



Constitution

(Amended January 2012)

Contents

Introduction to the Constitution	4
1 - Name and Constitution.....	4
2 - The Charter of the Constitution of Midwives Australia.....	4
3 - Objectives	4
4 - Structure of Midwives Australia	5
5 - Office Bearers.....	5
6 - The Secretary	5
7 - Appointment or election of secretary.....	6
8 - Removal of Secretary.....	7
9 - The Treasurer	7
10 - Membership	7
11 - Membership Entitlements	8
12 - Classes of members	8
13 - Automatic memberships	8
14 - New membership.....	9
15 -Membership fees.....	9
16 - Admission and rejection of new members	9
17 - When membership ends	10
18 - Appeal against rejection or termination of.....	10
19 - General meeting to decide appeal.....	11
20 - Register of members	11
21- Prohibition on use of information on register of members.....	12
22 - Spokespersons	12
23 - Working Groups	12
24 - The Management Committee	12
25 - Functions of management committee	13
26 - Membership of management committee.....	14
27 - Electing the management committee	14
28 - Resignation, removal or vacation of office of management committee member.....	15
29 - Vacancies on management committee.....	15
30 - Meetings of management committee.....	15
31 - Quorum for, and adjournment of, management committee meeting	16
32 - Special meeting of management committee	17
33 - Minutes of management committee meetings.....	17

34 - Appointment of subcommittees	17
35 - Acts not affected by defects or disqualifications	18
36 - Resolutions of management committee without meeting	18
37- Dispute Resolution	18
38 - Urgent Decision Making	18
Functions and Powers of the Urgent Decision Making Group:	18
Structure of the Urgent Decision Making Group:	19
Proceedings of the Urgent Decision Making Group:	19
39 - Funding	20
40 - Liability	20
41 - Indemnity	20
42 - Property	20
43 - Common seal	20
44 - Auditor	21
45 - First annual general meeting	21
46 - Subsequent annual general meetings	21
47 - Business to be conducted at annual general meeting of level 1 incorporated associations and particular level 2 and 3 incorporated associations	21
48 - Notice of general meeting	22
49 - Quorum for, and adjournment of, general meeting	22
50 - Procedure at general meeting	23
51- Voting at general meeting	23
52 - Special general meeting	24
53 - Proxies	25
54 - Minutes of general meetings	26
55 - By-laws	26
56 - Alteration of rules	26
57 - Funds and accounts	26
58 -General financial matters	27
59 - Documents	27
60 - Financial year	27
61 - Distribution of surplus assets to another entity	28
Constitution of Midwives Australia Dictionary	29

CONSTITUTION MIDWIVES AUSTRALIA Inc

Introduction to the Constitution

This document is the constitution of Midwives Australia Incorporated. This constitution requires all members of Midwives Australia to agree to abide by the constitution.

1 - Name and Constitution

- 1.1 The name of the incorporated association is Midwives Australia Incorporated.
- 1.2 This constitution identifies the principles and the rules governing the conduct of the affairs of Midwives Australia and defines its powers and the roles of the positions defined within.
- 1.3 Documents of the association are subordinate to this constitution with the exception of the Charter of Midwives Australia.

2 - The Charter of the Constitution of Midwives Australia

- 2.1 The Charter is the document of agreement which defines the basic principles and aims of Midwives Australia.
- 2.2 To change the Charter an amendment must either be decided by
 - (i). Consensus at an Annual General Meeting or be supported in a vote by at least 75 per cent of eligible party Members.
- 2.3 For the result of such a vote to be valid, at least 51 per cent of Members must have participated. The vote will be by postal vote.

3 - Objectives

Midwives Australia's primary objectives are:

- □ To increase opportunities for midwives to provide continuity of care to women in a range of models of care.
- ☑ ☑ To develop the midwifery profession and to support a range of strategies to increase midwives confidence in their profession.
- ☑ ☑ To promote midwifery as a public health strategy.
- ☑ ☑ To promote a range of options for midwives in their work, including self employed or partly employed models.
- ☑ ☑ To promote woman centered care and ensuring informed choice are the fundamental philosophies on which all maternity care is based.
- ☑ ☑ To respect and protect ethnic, religious, racial diversity and to ensure that policy decisions reflect diversity.
- ☑ ☑ To develop a range of resources for midwives who are working in self employed or party employed models.

Engage with other professional and professional groups to promote better birthing for women.

