

International Volunteers for Peace, Incorporated

CONSTITUTION

18 June 2011

CONTENTS

Part One – Definitions	3
I DEFINITIONS.....	3
Part Two – Name and Organisational Objectives	3
II NAME	3
III VISION STATEMENT	4
IV MISSION STATEMENT	4
V VALUES.....	4
VI OBJECTIVES	4
Part Three – Membership	5
VII MEMBERSHIP.....	5
VIII REGISTER OF MEMBERS	5
IX MEMBERS' LIABILITIES	6
X RESOLUTION OF DISPUTES.....	6
XI DISCIPLINING OF MEMBERS	7
XII RIGHT OF APPEAL OF DISCIPLINED MEMBER	7
XIII CESSATION OF MEMBERSHIP	8
Part Four – The Committee	8
XIV POWERS OF THE COMMITTEE	8
XV COMPOSITION AND MEMBERSHIP OF THE COMMITTEE.....	9
XVI ELECTION OF COMMITTEE MEMBERS.....	9
XVII SECRETARY.....	10
XVIII TREASURER.....	10

XIX	PUBLIC OFFICER	11
XX	CASUAL VACANCIES	11
XXI	REMOVAL OF COMMITTEE MEMBERS	12
XXII	COMMITTEE MEETINGS AND QUORUM	12
XXIII	DELEGATION BY THE COMMITTEE TO SUB-COMMITTEES	13
XXIV	VOTING AND DECISIONS.....	14
Part Five – General Meetings.....		14
XXV	ANNUAL GENERAL MEETINGS.....	14
XXVI	SPECIAL GENERAL MEETINGS	15
XXVII	NOTICE OF GENERAL MEETINGS	15
XXVIII	QUORUM FOR GENERAL MEETINGS	16
XXVIX	PRESIDING MEMBER	16
XXX	ADJOURNMENT OF GENERAL MEETINGS.....	17
XXXI	MAKING OF DECISIONS	17
XXXII	SPECIAL RESOLUTIONS	17
XXXIII	VOTING.....	17
XXXIV	PROXY VOTES	18
XXXV	POSTAL BALLOTS	18
Part Six – Miscellaneous		18
XXXVI	FINANCIAL MANAGEMENT	18
XXXVII	FINANCIAL YEAR	19
XXXVIII	INSURANCE.....	19
XXXIX	STAFFING.....	19
XL	CUSTODY AND INSPECTION OF BOOKS AND RECORDS	19
XLI	SERVICE OF NOTICES	20
XLII	CHANGE OF NAME, OBJECTS AND CONSTITUTION	20
XLIII	DISTRIBUTION OF SURPLUS PROPERTY ON DISSOLUTION	20

Part One – Definitions

I DEFINITIONS

1. In this constitution:

Director-General means the Director-General of the Department of Services, Technology and Administration, New South Wales.

Ordinary committee member means a member of the committee who is not an office-bearer of the association.

Public officer means the person who is the official point of contact for the association and who shall be one of the authorised signatories

Secretary means:

(a) The person holding office under this constitution as secretary of the association, or

(b) If no such person holds that office - the public officer of the association.

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

The Act means the *Associations Incorporation Act 2009*.

The Regulation means the *Associations Incorporation Regulation 2010*.

2. In this constitution:

(a) A reference to a function includes a reference to a power, authority and duty and

(b) A reference to the exercise of a function includes, if the function is a duty, a reference to the performance of that duty.

3. The provisions of the *Interpretation Act 1987* apply to and in respect of this constitution in the same manner as those provisions would so apply if this constitution were an instrument made under the Act.

Part Two – Name and Organisational Objectives

II NAME

The name of the Association is International Volunteers for Peace, Incorporated, abbreviated to IVP or to IVP Inc.

III VISION STATEMENT

International Volunteers for Peace strives towards a world of peace, social justice and sustainable development, where all people live together with mutual respect and without recourse to any form of violence to solve conflict.

