

# AES Constitution

Adopted 3 September 2009

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## 1 Definitions

In this constitution, unless a contrary intention appears

"board" means the board of management of the society;

"constitution" means this document, the Act, Regulations and Guiding Principles;

"employee" includes a contracted employee;

"financial member" means a member whose annual subscription is paid up or, if not, is on a list of lapsed un-financial members who are sent a reminder notice before being removed from the membership register six months after their subscription has lapsed;

"financial year" means the year ending 30 June;

"grant" means funds given by the board to a committee, regional group or other group to support specified activities approved by the board in furtherance of the society's objects and which must be accounted for and be subject to audit;

"member" means a member, however described, of the society; in a category as determined by the board and ratified or amended by the annual general meeting;.

"objects" means the objects of the society that are required to be filed with the registrar-general under section 18(b)(i) of the Act;

"other groups" means such groups of members approved by the board as having a purpose consistent with the objects of the society and having sufficient members to enable furtherance of the object;

"postal ballot" includes an electronic ballot paper that is sent via email;

"public officer" means a person residing in the Australian Capital Territory appointed to be the public officer of the society in accordance with section 57 of the Act;

"region" means any geographic area recognised by the board as having sufficient members to enable the furtherance of the society's objects;

"regional group" means a group formed by members from within a recognised region and approved by the board that has no separate legal entity but remains a part of the society;

"secretary" means the person holding office under this constitution as secretary of the society or, if no such person holds that office, the public officer of the society;

"seeding funds" means funds allocated temporarily by the board to a committee, regional group or other group to support specified activities approved by the board in furtherance of the society's aim, and which shall be repaid within a specified period of time and which must be accounted for and be subject to audit;

"society" means the Australasian Evaluation Society Incorporated;

"in writing" includes correspondence by postal services, facsimile or email;

"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 this constitution in the same way as it would if it were an instrument made under the Act.

## **Part 1.2 Membership**

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### **2 Membership qualifications**

- (1) A person is qualified to be a member if—
  - (a) The person supports the objects of the society; and
  - (b) The person is a person mentioned in the Act, section 21 (2) (a) or (b) and has not ceased to be a member of the society at any time after incorporation of the society under the Act; or
  - (c) The person—
    - (i) Has applied for membership in accordance with section 3 (1); and
    - (ii) Has been approved for membership of the society by the board of the society.
- (2) The board may from time to time add or remove categories of membership as ratified or amended by the following annual general meeting.

### **3 Application for membership**

- (1) An application by a person for membership of the society-
  - (a) must be made in writing or through the AES website in the form approved by the board;
  - (b) must be lodged with the secretary of the society; and
  - (c) must include subscription fees in the amount outlined in appendix 1.
- (2) As soon as is practicable after receiving an application for membership, the secretary must refer the application to the board which must decide whether to approve or to reject the application.
- (3) On payment by the applicant of the amounts mentioned in section 3 (1)(c) and upon approval of an application for membership by the board, the secretary must as soon as practicable:
  - (a) notify the applicant of that approval;
  - (b) provide a receipt for payment of subscription fees; and
  - (c) enter the applicant's name in the register of members and, on the name being so entered, the applicant becomes a member of the society.

### **4 Membership transferable**

- (1) A membership can be transferred from a member to another person in the following manner:
  - (a) The member notifies the board that they wish to cease their membership of the society and provide the name of the person who is replacing them in a form approved by the board;
  - (b) As soon as is practicable after receiving an application for transfer of membership, the secretary must refer the application to the board which must decide whether to approve or to reject the transfer.

- (2) If the transfer of membership is accepted by the board:
  - (a) The secretary must as soon as practicable notify the person to whom membership is to be transferred of that approval.
  - (b) The new member then enjoys the same rights, privileges and obligations that the outgoing member enjoyed.
- (3) The board may in their discretion and without assigning any reason decline to accept the transfer of membership.
- (4) If the board rejects the transfer of membership the member ceasing their membership with the society is not entitled to a refund of any membership fees and is deemed to have resigned from membership in accordance with section 6.