4 - Structure of Midwives Australia

- 4.1 Midwives Australia will be a body comprised of individual members who form the following bodies.
 - 4.1.1 Management Committee
 - 4.1.2 Working Groups

5 - Office Bearers

- 5.1 Office Bearers of Midwives Australia will be the President, Treasurer and Secretary
- 5.2 Office Bearers for the association will be resident within Australia. Should an Office Bearer be outside Australia at the time of the General Meetings or Annual General Meetings, a temporary Office Bearer will be appointed to fill the vacancy.

6 - The Secretary

The duties of the Secretary comprise:

- 6.1 Give notification of all meetings of the Management Committee in good time
- 6.2 Prepare the agenda of meetings (in consultation with the President), table correspondence and record the attendance of all persons present.
- 6.3 Ensure that minutes are kept of all meetings of the Management Committee.
- 6.4 Maintain and update a draft agenda for the next Management Committee meeting and ensure that all Management Committee members are kept informed of this agenda.
- 6.5 Coordinate the correspondence of the Management Committee
- 6.6 Maintain a register of members of the association. This duty can be delegated to the Membership Officer.
- 6.7 Keep custody, during the term of office, of all books, documents, records and registers of Midwives Australia, except those which are the responsibility of the Treasurer. The custody of all records is to be

transferred in full to the incoming Secretary when a change of office occurs.

6.8 Record the use of the Common Seal.

6.9 Perform such other duties as the Management may from time to time determine.

7 - Appointment or election of secretary

7.1 The secretary must be an individual residing in Queensland, or in another State but not more than 65km from the Queensland border, who is—

7.1.1 a member of the association elected by the association as secretary; or

7.1.2 any of the following persons appointed by the management committee as secretary—

(i) a member of the associations management committee;

(ii) another member of the association;

(iii) another person.

7.2 If the association has not elected an interim officer as secretary for the association before its incorporation, the members of the management committee must ensure a secretary is appointed or elected for the association within 1 month after incorporation.

7.3 If a vacancy happens in the office of secretary, the members of the management committee must ensure a secretary is appointed or elected for the association within 1 month after the vacancy happens.

7.4 If the management committee appoints a person mentioned in subrule 7.1.2 (ii) as secretary, other than to fill a casual vacancy on the management committee, the person does not become a member of the management committee.

7.5 However, if the management committee appoints a person mentioned in subrule 7.1.2 (ii) as secretary to fill a casual vacancy on the management committee, the person becomes a member of the management committee.

7.6 If the management committee appoints a person mentioned in subrule 7.1.2 (iii) as secretary, the person does not become a member of the management committee.

7.7 In this rule— ***casual vacancy***, on a management committee, means a vacancy that happens when an elected member of the management committee resigns, dies or otherwise stops holding office.

8 - Removal of Secretary

- 8.1 The management committee of the association may at any time remove a person appointed by the committee as the secretary.
- 8.2 If the management committee removes a secretary who is a person mentioned in rule 7.1.2 (i), the person remains a member of the management committee.
- 8.3 If the management committee removes a secretary who is a person mentioned in rule 7.1.2(ii) and who has been appointed to a casual vacancy on the management committee under rule 7.5 the person remains a member of the management committee.

9 - The Treasurer

The duties of the Treasurer comprise:

- 9.1 Responsibility for the receipt of all monies paid to the Midwives Australia, the issuing of receipts and the deposit of those monies in accounts as determined from time to time by the Management Committee
- 9.2 Responsibility for monies paid by Midwives Australia with the authority of the Management Committee
- 9.3 Ensure that all cheques are signed in accordance with rule 57 of this constitution
- 9.4 Submit to the Annual General Meeting the financial report, balance sheets and financial statement, and submit those particulars to each meeting of the Management Committee.
- 9.5 Keep custody of all securities, books and documents pertaining to the financial records of the business of Midwives Australia and ensuring that all records are transferred to the incoming Treasurer when a change of office occurs.
- 9.6 Ensure that bookkeeping will be carried out by a skilled bookkeeper, paid if necessary, who is accountable to the Treasurer.
- 9.7 Perform such other duties as the Management Committee may from time to time determine.

10 - Membership

- 10.1 Natural persons are eligible to be Members provided that:

10.1.1 They have read and agreed to the Charter of the party and agreed to abide by its constitutional rules;

10.1.2 they pay an annual membership fee;

10.2 The Secretary or the Membership Officer shall keep and maintain a register of members and make the register available for inspection by members at reasonable times.

