at the meeting (if not fewer than 3) may proceed with the business of the meeting as if a quorum were present.

5.7 Adjournment of General Meeting

- (1) The Chairperson of a general meeting at which a quorum is present may, with the consent of a majority of members present at the meeting, adjourn the meeting to another time at the same place or at another place.
- (2) Without limiting subrule (1), a meeting may be adjourned —
 - (a) if there is insufficient time to deal with the business at hand; or
 - (b) to give the members more time to

Example

The members may wish to have more time to examine the financial statements submitted by the Committee at an annual general meeting.

- (3) No business may be conducted on the resumption of an adjourned meeting other than the business that remained unfinished when the meeting was adjourned.
- (4) Notice of the adjournment of a meeting under this rule is not required unless the meeting is adjourned for 14 days or more.

5.8 Voting at General Meeting

- (1) On any question arising at a general meeting —
 - (a) subject to subrule (3), each member who is entitled to vote has one vote; and
 - (b) members may vote personally or by proxy; and
 - (c) except in the case of a special resolution, the question must be decided on a majority of votes.
- (2) If votes are divided equally on a question, the Chairperson of the meeting has a second or casting vote.
- (3) If the question is whether or not to confirm the minutes of a previous meeting, only members who were present at that meeting may vote.
- (4) Only financial members can vote at general meeting.

5.9 Special Resolutions

A special resolution is passed if not less than three quarters of the members voting at a general meeting (whether in person or by proxy) vote in favour of the resolution.

Note

In addition to certain matters specified in the Act, a special resolution is required —

- (a) to remove a committee member from office ;
- (b) to alter these Rules, including changing the name or any of the purposes of the Party.

5.10 Determining whether Resolution Carried

- (1) Subject to subsection (2), the Chairperson of a general meeting may, on the basis of a show of hands, declare that a resolution has been —
 - (a) carried; or
 - (b) carried unanimously; or
 - (c) carried by a particular majority; or
 - (d) lost —and an entry to that effect in the minutes of the meeting is conclusive proof of that fact.
- (2) If a poll (where votes are cast in writing) is demanded by three or more members on any question —
 - (a) the poll must be taken at the meeting in the manner determined by the Chairperson of the meeting; and
 - (b) the Chairperson must declare the result of the resolution on the basis of the poll.
- (3) A poll demanded on the election of the Chairperson or on a question of an adjournment must be taken immediately.

- (4) A poll demanded on any other question must be taken before the close of the meeting at a time determined by the Chairperson.

5.11 Minutes of General Meeting

- (1) The Committee must ensure that minutes are taken and kept of each general meeting.
- (2) The minutes must record the business considered at the meeting, any resolution on which a vote is taken and the result of the vote.
- (3) In addition, the minutes of each annual general meeting must include —
 - (a) the names of the members attending the meeting; and
 - (b) proxy forms given to the Chairperson of the meeting under rule 4.4(6); and
 - (c) the financial statements submitted to the members in accordance with rule 4(4)(b)(ii); and
 - (d) the certificate signed by two committee members certifying that the financial statements give a true and fair view of the financial position and performance of the Party; and
 - (e) any audited accounts and auditor's report or report of a review accompanying the financial statements that are required under the Act.

6 Powers of Committee

6.1 Role and Powers

- (1) The Party is governed by the Executive Committee which oversee the management committee. The Executive Committee may setup or remove any sub-committee, advisory board etc. which it see fits for the prosperity of the Party.
- (2) The leader of the party automatically assumed the position of the Chairman of the Executive Committee.
- (3) The business of the Party must be managed by or under the direction of a Management Committee.
- (4) The Management Committee may exercise all the powers of the Party except those powers that these Rules or the Act require to be exercised by general meetings of the members of the Party.
- (5) The Management Committee may —
 - (a) appoint and remove staff;
 - (b) establish subcommittees consisting of members with terms of reference it considers appropriate.
 - (c) The leader of the Party is automatically assumed the Chairman of the management committee and therefore has the power to remove any committee members whose conduct found to be fraud or not in the best interest of the Party.