IV MISSION STATEMENT

International Volunteers for Peace is a not-for-profit organisation promoting a culture of peace through volunteering and international voluntary projects with local and global impact.

V VALUES

IVP's core values are:

- Volunteering
- Non-violence
- Human Rights
- Respect for the Environment
- Inclusion
- Empowerment
- Cooperation

VI OBJECTIVES

In order to achieve the Strategic Goals, IVP:

1. Organises volunteer projects in Australia and Oceania.
2. Recruits volunteers from overseas and within Australia.
3. Sends Australian volunteers to projects overseas and within Australia.
4. Cooperates with like-minded volunteer networks locally and internationally.

Part Three – Membership

VII MEMBERSHIP

1. Membership of IVP shall be open to individuals and organisations who subscribe to the Aims, Values and Objectives of IVP; whose application is approved by the committee; and who pay the annual subscription as determined periodically by the Annual General Meeting.
2. A person is eligible to be a member of the association if:
 - (a) The person is a natural person, and
 - (b) The person has been approved by the committee for membership of the association.
3. The categories of membership shall be:
 - (a) Individual
 - (b) Corporate
4. An organisation which is a corporate member of IVP having been approved by the committee shall be entitled to nominate one delegate with voting powers.
5. The amounts of the annual subscriptions shall be determined by a simple majority vote at the Annual General Meeting and any alteration to the amounts shall take effect from the beginning of the next financial year after such AGM.
6. The secretary must, on payment by the applicant of the amount of the subscription referred to in clause 5, enter or cause to be entered the name of the person or organisation in the register of members and, on the name being so entered, the person or the organisation becomes a member of IVP.
7. All members shall be entitled to vote at the AGM and any Special General Meeting of IVP.
8. The Committee of IVP shall have the power to refuse admission to any person or organisation. The person or organisation concerned shall be informed in writing of the proposed refusal, and shall be given the opportunity to appeal to the Committee in writing or by appearing before the Committee at a meeting convened for the purpose. If the decision of the Committee is not accepted, final appeal shall be allowed to the AGM, whose decision shall be final.

VIII REGISTER OF MEMBERS

1. The public officer of the association must establish and maintain a register of members of the association specifying the name and postal or residential address of each person or organisation who is a member of the association together with the date on which the person or the organisation became a member.

2. The register must be kept in New South Wales:
 - (a) At the main premises of the association, or
 - (b) If the association has no premises, at the association's official address.
3. The register of members must be open for inspection, free of charge, by any member of the association at any reasonable hour.
4. A member of the association may obtain a copy of any part of the register on payment of a fee of not more than \$1 for each page copied.
5. If a member of the association requests that any information contained on the register about the member (other than the member's name) not be available for inspection, said information must not be made available for inspection.
6. A member must not use information about a person or organisation obtained from the register to contact or send material to the person or organisation other than for:
 - (a) the purposes of sending the person or organisation a newsletter, a notice in respect of a meeting or other event relating to the association or other material relating to the association, or
 - (b) Any other purpose necessary to comply with a requirement of the Act or the Regulation.

IX MEMBERS' LIABILITIES

The liability of a member of the association to contribute towards the payment of the debts and liabilities of the association or the costs, charges and expenses of the winding up of the association is limited to the amount, if any, unpaid by the member in respect of membership of the association as required by section VII, clause 5.

X RESOLUTION OF DISPUTES

1. A dispute between a member and another member (in their capacity as members) of the association, or a dispute between a member or members and the association, is to be referred to a community justice centre for mediation under the *Community Justice Centres Act 1983*.
2. If a dispute is not resolved by mediation within three months of the referral to a community justice centre, the dispute is to be referred to arbitration.
3. The *Commercial Arbitration Act 1984* applies to any such dispute referred to arbitration.