11 - Membership Entitlements

All Members are entitled to the following benefits:

11.1 to be eligible to be elected as Office Bearers of the association.

11.2 to participate in discussion, debate and decision-making in Midwives Australia meetings, according to this Constitution.

11.3 upon being accepted as a Member, to request a copy of The Charter and the Constitution of Midwives Australia;

11.4 upon request, to receive a copy of the audited accounts of the previous year. The request is to be made in writing, will be subject to a reasonable charge to cover printing and postage, and will be provided in a reasonable time;

11.5 to communicate about matters pertaining to Midwives Australia with the entire membership through Midwives Australia publications within reason constrained by space, cost and time limitations;

11.6 to receive the recognised Members' bulletin of Midwives Australia;

11.7 to participate in policy formation according to the Constitution;

11.8 at any reasonable time and upon reasonable notice being provided to the Secretary to inspect without charge the books, records and security of Midwives Australia;

12 - Classes of members

12.1 The membership of the association consists of ordinary members.

12.2 The number of ordinary members is unlimited.

13 - Automatic memberships

A person who, on the day the association is incorporated, was a member of the unincorporated association and who, on or before a day fixed by the management committee, agrees in writing to become a member of the

incorporated association, must be admitted by the management committee—

13.1 to the equivalent class of membership of the association as the member held in the unincorporated association; or

13.2 if there is no equivalent class of membership—as an ordinary member.

14 - New membership

14.1 An applicant for membership of the association must be proposed by 1 member of the association (the *proposer*) and seconded by another member (the *seconder*).

14.2 An application for membership must be—

14.2.1 in writing; and

14.2.2 signed by the applicant and the applicants proposer and seconder;

and 14.2.3 in the form decided by the management committee.

15 -Membership fees

15.1 The membership fee for each ordinary membership and for each other class of membership (if any)—

15.1.1 is the amount decided by the members from time to time at a general meeting; and

15.1.2 is payable when, and in the way, the management committee decides.

15.2 A member of the incorporated association who, before becoming a member, has paid the members annual subscription for membership of the unincorporated association on or before a day fixed by the management committee, is not liable to pay a further amount of annual subscription for the period before the day fixed by the management committee as the day on which the next annual subscription is payable.

16 - Admission and rejection of new members

16.1 The management committee must consider an application for membership at the next committee meeting held after it receives—

16.1.1 the application for membership; and

16.1.2 the appropriate membership fee for the application.

16.2 The management committee must ensure that, as soon as possible after the person applies to become a member of the association, and before the management committee considers the persons application, the person is advised—

16.2.1 Whether or not the association has public liability insurance; and

16.2.2 if the association has public liability insurance—the amount of the insurance.

16.3 The management committee must decide at the meeting whether to accept or reject the application.

- 16.4 If a majority of the members of the management committee present at the meeting vote to accept the applicant as a member, the applicant must be accepted as a member for the class of membership applied for.
- 16.5 The secretary of the association must, as soon as practicable after the management committee decides to accept or reject an application, give the applicant a written notice of the decision.

17 - When membership ends

- 17.1 A member may resign from the association by giving a written notice of resignation to the secretary.
- 17.2 The resignation takes effect at—
- 17.2.1 the time the notice is received by the secretary; or
 - 17.2.2 if a later time is stated in the notice—the later time.
- 17.3 The management committee may terminate a members membership if the member—
- 17.3.1 is convicted of an indictable offence; or
 - 17.3.2 does not comply with any of the provisions of these rules; or
 - 17.3.3 has membership fees in arrears for at least 2 months; or
 - 17.3.4 conducts himself or herself in a way considered to be injurious or prejudicial to the character or interests of the association.
- 17.4 Before the management committee terminates a member's membership, the committee must give the member a full and fair opportunity to show why the membership should not be terminated.
- 17.5 If, after considering all representations made by the member, the management committee decides to terminate the membership, the secretary of the committee must give the member a written notice of the decision.

18 - Appeal against rejection or termination of membership

- 18.1 A person whose application for membership has been rejected, or whose membership has been terminated, may give the secretary written notice of the persons intention to appeal against the decision.
- 18.2 A notice of intention to appeal must be given to the secretary within 1 month after the person receives written notice of the decision.
- 18.3 If the secretary receives a notice of intention to appeal, the secretary must, within 1 month after receiving the notice, call a general meeting to decide the appeal.