6.2 Delegation

- (1) The Committee may delegate to a member of the Committee, a subcommittee or staff, any of its powers and functions other than —
 - (a) this power of delegation; or
 - (b) a duty imposed on the Committee by the Act or any other law.
- (2) The delegation must be in writing and may be subject to the conditions and limitations the Committee considers appropriate.
- (3) The Committee may, in writing, revoke a delegation wholly or in part.

7 Composition of Committees and Duties of Members

7.1 Composition of Committees

The Executive Committee consists of —

- (a) an Executive Chairman
- (b) a Deputy Executive Chairman; and
- (c) an Executive Secretary
- (d) any members of this committee cannot be voted out based on majority unless willing resign or conduct found to be fraud or not in the interest of the party.
- (e) Other positions will be created on a need basis

The Management Committee consists of —

- (f) a President; and
- (g) a Vice-President; and
- (h) a Secretary as responsible for the day-to-day running of the Party acting on behalf of the Committee (including the responsibilities under the Electoral Act for the roles of Secretary and the Registered Officer of the Party); and
- (i) a Treasurer (including the responsibilities under the Electoral Act for the role of Party Agent); and
- (j) Other positions will be created on a need basis

7.2 General Duties

- (1) As soon as practicable after being elected or appointed to the Committee, each committee member must become familiar with these Rules and the Act.
- (2) The Committee is collectively responsible for ensuring that the Party complies with the Act and that individual members of the Committee comply with these Rules.
- (3) Committee members must exercise their powers and discharge their duties with reasonable care and diligence.
- (4) Committee members must exercise their powers and discharge their duties —
 - (a) in good faith in the best interests of the Party; and
 - (b) for a proper purpose.
- (5) Committee members and former committee members must not make improper use of —
 - (a) their position; or
 - (b) information acquired by virtue of holding their position —
so as to gain an advantage for themselves or any other person or to cause detriment to the Party.
- (6) In addition to any duties imposed by these Rules, a committee member must perform any other duties imposed from time to time by resolution at a general meeting.

7.2.1 President and Vice-President

- (1) Subject to subrule (2), the President or, in the President's absence, the Vice-President is the Chairperson for any general meetings and for any committee meetings.
- (2) If the President and the Vice-President are both absent, or are unable to preside, the Chairperson of the meeting must be—
 - (a) in the case of a general meeting—a member elected by the other members present; or

- (b) in the case of a committee meeting—a committee member elected by the other committee members present.

7.2.2 Secretary

- (1) The Secretary must perform any duty or function required under the Act to be performed by the secretary of an incorporated Party.
- (2) The Secretary must —
 - (a) maintain the register of members in accordance with rule 3.1.11; and
 - (b) keep custody of the common seal (if any) of the Party and, except for the financial records referred to in rule 8.3(3), all books, documents and securities of the Party in accordance with rules 9.1 and 9.4; and
 - (c) subject to the Act and these Rules, provide members with access to the register of members, the minutes of general meetings and other books and documents; and
 - (d) perform any other duty or function imposed on the Secretary by these Rules.
- (3) The Secretary must give to the Registrar notice of his or her appointment within 14 days after the appointment.
- (4) The Secretary must as per The Electoral Act be the office bearer responsible for the day-to-day management of the Party. In section 123 of the Electoral Act, the position is defined as:

secretary, in relation to a political Party, means the person who holds the office (however described) the duties of which involve responsibility for the carrying out of the administration, and for the conduct of the correspondence, of the Party.

In section 126(1) of the Electoral Act, the secretary is required to be one of the signatories to an application for registration by a non-parliamentary Party. A Party cannot be registered if it does not have an office bearer equivalent to the Electoral Act definition of secretary identified in its constitution, as it would fail the requirements of the Electoral Act. Party Constitutions variously describe this position as (Federal/State/Territory) Secretary, Director, Convenor, or General Secretary.

While this constitution places the ultimate responsibility for the management of the Party in the hands of the Committee, this Party constitution delegates the day-to-day management duties to the Secretary.

As the manager of day to day duties, the Australian Electoral Commission expects the Secretary to be the office bearer who contacts it on general election and enrolment matters, such as to appoint a Party agent or to notify updates in the contact details for the Party or its office bearers. When the Australian Electoral Commission is writing to parties about election and enrolment matters in general, it normally writes to the secretary. An Appoint Party Secretary form should be completed and lodged with the Party's application for registration.