## **5 Cessation of membership**

- (1) A person ceases to be a member of the society if the person—
  - (a) dies; or
  - (b) resigns from membership of the society; or
  - (c) is expelled from the society; or
- (2) fails to renew membership of the society.

## **6 Resignation of membership**

- (1) A member is not entitled to resign from membership of the society except in accordance with this section.
- (2) A member who has paid all amounts payable by the member to the society may resign from membership of the society by first giving notice (of not less than 1 month or, if the board has determined a shorter period, that shorter period) in writing to the secretary of the member's intention to resign and, at the end of the period of notice, the member ceases to be a member.
- (3) If a person ceases to be a member, the secretary or nominee must make an appropriate entry in the register of members recording the date the member ceased to be a member.

## **7 Fee, subscriptions etc**

- (1) The entrance fee to the society is \$1 or, if any other amount has been determined by resolution of the board, the other amount.
- (2) The annual and biennial membership fee of the society is \$2 or, if any other amount has been determined by resolution of the board, that other amount.
- (3) Membership fees are payable at such times and in such manner as the board may from time to time determine.

## **8 Members' liabilities**

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

## **9 Disciplining of members**

- (1) If the board is of the opinion that a member—
  - (a) has persistently refused or neglected to comply with a provision of this constitution; or
  - (b) has persistently and wilfully acted in a manner prejudicial to the interests of the society and its code of ethics; the board may, by resolution—
  - (c) expel the member from the society; or
  - (d) suspend the member from the rights and privileges of membership of the society that the board may decide for a specified period.
- (2) A resolution of the board under subsection (1) is of no effect unless the board, at a meeting held not earlier than 14 days and not later than 28 days after service on the member of a notice under subsection (3), confirms the resolution in accordance with this section.
- (3) If the board passes a resolution under subsection (1), the secretary must, as soon as practicable, serve a written notice on the member—
  - (a) setting out the resolution of the board and the grounds on which it is based; and
  - (b) stating that the member may address the board 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 board at or before the date of that meeting written representations relating to the resolution.
- (4) Subject to the Act, section 50\*, at a meeting of the board mentioned in subsection (2), the board must—
  - (a) give to the member mentioned in subsection (1) an opportunity to make oral representations; and
  - (b) give due consideration to any written representations submitted to the board by that member at or before the meeting; and
  - (c) by resolution decide whether to confirm or to revoke the resolution of the board made under subsection (1).
- (5) If the board confirms a resolution under subsection (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 section 10.
- (6) A resolution confirmed by the board under subsection (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 society confirms the resolution in accordance with section 10 (4).

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\* "Rules of natural justice"

## **10 Right of appeal of disciplined member**

- (1) A member may appeal to the society in general meeting against a resolution of the board that is confirmed under section 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 subsection (1), the secretary must notify the board which must call a general meeting of the society 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 the Act, section 50\* at a general meeting of the society called under subsection (2)—
  - (a) no business other than the question of the appeal may be transacted; and
  - (b) the board 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 section 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 section 9 (4), that resolution is confirmed.

## **Part 1.3 Board**

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### **11 Powers of the Board**

The board, subject to the Act, the regulation, this constitution, and to any resolution passed by the society in general meeting—

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

### **12 Constitution and membership**

- (1) The board consists of—
  - (a) the office-bearers of the society; and
  - (b) 2 ordinary board members.  
each of whom must be elected under section 13 or appointed in accordance with subsection (6).
- (2) The board has the discretion to appoint up to 3 ordinary board members (who are not appointed under section 13), taking into account the overall mix of knowledge, skill and attributes of board members;
- (3) The office-bearers of the society are—
  - (a) the president; and

- (b) the vice-president; and
  - (c) the treasurer; and
  - (d) the secretary.
- (4) Each member of the board holds office, subject to this constitution, until the conclusion of the annual general meeting following the date of the member's election, but is eligible for re-election.
- (5) Members of the board shall not hold the same position for more than three consecutive terms, except for the secretary and treasurer who may stand for one additional term with the approval of the board
- (6) If there is a vacancy in the membership of the board, the board may appoint a member of the society to fill the vacancy and the member so appointed holds office, subject to this constitution, until the conclusion of the next annual general meeting after the date of the appointment.