19 - General meeting to decide appeal

- 19.1 The general meeting to decide an appeal must be held within 3 months after the secretary receives the notice of intention to appeal.
- 19.2 At the meeting, the applicant must be given a full and fair opportunity to show why the application should not be rejected or the membership should not be terminated.
- 19.3 Also, the management committee and the members of the committee who rejected the application or terminated the membership must be given a full and fair opportunity to show why the application should be rejected or the membership should be terminated.
- 19.4 An appeal must be decided by a majority vote of the members present and eligible to vote at the meeting.
- 19.5 If a person whose application for membership has been rejected does not appeal against the decision within 1 month after receiving written notice of the decision, or the person appeals but the appeal is unsuccessful, the secretary must, as soon as practicable, refund the membership fee paid by the person.

20 - Register of members

- 20.1 The management committee must keep a register of members of the association.
- 20.2 The register must include the following particulars for each member—
 - 20.2.1 the full name of the member;
 - 20.2.2 the postal or residential address of the member;
 - 20.2.3 the date of admission as a member;
 - 20.2.4 the date of death or time of resignation of the member;
 - 20.2.5 details about the termination or reinstatement of membership;
 - 20.2.6 any other particulars the management committee or the members at a general meeting decide.
- 20.3 The register must be open for inspection by members of the association at all reasonable times.
- 20.4 A member must contact the secretary to arrange an inspection of the register.
- 20.5 However, the management committee may, on the application of a member of the association, withhold information about the member (other than the members full name) from the register available for inspection if the management committee has reasonable grounds for believing the disclosure of the information would put the member at risk of harm.

21- Prohibition on use of information on register of members

21.1 A member of the association must not—

21.1.1 use information obtained from the register of members of the association to contact, or send material to, another member of the association for the purpose of advertising for political, religious, charitable or commercial purposes; or

21.1.2 disclose information obtained from the register to someone else, knowing that the information is likely to be used to contact, or send material to, another member of the association for the purpose of advertising for political, religious, charitable or commercial purposes.

21.2 Subrule 21.1 does not apply if the use or disclosure of the information is approved by the association.

22 - Spokespersons

22.1 The only persons with authority to make public statements on behalf of Midwives Australia are spokespersons appointed by the management committee.

22.2 Appointments under clause 22.1 will be for a specified tenure or, if no term is specified by the management committee will be until the next general meeting.

23 - Working Groups

23.1 The management committee may establish Working Groups and in so doing will determine their membership, terms of reference and duration.

23.2 Working Groups will at all times be accountable to the management committee and are constrained to follow The Charter, policy frameworks and general mandates of Midwives Australia.

24 - The Management Committee

24.1 A body of Members known as the Management Committee is empowered Members with the task of coordinating and organising the policies, functions, and administration of Midwives Australia

25 - Functions of management committee

- 25.1 Subject to these rules or a resolution of the members of the association carried at a general meeting, the management committee has the general control and management of the administration of the affairs, property and funds of the association.
- 25.2 The management committee has authority to interpret the meaning of these rules and any matter relating to the association on which the rules are silent, but any interpretation must have regard to the Act, including any regulation made under the Act.

Note—

The Act prevails if the associations rules are inconsistent with the Act—see section 1B of the Act.

- 25.3 The management committee may exercise the powers of the association—
- 25.3.1 to borrow, raise or secure the payment of amounts in a way the members of the association decide; and
 - 25.3.2 to secure the amounts mentioned in paragraph (a) or the payment or performance of any debt, liability, contract, guarantee or other engagement incurred or to be entered into by the association in any way, including by the issue of debentures (perpetual or otherwise) charged upon the whole or part of the associations property, both present and future; and
 - 25.3.3 to purchase, redeem or pay off any securities issued; and
 - 25.3.4 to borrow amounts from members and pay interest on the amounts borrowed; and
 - 25.3.5 to mortgage or charge the whole or part of its property; and
 - 25.3.6 to issue debentures and other securities, whether outright or as security for any debt, liability or obligation of the association; and
 - 25.3.7 to provide and pay off any securities issued; and
 - 25.3.8 to invest in a way the members of the association may from time to time decide.
- 25.4 For subrule 25.3.4, the rate of interest must not be more than the current rate being charged for overdrawn accounts on money lent (regardless of the term of the loan) by—
- 25.4.1 the financial institution for the association; or
 - 25.4.2 if there is more than 1 financial institution for the association— the financial institution nominated by the management committee.