In line with other responsibilities for communication with the Australian Electoral Commission the Secretary is also the Registered Officer as per the Electoral Act. The Secretary as the Registered Officer is the Party office bearer empowered to nominate the Party's endorsed candidates and also select either the Party's registered name or the Party's registered abbreviation to be printed on ballot

papers adjacent to the Party's endorsed candidates. The Secretary performs the duties of the Registered Officer under the Electoral Act in line with directions from the Committee. Candidates not endorsed by a Party's registered officer must be nominated by at least 100 electors entitled to vote in the election for which the candidate is standing and stand as an Independent (that is the particular electorate for a House of Representatives candidate or the State or Territory for a Senate candidate).

Section 140 of the Electoral Act requires the Australian Electoral Commission to send any formal notices about Party registration to the Party's registered officer. The name of each Party's registered officer is recorded in the *Register of Political Parties*, and therefore the appointment of a Registered Officer forms part of the application for registration. The registered officer must provide a street address, however, they are not required to give their residential address; the street address of the Party's office is sufficient. A post office box is not permitted for this purpose by section 123 of the Electoral Act.

7.2.3 Treasurer

- (1) The Treasurer must —
 - (a) receive all money paid to or received by the Party and issue receipts for those moneys in the name of the Party; and
 - (b) ensure that all money received are paid into the account of the Party within 5 working days after receipt; and
 - (c) make any payments authorised by the Committee or by a general meeting of the Party from the Party's funds; and
 - (d) ensure cheques are signed by at least 2 committee members.
- (2) The Treasurer must —
 - (a) ensure that the financial records of the Party are kept in accordance with the Act; and
 - (b) coordinate the preparation of the financial statements of the Party and their certification by the Committee prior to their submission to the annual general meeting of the Party.
- (3) The Treasurer must ensure that at least one other committee member has access to the accounts and financial records of the Party.
- (4) The Treasurer must as per the Electoral Act be the office bearer responsible as the Party Agent.

Section 288 of the Electoral Act provides that registered parties and their State or Territory branches must appoint a Party agent. The Party agent is responsible for lodging the Party's annual financial disclosure return.

To appoint a Party agent an Appoint Party Agent form should be completed. Election funding is paid through the Party agent. If no current Party agent is appointed, no election funding can be paid even if some of the Party's endorsed candidates meet the 4% threshold. The AEC requires an Appointment of Party Agent form to be lodged with the application to register a political Party.

Section 290 of the Act provides that to be eligible for appointment as an agent, a person must: be a natural person and not a corporation; be at least 18 years of age; not have been convicted of an offence under the funding and disclosure

provisions of the Electoral Act; have signed a consent to the appointment; have signed a declaration of eligibility for appointment.

7.3 Election of Committee Members and Tenure of Office

7.3.1 Who is Eligible to be a Committee Member

A member is eligible to be elected or appointed as a committee member if the member —

- (a) is 18 years or over; and
- (b) being a member of the Party for more than 3 years and have made contribution the Party. This is not applicable at the Party establishment or formation stage.

7.3.2 Positions to be Declared Vacant

- (1) This rule applies to —
 - (a) the first annual general meeting of the Party after its incorporation; or
 - (b) any subsequent annual general meeting of the Party, after the annual report and financial statements of the Party have been received.
- (2) The Chairperson of the meeting must declare all positions on the Committee vacant and hold elections for those positions.

7.3.3 Nominations

- (1) Prior to the election of each position, the Chairperson of the meeting must call for nominations to fill that position.
- (2) An eligible member of the Party may —
 - (a) nominate himself or herself; or
 - (b) with the member's consent, be nominated by another member.
- (3) A member who is nominated for a position and fails to be elected to that position may be nominated for any other position for which an election is yet to be held.

7.3.4 Election of President etc..

- (1) At the annual general meeting, separate elections must be held for each of the following positions —
 - (a) President;
 - (b) Vice-President;
 - (c) Secretary;
 - (d) Treasurer.
- (2) If only one member is nominated for the position, the Chairperson of the meeting must declare the member elected to the position.
- (3) If more than one member is nominated, a ballot must be held.
- (4) On his or her election, the new President may take over as Chairperson of the meeting.

