



AAOS Constitution

Bylaws/Rules for the Australasian Association of Supervision Inc under the
Associations Incorporation Act, 2009

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Part 1: Preliminary

1 Definitions

(1) In this Constitution:

ordinary member means a member of the board who is not an office---bearer of the association

public officer means a person, usually but not exclusively, a member of the board, who is the official point of contact for an incorporated association and one of the authorised signatories

secretary means:

- (a) the person holding office under these rules as secretary of the association, or
- (b) if no such person holds that office this will be 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 *Associations5Incorporation5Act520095*

the Regulation means the *Associations5Incorporation5Regulation520105*

(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 the duty

(3) The provisions of the *Interpretation5 Act5 1987* apply to and in respect of this Constitution in the same manner as those provisions would so apply if these rules were an instrument made under the Act

Part 2: Membership

1 Membership categories

(1) Membership in AAOS is available for individuals and institutions in the following categories, application forms for which are to be found on the AAOS website:

Category	Description
AAOS Supervisor---Trainer members	Are entitled to a range of rights and benefits. These include attendance at professional development training days, forums and conferences; voting rights at annual and special meetings; assistance and advice around practice and ethical issues; opportunity to offer professional development workshops to peers and associates; Supervisor---Trainer Membership certificate to AAOS;
AAOS Supervisors	Are entitled to a range of rights and benefits. These include attendance at professional development training days, forums and conferences; voting rights at annual and special meetings; assistance and advice around practice and ethical issues; opportunity to offer professional development workshops to peers and associates; Supervisor Membership certificate to AAOS;
AAOS Associate Members	Are entitled to a range of rights and benefits. These include attendance at professional development training days, forums and conferences; voting rights at annual and special meetings; assistance and advice around practice and ethical issues; Associate Membership certificate;

Affiliate Members	Are entitled to range of rights and benefits. This membership is for a professional person who works in allied areas e.g. coaching, training, facilitation, consultation or presently 'inactive' retired or semi---retired practitioners who are interested to participate in the learning community of reflective practice in supervision and their
	workplace. It is also available for a person interested in becoming a supervisor but currently either not practicing or enrolled in a training program
Training Institute with a supervisory training program	This membership is for a training institute which wishes to register a supervisory training program under the criteria as set out on the website for the benefit of its trainees.

2 Membership qualifications

- (1) A person is qualified to be a member of the association if, the person is a natural person:
 - (i) who has been nominated for membership of the association as provided by clause 3, and
 - (ii) who has been approved for membership of the association by the Board of the association
- (2) A training institute is qualified for membership after signing an agreement with the association, to be determined by the Board

3 Nomination for membership

- (1) A nomination for membership of the association must be lodged with the secretary of the association using the appropriate membership form as found on the AAOS website
- (2) As soon as practicable after receiving a nomination for membership, the secretary must refer the nomination to the relevant members of the Board, or to a committee delegated by the Board, which is to determine whether to approve or to reject the nomination
- (3) As soon as practicable after the Board, or committee delegated by the Board, makes that determination, the secretary must:
 - (a) notify the nominee, in writing, that the Board approved or rejected the nomination (whichever is applicable), and
 - (b) if the Board approved the nomination, request the nominee to pay (within the period of 28 days after receipt by the nominee of the notification) the sum payable under these rules by a member as entrance fee and annual subscription
 - (c) If the Board approved the nomination conditionally, to spell out the conditions to the nominee in writing
- (4) the secretary must, on payment by the nominee of the amounts referred to in clause (3) (b) within the period referred to in that provision, enter the nominee's name in the register of members and, on the name being so entered, the nominee becomes a member of the association
- (5) Membership of the association can start any moment in the year but ends per 31st of March and will automatically be renewed

4 Cessation of membership

A person ceases to be a member of the association if the person:

- (a) dies, or
- (b) resigns membership, or
- (c) is expelled from the association
- (d) fails to pay the annual membership fee under clause 8 within 3 months after the fee is due