26 - Membership of management committee

- 26.1 The management committee of the association consists of a president, treasurer, and any other members the association members elect at a general meeting.
- 26.2 A member of the management committee, other than a secretary appointed by the management committee under rule 7.1.2 (iii) must be a member of the association.
- 26.3 At each annual general meeting of the association, the members of the management committee must retire from office, but are eligible, on nomination, for re-election.
- 26.4 A member of the association may be appointed to a casual vacancy on the management committee under rule 29

27 - Electing the management committee

- 27.1 A member of the management committee may only be elected as follows—
 - 27.1.1 any 2 members of the association may nominate another member (the *candidate*) to serve as a member of the management committee;
 - 27.1.2 the nomination must be—
 - (i) in writing; and
 - (ii) signed by the candidate and the members who nominated him or her; and
 - (iii) given to the secretary at least 14 days before the annual general meeting at which the election is to be held;
 - 27.1.3 each member of the association present and eligible to vote at the annual general meeting may vote for 1 candidate for each vacant position on the management committee;
 - 27.1.4 if, at the start of the meeting, there are not enough candidates nominated, nominations may be taken from the floor of the meeting.
- 27.2 A person may be a candidate only if the person—
 - 27.2.1 is an adult; and
 - 27.2.2 is not ineligible to be elected as a member under section 61A of the Act.
- 27.3 A list of the candidates names in alphabetical order, with the names of the members who nominated each candidate, must be posted in a conspicuous place in the office or usual place of meeting of the association for at least 7 days immediately preceding the annual general meeting.
- 27.4 If required by the management committee, balloting lists must be prepared containing the names of the candidates in alphabetical order.
- 27.5 The management committee must ensure that, before a candidate is elected as a member of the management committee, the candidate is advised—
 - 27.5.1 whether or not the association has public liability insurance; and
 - 27.5.2 if the association has public liability insurance—the amount of the insurance.

28 - Resignation, removal or vacation of office of management committee member

- 28.1 A member of the management committee may resign from the committee by giving written notice of resignation to the secretary.
- 28.2 The resignation takes effect at—
28.2.1 the time the notice is received by the secretary; or
28.2.2 if a later time is stated in the notice—the later time.
- 28.3 A member may be removed from office at a general meeting of the association if a majority of the members present and eligible to vote at the meeting vote in favour of removing the member.
- 28.4 Before a vote of members is taken about removing the member from office, the member must be given a full and fair opportunity to show cause why he or she should not be removed from office.
- 28.5 A member has no right of appeal against the members removal from office under this rule.
- 28.6 A member immediately vacates the office of member in the circumstances mentioned in section 64(2) of the Act.

29 - Vacancies on management committee

- 29.1 If a casual vacancy happens on the management committee, the continuing members of the committee may appoint another member of the association to fill the vacancy until the next annual general meeting.
- 29.2 The continuing members of the management committee may act despite a casual vacancy on the management committee.
- 29.3 However, if the number of committee members is less than the number fixed under rule 31.1 as a quorum of the management committee, the continuing members may act only to—
29.3.1 increase the number of management committee members to the number required for a quorum; or
29.3.2 call a general meeting of the association.

30 - Meetings of management committee

- 30.1 Subject to this rule, the management committee may meet and conduct its proceedings as it considers appropriate.
- 30.2 The management committee must meet at least once every 4 months to exercise its functions.
- 30.3 The management committee must decide how a meeting is to be called.

- 30.4 Notice of a meeting is to be given in the way decided by the management committee.
- 30.5 The management committee may hold meetings, or permit a committee member to take part in its meetings, by using any technology that reasonably allows the member to hear and take part in discussions as they happen.
- 30.6 A committee member who participates in the meeting as mentioned in sub-rule 30.5 is taken to be present at the meeting.
- 30.7 A question arising at a committee meeting is to be decided by a majority vote of members of the committee present at the meeting and, if the votes are equal, the question is decided in the negative.
- 30.8 A member of the management committee must not vote on a question about a contract or proposed contract with the association if the member has an interest in the contract or proposed contract and, if the member does vote, the members vote must not be counted.
- 30.9 The president is to preside as chairperson at a management committee meeting.
- 30.10 If there is no president or if the president is not present within 10 minutes after the time fixed for a management committee meeting, the members may choose 1 of their number to preside as chairperson at the meeting.