7.3.5 Election of Ordinary Members

- (1) The annual general meeting must by resolution decide the number of ordinary members of the Committee (if any) it wishes to hold office for the next year.
- (2) A single election may be held to fill all of those positions.

- (3) If the number of members nominated for the position of ordinary committee member is less than or equal to the number to be elected, the Chairperson of the meeting must declare each of those members to be elected to the position.
- (4) If the number of members nominated exceeds the number to be elected, a ballot must be held.

7.3.6 Ballot

- (1) If a ballot is required for the election for a position, the Chairperson of the meeting must appoint a member to act as returning officer to conduct the ballot.
- (2) The returning officer must not be a member nominated for the position.
- (3) Before the ballot is taken, each candidate may make a short speech in support of his or her election.
- (4) The election must be by secret ballot.
- (5) The returning officer must give a blank piece of paper to —
 - (a) each member present in person; and
 - (b) each proxy appointed by a member.
- (6) If the ballot is for a single position, the voter must write on the ballot paper the name of the candidate for whom they wish to vote.
- (7) If the ballot is for more than one position —
 - (a) the voter must write on the ballot paper the name of each candidate for whom they wish to vote;
 - (b) the voter must not write the names of more candidates than the number to be elected.
- (8) Ballot papers that do not comply with subrule (7)(b) are not to be counted.
- (9) Each ballot paper on which the name of a candidate has been written counts as one vote for that candidate.
- (10) The returning officer must declare elected the candidate or, in the case of an election for more than one position, the candidates who received the most votes.
- (11) If the returning officer is unable to declare the result of an election under subrule (10) because 2 or more candidates received the same number of votes, the returning officer must —
 - (a) conduct a further election for the position in accordance with subrules (4) to (10) to decide which of those candidates is to be elected; or
 - (b) with the agreement of those candidates, decide by lot which of them is to be elected.

7.3.7 Term of Office

- (1) Subject to subrule (3), a committee member holds office until the positions of the Committee are declared vacant at the next annual general meeting.
- (2) The term of office for each elected committee member is 4 years.
- (3) There is no limit to the number of time a committee member can be re-elected.
- (4) A general meeting of the Party may —
 - (a) by special resolution remove a committee member from office; and
 - (b) elect an eligible member of the Party to fill the vacant position in accordance with this Division.
- (5) The Secretary or the President may give a copy of the representations to each member of the Party or, if they are not so given, the member may require that they be read out at the meeting at which the special resolution is to be proposed.

- (6) There is no time limit to which a committee member may hold onto his/her position if supported or elected by the majority of committee or party members.

7.3.8 Vacation of Office

- (1) A committee member may resign from the Committee by written notice addressed to the Committee.
- (2) A person ceases to be a committee member if he or she —
 - (a) ceases to be a member of the Party; or
 - (b) fails to attend 3 consecutive committee meetings (other than special or urgent committee meetings) without leave of absence under rule 7.9; or
 - (c) otherwise ceases to be a committee member by operation of section 78 of the Act.

7.3.9 Filling Casual Vacancies

- (1) The Committee may appoint an eligible member of the Party to fill a position on the Committee that —
 - (a) has become vacant; or
 - (b) was not filled by election at the last annual general meeting.
- (2) If the position of Secretary becomes vacant, the Committee must appoint a member to the position within 14 days after the vacancy arises.
- (3) Rule 6.3.7 applies to any committee member appointed by the Committee under subrule (1) or (2).
- (4) The Committee may continue to act despite any vacancy in its membership.

8 Meetings of Committee

- (1) The Committee must meet at least 4 times in each year at the dates, times and places determined by the Committee.
- (2) The date, time and place of the first committee meeting must be determined by the members of the Committee as soon as practicable after the annual general meeting of the Party at which the members of the Committee were elected.
- (3) Special committee meetings may be convened by the President or by any 4 members of the Committee.

8.1 Notice of Meetings

- (1) Notice of each committee meeting must be given to each committee member no later than 7 days before the date of the meeting.
- (2) Notice may be given of more than one committee meeting at the same time.
- (3) The notice must state the date, time and place of the meeting.
- (4) If a special committee meeting is convened, the notice must include the general nature of the business to be conducted.
- (5) The only business that may be conducted at the meeting is the business for which the meeting is convened.