## **12A Transitional arrangements**

- (1) Following adoption of the new constitution at the meeting on 3 September 2009, this section gives effect to transitional arrangements for the structure of the board:
- (a) The board elected at the 2009 annual general meeting shall constitute the board of the society under the new constitution, and shall exercise all powers and functions of the board in accordance with the constitution until 31 January 2010;
  - (b) From 1 February 2010, the office-bearers remain as the office bearers of the society in accordance with section 12;
  - (c) From the remaining board members at 31 January 2010, the office bearers must elect 2 ordinary board members to constitute part of the board in accordance with section 12;
  - (d) From the remaining board members at 31 January 2010 office bearers have the discretion to appoint up to a further 3 ordinary board members taking into account the overall mix of knowledge, skill and attributes of board members in accordance with section 12.

## **13 Election of Board members**

- (1) Nominations of candidates, who must be financial members, for election as office bearers of the society or as ordinary board members:
- (a) must be made in writing, signed by two members of the society and accompanied by the written consent of the candidate (which may be endorsed on the nomination form); and
  - (b) must be delivered to the returning officer appointed by the board by such a date as determined by the returning officer.
- (2) If only one nomination is received for a position, the person nominated is deemed to be elected.
- (3) If the number of nominations received for a position is more than one, a postal ballot shall be held with voting papers forwarded to each member's last notified address or e-mail address.
- (4) The timing of the postal ballot shall be such that the outcome of the election of office bearers can be declared at the annual general meeting.

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\* "Rules of natural justice"

- (5) In the event that no nomination is received for a position, the board may appoint a member of the society to fill the vacancy and the member so appointed shall hold office, subject to this constitution, until the conclusion of the annual general meeting next following the date of appointment.
- (6) A person is not eligible to simultaneously hold more than 1 position on the board.

## **14 Secretary**

- (1) The secretary of the society must, as soon as practicable after being appointed as secretary, notify the society of his or her address.
- (2) The secretary must keep minutes of—
- (a) all elections and appointments of office-bearers and ordinary board members; and
  - (b) the names of members of the board present at a board meeting or a general meeting; and
  - (c) all proceedings at board 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**

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

## **16 Vacancies**

- (1) A vacancy in the office of a member of the board happens if the member—
- (a) dies; or
  - (b) ceases to be a member of the society; or
  - (c) resigns the office; or
  - (d) is removed from office under section 17 (Removal of board 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 the Act, section 63 (1); or
  - (h) is absent without the consent of the board from all meetings of the board held during a period of 6 months.

## **17 Removal of Board members**

The society in general meeting may by resolution, subject to section 50\* of the Act ('Rules of natural justice'), remove any member of the board from the office of member of the board before the expiration of the member's term of office.

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\* "Rules of natural justice"

## **18 Board meetings and quorum**

- (1) The board must meet three times in each calendar year at the place and time that the board may decide.
- (2) Additional meetings of the board may be convened at the request in writing of three members of the board.
- (3) Oral or written notice of a meeting of the board must be given by the secretary to each member of the board at least 14 days (or any other period as may be unanimously agreed upon by the members of the board) before the time appointed for the holding of the meeting.
- (4) Notice of a meeting given under subsection (3) must specify the general nature of the business to be transacted at the meeting and no business other than that business must be transacted at the meeting, except business which the board members present at the meeting unanimously agree to treat as urgent business.
  - (a) Any 4 members of the board constitute a quorum for the transaction of the business of a meeting of the board.
- (5) No business may be transacted by the board 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 a place and time within 2 weeks, time to be decided.
- (6) 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.
- (7) At meetings of the board:
  - (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—1 of the remaining members of the board may be chosen by the members present to preside.