XI DISCIPLINING OF MEMBERS

1. A complaint may be made to the committee by any person that a member of the association has:
 - (a) Refused or neglected to comply with a provision or provisions of this constitution, or
 - (b) Wilfully acted in a manner prejudicial to the interests of the association.
2. The committee may refuse to deal with a complaint if it considers the complaint to be trivial or vexatious in nature.
3. If the committee decides to deal with the complaint, the committee must:
 - (a) Cause notice of the complaint to be served on the member concerned, and
 - (b) give the member at least 14 days from the time the notice is served within which to make submissions to the committee in connection with the complaint, and
 - (c) take into consideration any submissions made by the member in connection with the complaint.
4. The committee may, by resolution, expel the member from the association or suspend the member from membership of the association if, after considering the complaint and any submissions made in connection with the complaint, it is satisfied that the facts alleged in the complaint have been proved and the expulsion or suspension is warranted in the circumstances.
5. If the committee expels or suspends a member, the secretary must, within 7 days after the action is taken, cause written notice to be delivered to the member of the action taken, of the reasons given by the committee for having taken that action and of the member's right of appeal under Section X11.
6. The expulsion or suspension does not take effect:
 - (a) Until the expiration of the period within which the member is entitled to appeal against the resolution concerned, or
 - (b) If within that period the member exercises the right of appeal, unless and until the association confirms the resolution under Section XV, whichever is the later.

XII RIGHT OF APPEAL OF DISCIPLINED MEMBER

1. A member may appeal to the association in general meeting against a resolution of the committee under Section XI, within 7 days after notice of the resolution is served on the member, by lodging with the secretary a notice to that effect.
2. The notice may, but need not, be accompanied by a statement of the grounds on which the member intends to rely for the purposes of the appeal.

3. Upon receipt of a notice from a member under clause 1, the secretary must notify the committee which is to convene a general meeting of the association, to be held within 28 days after the date on which the secretary received the notice.
4. At a general meeting of the association convened under clause 3:
 - (a) No business other than the question of the appeal is to be transacted, and
 - (b) The committee and the member must be given the opportunity to state their respective cases orally or in writing, or both, and
 - (c) The members present are to vote by secret ballot on the question of whether the resolution should be confirmed or revoked.
5. The appeal is to be determined by a simple majority of votes cast by members of the association.

XIII CESSATION OF MEMBERSHIP

1. A member ceases to be a member of the association if:
 - (a) The person dies, or
 - (b) The person or organisation resigns membership, or
 - (c) The person or organisation is expelled from the association, or
 - (d) The person or organisation fails to pay the annual membership subscription under section VII.
2. If a member of the association ceases to be a member, the secretary must make an appropriate entry in the register of members recording the date on which the member ceased to be a member.

Part Four – The Committee

XIV POWERS OF THE COMMITTEE

Subject to the Act, the Regulation and this constitution and to any resolution passed by the association in general meeting, the committee:

- (a) Is to control and manage the affairs of the association, and
- (b) may exercise all such functions as may be exercised by the association, other than those functions that are required by this constitution to be exercised by a general meeting of members of the association, and

(c) has power to perform all such acts and do all such things as appear to the committee to be necessary or desirable for the proper management of the affairs of the association, and

(d) Has power to delegate any responsibility or action to appropriate members of staff or volunteers.

XV COMPOSITION AND MEMBERSHIP OF THE COMMITTEE

1. All office-bearers and committee members must be individual members of IVP, or authorised delegates of corporate members of IVP.2. The committee is to consist of:
 - (a) The office-bearers of the association, and
 - (b) At least 3 and not more than 7 ordinary committee members, each of whom is to be elected at the annual general meeting of the association under section XVI.
3. The total number of committee members is to be a maximum of 11.
4. The office-bearers of the association are as follows:
 - (a) The chair,
 - (b) The deputy chair,
 - (c) The treasurer,
 - (d) The secretary,
5. A committee member may hold up to 2 offices (with the exception of both the chair and the deputy chair offices).
6. Each member of the committee is, subject to this constitution, to hold office until the conclusion of the annual general meeting following the date of the member's election, but is eligible for re-election.