8.2 Urgent Meetings

- (1) In cases of urgency, a meeting can be held without notice being given in accordance with rule 7.1 provided that as much notice as practicable is given to each committee member by the quickest means practicable.

- (2) Any resolution made at the meeting must be passed by an absolute majority of the Committee.
- (3) The only business that may be conducted at an urgent meeting is the business for which the meeting is convened.

8.3 Procedure and Order of Business

- (1) The procedure to be followed at a meeting of a Committee must be determined from time to time by the Committee.
- (2) The order of business may be determined by the members present at the meeting.

8.4 Use of Technology

- (1) A committee member who is not physically present at a committee meeting may participate in the meeting by the use of technology that allows that committee member and the committee members present at the meeting to clearly and simultaneously communicate with each other.
- (2) For the purposes of this Part, a committee member participating in a committee meeting as permitted under subrule (1) is taken to be present at the meeting and, if the member votes at the meeting, is taken to have voted in person.

8.5 Quorum

- (1) No business may be conducted at a Committee meeting unless a quorum is present.
- (2) The quorum for a committee meeting is the presence (in person or as allowed under rule 7.4) of a majority of the committee members holding office.
- (3) If a quorum is not present within 30 minutes after the notified commencement time of a committee meeting —
 - (a) in the case of a special meeting—the meeting lapses;
 - (b) in any other case—the meeting must be adjourned to a date no later than 14 days after the adjournment and notice of the time, date and place to which the meeting is adjourned must be given in accordance with rule 7.1.

8.6 Voting

- (1) On any question arising at a committee meeting, each committee member present at the meeting has one vote.
- (2) A motion is carried if a majority of committee members present at the meeting vote in favour of the motion.
- (3) Subrule (2) does not apply to any motion or question which is required by these Rules to be passed by an absolute majority of the Committee.
- (4) If votes are divided equally on a question, the Chairperson of the meeting has a second or casting vote.
- (5) Voting by proxy is not permitted.

8.7 Conflict of Interest

- (1) A committee member who has a material personal interest in a matter being considered at a committee meeting must disclose the nature and extent of that interest to the Committee.
- (2) The member —
 - (a) must not be present while the matter is being considered at the meeting; and
 - (b) must not vote on the matter.
- (3) This rule does not apply to a material personal interest —
 - (a) that exists only because the member belongs to a class of persons for whose benefit the Party is established; or
 - (b) that the member has in common with all, or a substantial proportion of, the members of the Party.

8.8 Minutes of Meeting

- (1) The Committee must ensure that minutes are taken and kept of each committee meeting.
- (2) The minutes must record the following —
 - (a) the names of the members in attendance at the meeting;
 - (b) the business considered at the meeting;
 - (c) any resolution on which a vote is taken and the result of the vote;
 - (d) any material personal interest disclosed under rule 7.7.

8.9 Leave of Absence

- (1) The Committee may grant a committee member leave of absence from committee meetings for a period not exceeding 3 months.
- (2) The Committee must not grant leave of absence retrospectively unless it is satisfied that it was not feasible for the committee member to seek the leave in advance.

9 Financial Matters

9.1 Source of Funds

The funds of the Party may be derived from joining fees, annual subscriptions, donations, fund-raising activities, grants, interest and any other sources approved by the Committee.

9.2 Management of Funds

- (1) The Party must open an account with a financial institution from which all expenditure of the Party is made and into which all of the Party's revenue is deposited.
- (2) Subject to any restrictions imposed by a general meeting of the Party, the Committee may approve expenditure on behalf of the Party.
- (3) The Committee may authorise the Treasurer to expend funds on behalf of the Party (including by electronic funds transfer) up to a specified limit without requiring approval from the Committee for each item on which the funds are expended.
- (4) All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments must be signed by 2 committee members.

- (5) All funds of the Party must be deposited into the financial account of the Party no later than 5 working days after receipt.
- (6) With the approval of the Committee, the Treasurer may maintain a cash float provided that all money paid from or paid into the float is accurately recorded at the time of the transaction.

9.3 Financial Records

- (1) The Party must keep financial records that —
 - (a) correctly record and explain its transactions, financial position and performance; and
 - (b) enable financial statements to be prepared as required by the Act.
- (2) The Party must retain the financial records for 7 years after the transactions covered by the records are completed.
- (3) The Treasurer must keep in his or her custody, or under his or her control —
 - (a) the financial records for the current financial year; and
 - (b) any other financial records as authorised by the Committee.