## **19 Delegation by Board to committee**

- (1) The board may, by instrument in writing, delegate to one or more committees (consisting of the member or members of the society that the board considers appropriate) the exercise of such of the functions of the board as are specified in the instrument, other than:
  - (a) this power of delegation; and
  - (b) a function which is a function imposed on the board by the Act, by any other law of the Territory, or by resolution of the society in general meeting.
- (2) A function, the exercise of which has been delegated to a committee under this constitution may, while the delegation remains unrevoked, be exercised from time to time by the committee in accordance with the terms of the delegation.
- (3) A delegation under this constitution 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 of delegation.
- (4) Despite any delegation under this section, the committee may continue to exercise any function delegated.
- (5) Any act or thing done or suffered by a committee acting in the exercise of a delegation under this constitution has the same force and effect as it would have if it had been done or suffered by the board.
- (6) The board may, in writing, revoke wholly or in part any delegation under this section.
- (7) A committee may meet and adjourn as it considers appropriate.

## **20 Voting and decisions**

- (1) Questions arising at a meeting of the board or of any committee appointed by the board are decided by a majority of the votes of members of the board or committee present at the meeting.
- (2) Each member present at a meeting of the board or of any committee appointed by the board (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**

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### **21 Annual general meetings—holding of**

- (1) With the exception of the first annual general meeting of the society, the society must, at least once in each calendar year and within 5 months after the end of each financial year of the society, call an annual general meeting of its members.
- (2) The society must hold its first annual general meeting—
  - (a) within 18 months after its incorporation under the Act; and
  - (b) within 5 months after the end of the first financial year of the society.
- (3) Subsections (1) and (2) have effect subject to the powers of the registrar-general under the Act, section 120 in relation to extensions of time.

### **22 Annual general meetings—calling of and business at**

- (1) The annual general meeting of the society must, subject to the Act, be called on the date and at the place and time that the board 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 board reports on the activities of the society during the last financial year; and
  - (c) to announce members of the board, including office-bearers, by declaring the candidate who has received the most votes for each position from the postal ballot preceding the annual general meeting; and
  - (d) to receive and consider the statement of accounts and the reports that are required to be submitted to members under the Act, section 73 (1).
- (3) An annual general meeting must be specified as such in the notice calling it in accordance with section 24 (Notice).
- (4) An annual general meeting must be conducted in accordance with the provisions of this part.

### **23 General meetings—calling of**

- (1) The board may, whenever it considers appropriate, call a general meeting of the society.

- (2) The board must, on the requisition in writing of not less than 5% of the total number of members, call a general meeting of the society.
- (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 board 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 subsection (4) must be called as nearly as is practicable in the same way as general meetings are called by the board and any member who thereby incurs expense is entitled to be reimbursed by the society for any reasonable expense so incurred on resolution of the general meeting.

## **24 Notice**

- (1) Except if the nature of the business proposed to be dealt with at a general meeting requires a special resolution of the society, the secretary must, at least 14 days before the date fixed for the holding of the general meeting, send by prepaid post to each member at the member's address appearing in the register of members, a notice 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 society, the secretary must, at least 21 days before the date fixed for the holding of the general meeting, send notice to each member in the way provided in subsection (1) specifying, in addition to the matter required under that subsection, 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 section 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.

## **25 General meetings—procedure and quorum**

- (1) No item of business may 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) Thirty-five members present in person (who are 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 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 thirty) constitute a quorum.

## **26 Presiding member**

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

## **27 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 society 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 subsections (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.

## **28 Making of decisions**

- (1) A question arising at a general meeting of the society 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 society, 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 society, a poll may be demanded by the person presiding or by not less than 3 members present in person or by proxy at the meeting.
- (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.