XVI ELECTION OF COMMITTEE MEMBERS

1. Nominations of candidates for election as office-bearers of the association or as ordinary committee members:
 - (a) must be made in writing, signed by the candidate and two (2) members of the association and accompanied by the written consent of the candidate (which may be endorsed on the form of the nomination), and
 - (b) Must be delivered to the secretary of the association at least 14 days before the date fixed for the holding of the annual general meeting at which the election is to take place.

2. If insufficient nominations are received to fill all vacancies on the committee, the candidates nominated are taken to be elected and further nominations are to be received at the annual general meeting.
3. If insufficient nominations are received, any vacant positions remaining on the committee are taken to be casual vacancies.
4. If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated are taken to be elected.
5. If the number of nominations received exceeds the number of vacancies to be filled, a ballot is to be held.
6. The ballot for the election of office-bearers and ordinary committee members of the committee is to be conducted at the annual general meeting in such usual and proper manner as the committee may direct.
7. A person nominated as a candidate for election as an office-bearer or as an ordinary committee member of the association must be an individual member of the association or a properly appointed delegate of a corporate member of the association.

XVII SECRETARY

1. It is the duty of the secretary to keep minutes of:
 - (a) All appointments of office-bearers and members of the committee, 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.
2. Minutes of proceedings at a meeting must be signed by the chair of the meeting or by the chair of the next succeeding meeting.

XVIII TREASURER

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

XIX PUBLIC OFFICER

1. The public officer is the official point of contact for the association and shall be one of the authorised signatories.
2. The public officer will vacate the position if he or she:
 - Resigns in writing to the committee
 - Is removed from office by the passing of a resolution at a general meeting
 - Becomes bankrupt
 - Suffers from mental or physical incapacity
 - Ceases to be a resident of New South Wales, or
 - Meets any circumstances as provided for in this constitution.
3. Once the position becomes vacant, the committee must fill the position within 28 days.
4. The new public officer must notify NSW Fair Trading within 28 days of the new appointment. Notification must be in the approved form.

XX CASUAL VACANCIES

1. In the event of a casual vacancy occurring in the membership of the committee, the committee may appoint a member of the association to fill the vacancy and the member so appointed is to hold office, subject to this constitution, until the conclusion of the annual general meeting next following the date of the appointment.
2. A casual vacancy in the office of a member of the committee occurs if the member:
 - (a) Dies, or
 - (b) Ceases to be a member of the association, or
 - (c) becomes insolvent under administration within the meaning of the *Commonwealth Corporations Act 2001*, or
 - (d) Resigns office by notice in writing given to the secretary, or
 - (e) Is removed from office under Section XXII or
 - (f) Suffers from mental or physical incapacity, or
 - (g) Is absent without the consent of the committee from 3 consecutive meetings of the committee, or

(h) Is convicted of an offence involving fraud or dishonesty for which the maximum penalty on conviction is imprisonment for not less than 3 months, or

(i) Is prohibited from being a director of a company under Part 2D.6 (disqualification from managing corporations) of the *Corporations Act 2001* of the Commonwealth.

XXI REMOVAL OF COMMITTEE MEMBERS

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

XXII COMMITTEE MEETINGS AND QUORUM

1. The committee must meet at least 3 times in each calendar year at such place and time as the committee may determine.
2. Additional meetings of the committee may be convened by the chair or 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 such other period as 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 clause 3 must specify the general nature of the business to be transacted at the meeting, and no business other than that business is to be transacted at the meeting, except business which the committee members present at the meeting agree to treat as urgent business.
5. Any 5 members of the committee constitute a quorum for the transaction of the business of a meeting of the committee.
6. No business is to be transacted by the committee unless a quorum is present and if, within half an hour of the time appointed for the meeting, a quorum is not present, the meeting is to stand adjourned to the same place and at the same hour of the same day in the following week.