9.4 Financial Statements

- (1) For each financial year, the Committee must ensure that the requirements under the Act relating to the financial statements of the Party are met.
- (2) Without limiting subrule (1), those requirements include —
 - (a) the preparation of the financial statements;
 - (b) if required, the review or auditing of the financial statements;
 - (c) the certification of the financial statements by the Committee;
 - (d) the submission of the financial statements to the annual general meeting of the Party;
 - (e) the lodgement with the Registrar of the financial statements and accompanying reports, certificates, statements and fee.
- (3) Section 288 of the Electoral Act provides that registered parties and their State or Territory branches must appoint a Party agent. The Party agent is responsible for lodging the Party's annual financial disclosure return to the Australian Electoral Commission.

10 General Matters

10.1 Common Seal

- (1) The Party may have a common seal
- (2) If the Party has a common seal —
 - (a) the name of the Party must appear in legible characters on the common seal;
 - (b) a document may only be sealed with the common seal by the authority of the Committee and the sealing must be witnessed by the signatures of two committee members;
 - (c) the common seal must be kept in the custody of the Secretary.

10.2 Registered Address

The registered address of the Party is —

- (a) the address determined from time to time by resolution of the Committee; or
- (b) if the Committee has not determined an address to be the registered address — the postal address of the Secretary.

10.3 Notice Requirements

- (1) Any notice required to be given to a member or a committee member under these Rules may be given —
 - (a) by handing the notice to the member personally; or
 - (b) by sending it by post to the member at the address recorded for the member on the register of members; or
 - (c) by email, through a form on the Party's website or facsimile transmission.
- (2) Subrule (1) does not apply to notice given under rule 7.2.
- (3) Any notice required to be given to the Party or the Committee may be given —
 - (a) by handing the notice to a member of the Committee; or
 - (b) by sending the notice by post to the registered address; or
 - (c) by leaving the notice at the registered address; or
 - (d) if the Committee determines that it is appropriate in the circumstances —
 - (i) by email to the email address of the Party or the Secretary or by a form on the Party website; or
 - (ii) by facsimile transmission to the facsimile number of the Party.

10.4 Custody and Inspection of Books and Records

- (1) Members may on request inspect free of charge —
 - (a) the register of members;
 - (b) the minutes of general meetings;
 - (c) subject to subrule (2), the financial records, books, securities and any other relevant document of the Party, including minutes of Committee meetings.
- (2) The Committee may refuse to permit a member to inspect records of the Party that relate to confidential, personal, employment, commercial or legal matters or where to do so may be prejudicial to the interests of the Party.
- (3) The Committee must on request make copies of these rules available to members and applicants for membership free of charge.
- (4) Subject to subrule (2), a member may make a copy of any of the other records of the Party referred to in this rule and the Party may charge a reasonable fee for provision of a copy of such a record.
- (5) For purposes of this rule —

relevant documents means the records and other documents, however compiled, recorded or stored, that relate to the incorporation and management of the Party and includes the following —

 - (a) its membership records;
 - (b) its financial statements;
 - (c) its financial records;
 - (d) records and documents relating to transactions, dealings, business or property of the Party.

10.5 Winding up and Cancellation

- (1) The Association may be wound up voluntarily by special resolution.
- (2) In the event of the winding up or the cancellation of the incorporation of the Party, the surplus assets of the Party must not be distributed to any members or former members of the Party.
- (3) Subject to the Act and any court order made under section 133 of the Act, the surplus assets must be given to a body that has similar purposes to the Party and which is not carried on for the profit or gain of its individual members.
- (4) The body to which the surplus assets are to be given must be decided by special resolution.

10.6 Alternation of Rules

These Rules may only be altered by special resolution of a general meeting of the Party.

Our value and objectives are static, but our thoughts are fluid and adaptable to our changing society and this allow us to better represent all Australian. We think of your benefits first in every decision we made.

Remember a support for the Party is a support for yourself (give yourself an opportunity to say what you think is right). You are part of the Party and together we create a powerful and irresistible voice which we can use to our benefits.