5 Membership entitlements not transferable

A right, privilege or obligation which a person has by reason of being a member of the

association:

- (a) is not capable of being transferred or transmitted to another person, and
- (b) terminates on cessation of the person's membership

6 Resignation of membership

- (1) A member of the association (who has paid all amounts payable by the member to the association in respect of the member's membership) may resign from membership of the association for the next calendar year, by giving to the secretary written notice before the 31st of December of the previous year, of the member's intention to resign and, on the expiration of the current period of membership, the member ceases to be a member
- (2) If a member of the association ceases to be a member under clause (3), and in every other case where a member ceases to hold membership, the secretary must make an appropriate entry in the register of members recording the date on which the member ceased to be a member

7 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 address of each person who is a member of the association together with the date on which the person became a member
- (2) The register of members must be kept at the principal place of administration of the association and must be open for inspection, free of charge, by any member of the association at any reasonable hour
- (3) A member of the association may obtain a copy of any part of the register on payment of a fee of \$5, per part of the register, either in hard copy or on email
- (4) If a member requests that any information contained on the register about the member (other than the member's name) not be available for inspection that information must not be made available for inspection
- (5) A member must not use information about a person obtained from the register to contact or send material to the person, other than for:
 - (a) the purposes of sending the person 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

8 Fees and subscriptions

- (1) A member of the association must, on admission to membership, pay to the association the fee that is established by the Board for the appropriate level of membership
- (2) In addition to any amount payable by the member under clause (1), a member of the association must pay to the association the established annual fee, before 31 March in each calendar year
- (3) If a member fails to pay the fee by 30 June of the year in which it is due, membership is deemed to have lapsed (clause 4 d)

9 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 clause 8

10 Resolution of internal disputes

- (1) Disputes between members (in their capacity as members) of the association are to be addressed by discussion between the parties concerned in the first instance⁵
- (2) The President, or a Board member delegated by the President, will meet with both parties to gain a possible resolution ⁵
- (3) If the issue cannot be resolved at this level the matter is to be referred to a community justice centre for mediation under the Community Justice Centres Act 1983
- (4) If a dispute is not resolved by mediation within 3 months of the referral to a community justice centre, the dispute is to be referred to arbitration
- (5) The Commercial Arbitration Act 1984 applies to any such dispute referred to arbitration⁵

11 Disciplining of members

- (1) A complaint may be made to the Board by any person that a member of the association:

- (a) has refused or neglected to comply with a provision or provisions of this constitution, or
 - (b) has wilfully acted in a manner prejudicial to the interests of the association
 - (c) has offended the ethical guidelines of the association
- (2) On receiving such a complaint, the Board:
- (a) must cause notice of the complaint to be served on the member concerned; and
 - (b) must give the member at least 14 days from the time the notice is served within which to make submissions to the Board in connection with the complaint, and
 - (c) must take into consideration any submissions made by the member in connection with the complaint
- (6) The Board 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
- (7) If the Board expels or suspends a member, the secretary must, within 7 days after the action is taken, cause written notice to be given to the member of the action taken, of the reasons given by Board for having taken that action and of the member's right of appeal under rule 12
- (8) 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 clause 12, whichever is the later

12 Right of appeal of disciplined member

- (1) A member may appeal to the association in general meeting against a resolution of the Board under clause 11, 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) On receipt of a notice from a member under clause (12---1), the secretary must notify the Board 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 (12---3):
 - (a) no business other than the question of the appeal is to be transacted, and
 - (b) the Board 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) If at the general meeting the association passes a special resolution in favour of the confirmation of the resolution, the resolution is confirmed

Part 3: The Board

13 Powers of the Board

The Board is to be called the Board of Management of the Association and, subject to the Act, the Regulation and this Constitution to any resolution passed by the association in general meeting:

- (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 these rules to be exercised by a general meeting of members of the association