7. If at the adjourned meeting a quorum is not present within half an hour of the time appointed for the meeting, the meeting is to be dissolved.
8. At a meeting of the committee:
 - (a) The chair is to preside, or in the chair's absence the deputy chair, or
 - (b) If the chair and the deputy chair are absent or unwilling to act, such one of the remaining members of the committee as may be chosen by the members present at the meeting is to preside.
9. A committee member having any direct or indirect pecuniary interest in a contract, or proposed contract, made by, or in the contemplation of, the committee, must
 - (a) As soon as he or she becomes aware of that interest, disclose the nature and extent of his or her interest to the committee; and
 - (b) Not take part in any deliberations or decision of the Committee with respect to that contract.
10. The Secretary must cause every disclosure made under sub-clause 9 (a) by a member of the Committee to be recorded in the minutes of the meeting of the Committee at which it is made.

XXIII DELEGATION BY THE COMMITTEE TO SUB-COMMITTEES

1. The committee may, by instrument in writing, delegate to one or more sub-committees (consisting of such member or members of the association as the committee thinks fit) the exercise of such of the functions of the committee as are specified in the instrument, other than:
 - (a) This power of delegation, and
 - (b) Any function which is a duty imposed on the committee by the Act or by any other law.
2. Each sub-committee shall include at least 1 member of the committee.
3. A function the exercise of which has been delegated to a sub-committee under this rule may, while the delegation remains unrevoked, be exercised from time to time by the sub-committee in accordance with the terms of the delegation.
4. A delegation under this rule may be made subject to such conditions or limitations as to the exercise of any function, or as to time or circumstances, as may be specified in the instrument at the time of delegation.
5. Despite any delegation under this rule, the committee may continue to exercise any function delegated.

6. Any act or thing done or suffered by a sub-committee acting in the exercise of a delegation under this rule has the same force and effect as it would have if it had been done or suffered by the committee.
7. The committee may by instrument in writing revoke wholly or in part any delegation under this rule.
8. A sub-committee may meet and adjourn as it thinks proper.
9. A sub-committee shall have the power to co-opt not more than two (2) additional members.

XXIV VOTING AND DECISIONS

1. Questions arising at a meeting of the committee or of any sub-committee appointed by the committee are to be determined by a majority of the votes of members of the committee or sub-committee present at the meeting.
2. Each member present at a meeting of the committee or of any sub-committee appointed by the committee (including the person presiding at the meeting) is entitled to one vote, but in the event of an equality of votes on any question, the person presiding may exercise a second or casting vote.
3. Subject to clause XXII (5), the committee may act despite any vacancy on the committee.
4. Any act or thing done or suffered, or purporting to have been done or suffered, by the committee or by a sub-committee appointed by the committee, is valid and effectual despite any defect that may afterwards be discovered in the appointment or qualification of any member of the committee or sub-committee.

Part Five – General Meetings

XXV ANNUAL GENERAL MEETINGS

1. The association must hold its annual general meetings:
 - (a) Within 6 months after the close of the association's financial year, or
 - (b) Within such later time as may be allowed by the Director-General or prescribed by the Regulation.
2. The annual general meeting of the association is, subject to the Act and to clause 1, to be convened on such date and at such place and time as the committee thinks fit.
3. In addition to any other business which may be transacted at an annual general meeting, the business of an annual general meeting is to include the following:

(a) To confirm the minutes of the last preceding annual general meeting and of any special general meeting held since that meeting,

(b) To receive from the committee reports on the activities of the association during the last preceding financial year,

(c) To elect office-bearers of the association and ordinary committee members,

(d) To receive and consider any financial statement or report required to be submitted to members under the Act.