## **29 Voting**

- (1) Subject to subsection (3), on any question arising at a general meeting of the society a member has 1 vote only.
- (2) All votes must be given personally or by proxy but no member may hold more than 5 proxies, except for the secretary.
- (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.
- (4) A member or proxy is not entitled to vote at any general meeting of the society unless all money due and payable by the member or proxy to the society has been paid for the then current year.

## **30 Appointment of proxies**

- (1) Each member is entitled to appoint another member or the secretary as proxy by notice given to the secretary no later than 24 hours before the time of the meeting for which the proxy is appointed.
- (2) The notice appointing the proxy must be in the form approved by the board.

# **Part 1.5 Miscellaneous**

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## **31 Funds—source**

- (1) The income of the society must be derived from annual subscriptions and other fees, levies, donations, interest, dividends and, subject to any resolution passed by the society in general meeting and subject to section 114 of the Act, such other sources as the board determines.
- (2) Committees, regional groups and other groups may apply to the board for grants or seeding funds and will be expected to generate additional income from, activity fees, levies, donations and other means agreed by the board and, subject to section 114 of the Act, such other sources as the board approves.
- (3) The society must open a banking account or accounts in the name of the society with such bank, credit union or building society as the board approves.
- (4) The board may give specific approval for regional and other groups to open a bank account in the name of the society if this is justified by a business case presented to the board.
- (5) All money received by the society must be deposited as soon as practicable and without deduction to the credit of the society's banking accounts.
- (6) The society must as soon as practicable after receiving any money in cash issue an appropriate receipt.

## **32 Funds—management**

- (1) The income and property of the society, however derived, must be used for the objects of the society in the way that the board determines
- (2) All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments must be signed by any 2 members of the board or employees of the society, being members of the board or employees authorised to do so by the board.

- (3) No portion thereof may be paid or transferred, directly or indirectly, by dividend, bonus, or otherwise to any member of the society other than for the repayment of out-of-pocket expenses, or in the case of fees for professional services by prior approval of a meeting of the board. This does not apply to tokens of appreciation given to speakers at seminars or workshop presenters.
- (4) All expenditure must be in accordance with policies laid down by the Board

### **33 Alteration of objects and Constitution**

Neither the objects of the society mentioned in the Act, section 29 nor this constitution may be altered except in accordance with the Act.

### **34 Common seal**

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

### **35 Custody of books**

Subject to the Act, the regulation and this constitution, the secretary must keep in his or her custody or under his or her control all records, books, and other documents relating to the society.

### **36 Inspection of books**

Provision exists for the inspection by any member of the accounts, books and records of the society. Any requests for such an inspection must be made in writing to the secretary who will arrange for the inspection at a time and location mutually convenient to the parties concerned.

### **37 Service of notice**

For this constitution, the society 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*

### **38 Surplus property**

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

# Appendices

## Appendix 1 AES Application for Membership



**AUSTRALASIAN  
EVALUATION  
SOCIETY INC.**

**APPLICATION FOR MEMBERSHIP\***

**Return with payment to:** AES, P O Box 5223, LYNEHAM, ACT 2602, Australia  
 Tel: +61 2 6262 9093 Fax: +61 2 6262 9095 Email: aes@aes.asn.au Web: www.aes.asn.au

**TAX INVOICE ABN 13 886 280 969**

Title: \_\_\_\_\_ Given Name: \_\_\_\_\_ Surname: \_\_\_\_\_

Position: \_\_\_\_\_ Division / Section: \_\_\_\_\_

Organisation: \_\_\_\_\_

Address for Correspondence: \_\_\_\_\_

State/Country: \_\_\_\_\_ Postcode: \_\_\_\_\_

Phone: Work: \_\_\_\_\_ Home: \_\_\_\_\_ Mobile: \_\_\_\_\_

Fax: \_\_\_\_\_ Email: \_\_\_\_\_

**MEMBERSHIP CATEGORY:**  Personal  Position

**EMPLOYMENT SECTOR (tick one box only)**

<input type="checkbox"/> New Zealand Government	<input type="checkbox"/> Private Sector
<input type="checkbox"/> Commonwealth Government Australia	<input type="checkbox"/> Unwaged/retired
<input type="checkbox"/> State Government Australia	<input type="checkbox"/> Higher Education
<input type="checkbox"/> Local Government Australia	<input type="checkbox"/> Consultancy Firm
<input type="checkbox"/> Not-for-Profit Organisation	<input type="checkbox"/> Other (incl. Overseas)