- (c) has the 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

14 Composition and membership of the Board

- (1) The Board is to consist of:
 - (a) the office---bearers of the association, and
 - (b) at least 3 ordinary members, each of whom is to be elected at the annual general meeting of the association under clause 23. The total number of Board members is to be no more than 11.
 - (c) The public officer will usually be, but may not be, a Board member and can be an office bearer
- (2) The office---bearers of the association are to be:
 - (a) the president
 - (b) the vice---president,
 - (c) the treasurer, and
 - (d) the secretary
- (3) Each member of the Board is, subject to these rules, to hold office until the conclusion of the 3rd annual general meeting following the date of the member's election, but is eligible for further terms to support succession planning
- (4) No more than two Board members can step down at the same annual general meeting
- (5) In the event of a casual vacancy occurring in the membership of the Board, the Board may appoint a member of the association to fill the vacancy and the member so appointed is to hold office, subject to these rules, until the conclusion of the annual general meeting next following the date of the appointment
- (6) The Board may co---opt onto the Board a person who is not a member of the Association but who holds skills or expertise sought by the Board to assist the Board. Such a person does not have voting rights and is co---opted until the next annual general meeting at which point they may be co---opted for a further year. A co---opted person cannot be an office bearer of the association

15 Election of members

- (1) Nominations of candidates for election as office---bearers of the association or as ordinary members of the Board:
 - (a) must be made in writing, signed by 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 7 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 Board, the candidates nominated are taken to be elected and further nominations are to be received at the annual general meeting
- (3) If insufficient further nominations are received, any vacant positions remaining on the committee are taken to be 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 members of the Board is to be conducted at the annual general meeting in such usual and proper manner as the Board may direct
- (7) A person nominated as a candidate for election as an office bearer must be a current member of the association

16 President

It is the duty of the President to:

- (1) Chair Board meetings
- (2) Have oversight of the follow through of decisions
- (3) Work with all members of the Board

- (4) Liaise with national and international supervision and associated associations
- (5) Ensure that the public officer fulfils responsibilities to the Office of Fair Trading, Australian Taxation Office and any other statutory bodies

17 Vice President

It is the duty of the Vice President to:

- (1) Liaise with the President about decisions
- (2) Deputise for the President when needed
- (3) Ensure that policy development is documented
- (4) Have oversight of updating the policy and procedures of the association every 2 years

18 Secretary

It is the duty of the secretary to keep minutes of:

- (a) all appointments of office-bearers and members of the Board,
- (b) the names of members of the Board present at a committee meeting or a general meeting, and
- (c) all proceedings at Board meetings and general meetings

Minutes of proceedings at a Board meeting must be agreed or amended and agreed by the Board at the next succeeding meeting

19 Treasurer

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
- (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
- (c) the public officer lodges appropriate documentation in the legally required timeframes

20 Casual vacancies

A casual vacancy in the office of a member of the Board occurs if the member:

- (a) dies, or
- (b) ceases to be a member of the association, or
- (c) becomes an insolvent under administration within the meaning of the *Corporations Act 2001* of the Commonwealth, or
- (d) resigns office by notice in writing given to the secretary, or
- (e) is removed from office under clause 21, or
- (f) becomes a mentally incapacitated person, or
- (g) is absent without the consent of the committee from all meetings of the Board held during a period of 6 months
- (h) is prohibited from being a director of a company under part 2D of the *Corporations Act 2001*

21 Removal of Board member

- (1) The association in general meeting may by resolution remove any member of the Board from the office of member 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 Board to whom a proposed resolution referred to in clause (1) relates makes brief representations in writing to the secretary or president and requests that the representation be notified to the members of the association, the secretary or the president may send a copy of the representations to each member of the association or, if the representations are not so sent, the member is entitled to require that the representations be read out at the meeting at which the resolution is considered