4. An annual general meeting must be specified as such in the notice convening it.

XXVI SPECIAL GENERAL MEETINGS

1. The committee may, whenever it thinks fit, convene a special general meeting of the association.

2. The committee must, on the requisition in writing of at least 3 members, convene a special general meeting of the association.

3. A requisition of members for a special 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 one or more of the members making the requisition.

4. If the committee fails to convene a special general meeting to be held within 1 month after that date on which a requisition of members for the meeting is lodged with the secretary, any one or more of the members who made the requisition may convene a special general meeting to be held not later than 3 months after that date.

5. A special general meeting convened by a member or members as referred to in clause 4 must be convened as nearly as is practicable in the same manner as general meetings are convened by the committee.

XXVII NOTICE OF GENERAL MEETINGS

1. Except if the nature of the business 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, give a notice to each member specifying the place, date

and time of the meeting and the nature of the business proposed to be transacted at the meeting.

2. 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 notice to be given to each member specifying, in addition to the matter required under clause 1, the intention to propose the resolution as a special resolution.
3. No business other than that specified in the notice convening a general meeting is to be transacted at the meeting except, in the case of an annual general meeting, business which may be transacted under section XXV.
4. A member desiring to bring any business before a general meeting may give notice in writing 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.

XXVIII QUORUM FOR GENERAL MEETINGS

1. No item of business is to be transacted at a general meeting unless a quorum of members entitled under this constitution to vote is present during the time the meeting is considering that item.
2. Five (5) members present (being members entitled under this constitution to vote at a general meeting) constitute a quorum for the transaction of the business of a general meeting.
3. If within half an hour after the appointed time for the commencement of a general meeting a quorum is not present, the meeting:
 - (a) If convened on the requisition of members, is to be dissolved, and
 - (b) in any other case is to stand adjourned to the same day in the following week at the same time and at the same place unless another place is specified at the time of the adjournment by the person presiding at the meeting, or communicated by written notice to members given before the day to which the meeting is adjourned.
4. If at the adjourned meeting a quorum is not present within half an hour after the appointed time for the commencement of the meeting, the members present (being at least 3) are to constitute a quorum.

XXVIX PRESIDING MEMBER

1. The chair or, in the chair's absence, the deputy chair is to preside at each general meeting of the association.

2. If the chair and the deputy chair are absent or unwilling to act, the members present must elect one of their number to preside at the meeting.

XXX ADJOURNMENT OF GENERAL MEETINGS

1. The chair of a general meeting at which a quorum is present may, with the consent of the majority of members present at the meeting, adjourn the meeting, but no business is to be transacted at an adjourned meeting other than the business left unfinished at the meeting which had been adjourned.
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 clauses 1 and 2, notice of an adjournment of a general meeting or of the business to be transacted at an adjourned meeting is not required to be given.

XXXI MAKING OF DECISIONS

1. A question arising at a general meeting of the association is to be determined by either:
 - (a) A show of hands, or
 - (b) If on the motion of the chair or if 5 or more members present at the meeting decide that the question should be determined by a written ballot - a written ballot.
2. If the question is to be determined by a show of hands, a declaration by the chair 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.
3. If the question is to be determined by a written ballot, the ballot is to be conducted in accordance with the directions of the chair.

XXXII SPECIAL RESOLUTIONS

A special resolution may only be passed by the association in accordance with section 39 of the Act.

XXXIII VOTING

1. On any question arising at a general meeting of the association a member has one vote only.

2. In the case of an equality of votes on a question at a general meeting, the chair of the meeting is entitled to exercise a second or casting vote.
3. A member is not entitled to vote at any general meeting of the association unless all money due and payable by the member to the association has been paid.
4. An individual member is not entitled to vote at any general meeting of the association if the member is under 18 years of age.

XXXIV PROXY VOTES

Proxy voting must not be undertaken at or in respect of a general meeting.