**FIELD OF INTEREST (please number in order)**

<input type="checkbox"/> Health	<input type="checkbox"/> Training	<input type="checkbox"/> Crime Prevention / Justice	<input type="checkbox"/> Information Technology
<input type="checkbox"/> Human Services	<input type="checkbox"/> Community Development	<input type="checkbox"/> Public Sector	<input type="checkbox"/> Education
<input type="checkbox"/> Evaluation Methodology	<input type="checkbox"/> Evaluation Theory	<input type="checkbox"/> Environment	<input type="checkbox"/> Human Resource Development
<input type="checkbox"/> Indigenous Evaluation	<input type="checkbox"/> Transport	<input type="checkbox"/> Arts / Heritage / Culture	<input type="checkbox"/> Audit / Performance Measurement

Other: \_\_\_\_\_

**PLEASE ATTACH DETAILS OF YOUR EVALUATION INTERESTS/QUALIFICATIONS/EXPERIENCE (no more than one A4 sheet)**

APPLICATION DATE: _____ / _____ / 200	ONE YEAR MEMBERSHIP	TWO YEARS MEMBERSHIP
Full membership (incl. GST) – Australian Members	\$130.00 + \$13.00 = \$143.00 <input type="checkbox"/>	\$220.00 + \$22.00 = \$242.00 <input type="checkbox"/>
Full membership (excl. GST) – NZ & Overseas Members	\$A130.00 <input type="checkbox"/>	\$A220.00 <input type="checkbox"/>
Member of Canadian Evaluation Society (living outside Australasia)	\$A65.00 <input type="checkbox"/>	\$A110.00 <input type="checkbox"/>
Full time student*/senior, 65 or over (incl. GST) – Australian Members	\$A65.00 + \$6.50 = \$A71.50 <input type="checkbox"/>	\$110.00 + \$11.00 = \$A121.00 <input type="checkbox"/>
Full time student*/senior, 65 or over (excl. GST) – NZ & Overseas Members	\$A65.00 <input type="checkbox"/>	\$A110.00 <input type="checkbox"/>

\*Please supply documentation \_\_\_\_\_

**CREDIT CARD: Visa / Mastercard / Bankcard / AMEX accepted**

Card holder Name: \_\_\_\_\_ Card Number: \_\_\_\_\_

Expiry Date: \_\_\_\_\_ Signature: \_\_\_\_\_

If accepted as a Member, I will be bound by the Society's Constitution and Code of Ethics. (Copies of the above documents are available on the Society's web site or through the AES Office). I understand that my name and contact details will appear in the AES Directory of Members.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**\*Applications for membership require ratification by the AES Board. Applicants will be notified as soon as approval is received.**

**PRIVACY**

Members contact details are used to provide members with AES publications and information on national and regional activities. Details are published in the annual Directory of Members which is sent to all members and designed to facilitate professional networking and communication. Information is not provided to any other party or on-sold to any other organisation or individuals.

## Appendix 2 Form of appointment of proxy

(see s 30 (2))

I, .....

(full name)

of .....

(address)

a member of .....

(name of incorporated society)

appoint .....

(full name of proxy)

of .....

(address)

a member of that incorporated society, as my proxy to vote for me on my behalf at the general meeting of the society (annual general meeting or other general meeting, as the case may be) to be held on ..... and at any adjournment of that meeting.

\*My proxy is authorised to vote in favour of/against (delete as appropriate) the resolution (insert details).

.....

(Signature of member  
appointing proxy)