22 Meetings and quorum

- (1) The Board must meet at least 2 times in each period of 12 months at such place and time as the Board may determine. Meetings may be held in person or by visual internet or teleconference
- (2) Additional meetings of the Board may be convened by the president or by any member 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 48 hours (or such other period as may be unanimously agreed on by the members of the Board) 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 Board members present at the meeting unanimously agree to treat as urgent business
- (5) Any 5 members of the Board constitute a quorum for the transaction of the business of a meeting of the Board
- (6) No business is to be transacted by the Board 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 Board:
 - (a) the president or, in the president's absence, the vice-president is to preside, or
 - (b) if the president and the vice-president 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

23 Delegation by Board to sub-committee

- (1) The Board may, by instrument in writing, delegate to one or more sub-committees (consisting of such member or members of the association as the Board thinks fit) 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 duty imposed on the Board by the Act or by any other law
- (2) A function the exercise of which has been delegated to a sub-committee under this clause may, while the delegation remains unrevoked, be exercised from time to time by the sub-committee in accordance with the terms of the delegation
- (3) A delegation under this section 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 rule, the Board may continue to exercise any function delegated
- (5) 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 Board
- (6) The Board may, by instrument in writing, revoke wholly or in part any delegation under this rule
- (7) A sub-committee may meet and adjourn, as it thinks proper

24 Voting and decisions

- (1) Questions arising at a meeting of the Board or of any sub-committee appointed by the Board are to be determined by a majority of the votes of members of the Board or sub-committee present at the meeting
- (2) Each member present at a meeting of the Board or of any sub-committee appointed by the Board (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) Co-opted Board members present are not entitled to vote (clause 14-6)
- (4) Subject to rule 20(5), the Board may act despite any vacancy on the committee

- (5) Any act or thing done or suffered, or purporting to have been done or suffered, by the Board or by a sub-committee appointed by the Board, is valid and effectual despite any defect that may afterwards be discovered in the appointment or qualification of any member of the Board or sub-committee.

Part 4: General Meeting

25 Annual general meetings

- (1) With the exception of the first annual general meeting of the association, the association must, at least once in each calendar year and within the period of 6 months after the expiration of each financial year of the association, convene an annual general meeting of its members
- (2) The association must hold its first annual general meeting:
 - (a) within the period of 18 months after its incorporation under the Act, and
 - (b) within the period of 6 months after the expiration of the first financial year of the association.
- (3) Clauses (1) and (2) have effect subject to any extension or permission granted by the Director-General under section 26(3) of the Act
- (4) The annual general meeting of the association is, subject to the Act and to clause 22, to be convened on such date and at such place and time as the Board thinks fit
- (5) 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 Board reports on the activities of the association during the last preceding financial year
 - (c) to elect members of the Board
- (6) An annual general meeting must be specified as such in the notice convening it
- (7) No item of business is to be transacted at a general meeting unless a quorum of members entitled under these rules to vote is present during the time the meeting is considering that item
- (8) Five members present in person (being members entitled under these rules to vote at a general meeting) constitute a quorum for the transaction of the business of a general meeting
- (9) 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 (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) at the same place
- (10) If at the adjourned meeting a quorum is not present within half an hour after the time appointed for the commencement of the meeting, the members present (being at least 3) is to constitute a quorum

26 Special general meetings

- (1) The Board may, whenever it thinks fit, convene a special general meeting of the association
- (2) The Board must, on the requisition in writing of at least 5 per cent of the total number of 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 Board 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 Board

27 Notice

- (1) Except if the nature of the business proposed to be dealt with at a general meeting requires a special resolution of the association, the secretary must, at least 14 days before the date fixed for the holding of the general meeting, 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 clause (25--5)
- (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

28 Presiding member

- (1) The president or, in the president's absence, the vice-president, is to preside as chairperson at each general meeting of the association
- (2) If the president and the vice-president are absent or unwilling to act, the members present must elect one of their number to preside as chairperson at the meeting

29 Adjournment

- (1) The chairperson 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 from time to time and place to place, but no business is to be transacted at an adjourned meeting other than the business left unfinished at the meeting at which the adjournment took place
- (2) If a general meeting is adjourned for 14 days or more, the secretary must give written or oral notice of the adjourned meeting to each member of the association stating the place, date and time of the meeting and the nature of the business to be transacted at the meeting
- (3) Except as provided in 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