XXXV POSTAL BALLOTS

1. The association may hold a postal ballot to determine any issue or proposal (other than an appeal under section XII).
2. A postal ballot is to be conducted in accordance with Schedule 3 to the Regulation.

Part Six – Miscellaneous

XXXVI FINANCIAL MANAGEMENT

1. The funds of the association are to be derived from annual subscriptions of members, donations and, subject to any resolution passed by the association in general meeting, such other sources as the committee determines.
2. All money received by the association must be deposited as soon as practicable and without deduction to the credit of the association's bank or other authorised deposit-taking institution account.
3. The association must, as soon as practicable after receiving any money, issue an appropriate receipt.
4. Subject to any resolution passed by the association in general meeting, the funds of the association are to be used in pursuance of the objectives of the association in such manner as the committee determines.
5. 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 or employees authorised to do so by the committee.

XXXVII FINANCIAL YEAR

The financial year of IVP shall be the same as the calendar year, from 1 January to 31 December.

XXXVIII INSURANCE

The association must effect and maintain insurance.

XXXIX STAFFING

1. The committee is responsible for the day-to-day management of the office and the organisation, and the supervision of office volunteers. The committee shall have power to appoint a person or persons to manage these key functions.
2. The person or persons so appointed may be committee members, paid members of staff, or office volunteers with delegated authority. The terms and conditions of their appointment, including remuneration, shall be by negotiation with the committee.
3. In the case of the person or persons being paid staff, they should not also be members of the committee. In such case they shall be entitled, *ex officio*, to attend and to speak at committee meetings and all general meetings. If they are individual members of the association they shall have voting rights at general meetings but not at committee meetings.

XL CUSTODY AND INSPECTION OF BOOKS AND RECORDS

1. Except as otherwise provided by this constitution, the public officer must keep in his or her custody or under his or her control all records, books and other documents relating to the association.
2. The following documents must be open to inspection, free of charge, by a member of the association at any reasonable hour:
 - (a) Records, books and other financial documents of the association,
 - (b) This constitution,
 - (c) Minutes of all committee meetings and general meetings of the association.
3. A member of the association may obtain a copy of any of the documents referred to in clause 2 on payment of a fee of not more than \$1 for each page copied.

XLI SERVICE OF NOTICES

1. For the purpose of this constitution, a notice may be served on or given to a member:
 - (a) By delivering it to the individual member personally, or
 - (b) By delivering it personally to the address of the corporate member, or
 - (c) By sending it by pre-paid post to the address of the member, or
 - (d) By sending it by facsimile transmission or some other form of electronic transmission to an address specified by the member for giving or serving the notice.

3. For the purpose of this constitution, a notice is taken, unless the contrary is proved, to have been given or served:
 - (a) In the case of a notice given or served personally, on the date on which it is received by the addressee, and
 - (b) In the case of a notice sent by pre-paid post, on the date when it would have been delivered in the ordinary course of post, and
 - (c) in the case of a notice sent by facsimile transmission or some other form of electronic transmission, on the date it was sent, or, if the machine from which the transmission was sent produces a report indicating that the notice was sent on a later date, on that date.

XLII CHANGE OF NAME, OBJECTS AND CONSTITUTION

1. No amendment shall be made which could cause IVP to cease to be eligible to be a Charity.
2. Any amendment to this document shall be made by a vote of at least two thirds of votes at a General Meeting.
3. An application to the Director-General for registration of a change in the association's name, objects or constitution in accordance with section 10 of the Act is to be made by the public officer or a committee member.

XLIII DISTRIBUTION OF SURPLUS PROPERTY ON DISSOLUTION

If upon winding up or dissolution of the association there remains after satisfaction of all of its debts and liabilities any property whatsoever, the same must not be paid to or distributed among the members, or former members.

The surplus property must be given or transferred to another association incorporated under the Act which has similar objects and which is not carried out for the purposes of profit or gain to its members, and which association shall be determined by resolution of the members of the association.