30 Making of decisions

- (1) A question arising at a general meeting of the association is to be determined 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 chairperson that a resolution has, on a show of hands, been carried or carried unanimously or carried by a particular majority or lost, or an entry to that effect in the minute book of the association, is evidence of the fact without proof of the number or proportion of the votes recorded in favour of or against that resolution
- (2) At a general meeting of the association, a poll may be demanded by the chairperson or by at least 3 members present in person or by proxy at the meeting
- (3) If a poll is demanded at a general meeting, the poll must be taken;
 - (a) immediately in the case of a poll which relates to the election of the chairperson of the meeting or to the question of an adjournment, or
 - (b) in any other case, in such manner and at such time before the close of the meeting as the chairperson directs,

and the resolution of the poll on the matter is taken to be the resolution of the meeting on that matter

31 Special resolution

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

32 Voting

- (1) On any question arising at a general meeting of the association a member has one vote only
- (2) All votes must be given personally or by proxy but no member may hold more than 5 proxies
- (3) In the case of an equality of votes on a question at a general meeting, the chairperson of the meeting 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 association unless all money due and payable by the member or proxy to the association has been paid, other than the amount of the annual subscription payable in respect of the then current year

33 Appointment of proxies

- (1) Each member is to be entitled to appoint another member as proxy by notice given to the secretary no later than 24 hours before the time of the meeting in respect of which the proxy is appointed
- (2) The notice appointing the proxy is to be in the form is set out on the website

Part 5: Miscellaneous

34 Insurance

The association may effect and maintain insurance

35 Funds – source

- (1) The funds of the association are to be derived from entrance fees and 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 account
- (3) The association must, as soon as practicable after receiving any money, issue an appropriate receipt
- (4) The assets and income of the association shall be applied solely in furtherance of its abovementioned objects and no portion shall be distributed directly or indirectly to the members of the association except as bona fide compensation for services rendered or expenses incurred on behalf of the association

36 Funds – management

- (1) Subject to any resolution passed by the association in general meeting, the funds of the association are to be used in pursuance of the objects of the association in such manner as the Board determines
- (2) All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments must be signed by 2 signatories, both of whom are Board members or at least one of whom is an authorised Board member if the second is an employee of the association, being an employee authorised to do so by the Board
- (3) All internet transfers of money must be authorised by two signatories of the Board or by a Board member and an authorised employee of the association

37 Alteration of objects and rules

The statement of objects and this constitution may be altered, rescinded or added to only by a special resolution of the association

38 Service of notices

- (1) For the purpose of these rules, a notice may be served on or given to a person:
 - (a) by delivering it to the person personally, or

- (b) by sending it by pre---paid post to the address of the person, or
 - (c) by sending it by facsimile transmission or some other form of electronic transmission to an address specified by the person for giving or serving the notice
- (2) for the purpose of these rules, 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

39 Dissolution Clause

In the event of the association being dissolved the amount of money which remains after such dissolution and the satisfaction of all debts and liabilities shall be equally divided amongst those people who were paid members at the date of the announcement of the dissolution

October 2013

By AGM updated 27 October 2017



Appendix 1

**FORM OF APPOINTMENT
OF PROXY**

I,of
(full5name)5 *(address)5*

being a
member of
AAOS5

5

hereby appoint of
(full5name5of5proxy)5 *(address)5 5*

being a member of that incorporated association, as my proxy to vote for me on my behalf at the general meeting of the association (annual general meeting or special general meeting, as the case may be) to be held on the

.....day of.....
5 *(month5and5year)5*

5

and at any adjournment of that meeting.

- * My proxy is authorised to vote in favour of/against (delete as appropriate) the resolution (insert details).
- * to be inserted if desired.

.....
Signature of member appointing proxy

Date.....

NOTE: A proxy vote may not be given to a person who is not a member of the association.