31 - Quorum for, and adjournment of, management committee meeting

- 31.1 At a management committee meeting, more than 50% of the members elected to the committee as at the close of the last general meeting of the members form a quorum.
- 31.2 If there is no quorum within 30 minutes after the time fixed for a management committee meeting called on the request of members of the committee, the meeting lapses.
- 31.3 If there is no quorum within 30 minutes after the time fixed for a management committee meeting called other than on the request of the members of the committee—
- 31.3.1 the meeting is to be adjourned for at least 1 day; and
- 31.3.2 the members of the management committee who are present are to decide the day, time and place of the adjourned meeting.
- 31.3.3 If, at an adjourned meeting mentioned in sub-rule 31.3, there is no quorum within 30 minutes after the time fixed for the meeting, the meeting lapses.

32 - Special meeting of management committee

32.1 If the secretary receives a written request signed by at least 33% of the members of the management committee, the secretary must call a special meeting of the committee by giving each member of the committee notice of the meeting within 14 days after the secretary receives the request.

32.2 If the secretary is unable or unwilling to call the special meeting, the president must call the meeting.

32.3 A request for a special meeting must state—

32.3.1 why the special meeting is called; and

32.3.2 the business to be conducted at the meeting.

32.4 A notice of a special meeting must state—

32.4.1 the day, time and place of the meeting; and

32.4.2 the business to be conducted at the meeting.

32.5 A special meeting of the management committee must be held within 14 days after notice of the meeting is given to the members of the management committee.

33 - Minutes of management committee meetings

33.1 The secretary must ensure full and accurate minutes of all questions, matters, resolutions and other proceedings of each management committee meeting are entered in a minute book.

33.2 To ensure the accuracy of the minutes, the minutes of each management committee meeting must be signed by the chairperson of the meeting, or the chairperson of the next management committee meeting, verifying their accuracy. The minutes of each management committee meeting should be proposed and if appropriate seconded at the next management committee meeting.

34 - Appointment of subcommittees

34.1 The management committee may appoint a subcommittee consisting of members of the association considered appropriate by the committee to help with the conduct of the associations operations.

34.2 A member of the subcommittee who is not a member of the management committee is not entitled to vote at a management committee meeting.

34.3 A subcommittee may elect a chairperson of its meetings.

34.4 If a chairperson is not elected, or if the chairperson is not present within 10 minutes after the time fixed for a meeting, the members present may choose 1 of their number to be chairperson of the meeting.

34.5 A subcommittee may meet and adjourn as it considers appropriate.

34.6 A question arising at a subcommittee meeting is to be decided by a majority vote of the members present at the meeting and, if the votes are equal, the question is decided in the negative.

35 - Acts not affected by defects or disqualifications

35.1 An act performed by the management committee, a subcommittee or a person acting as a member of the management committee is taken to have been validly performed.

35.2 Subrule 35.1 applies even if the act was performed when—

35.2.1 there was a defect in the appointment of a member of the management committee, subcommittee or person acting as a member of the management committee; or

35.2.2 a management committee member, subcommittee member or person acting as a member of the management committee was disqualified from being a member.

36 - Resolutions of management committee without meeting

36.1 A written resolution signed by each member of the management committee is as valid and effectual as if it had been passed at a committee meeting that was properly called and held.

36.2 A resolution mentioned in sub-rule 36.1 may consist of several documents in like form, each signed by 1 or more members of the committee.

37- Dispute Resolution

37.1 Where dispute emerges in any group of Midwives Australia it will be the responsibility of that group to initiate dispute resolution procedures. If this fails to resolve the dispute, it may be necessary to bring the issue to the attention of an arbitrating body.

38 - Urgent Decision Making

Functions and Powers of the Urgent Decision Making Group:

38.1 The Urgent Decision Making Group will be established to make decisions for Midwives Australia regarding any matter of such urgency that must

be resolved before the next scheduled meeting of the Management Committee.

38.2 Decisions made by the Urgent Decision Making Group will be consistent with The Charter and the policies of Midwives Australia and will be made based on available information.

38.3 All decisions will have effect until the next meeting of the Management Committee and will be subject to ratification by that meeting.

Structure of the Urgent Decision Making Group:

38.4 The group will comprise the President, the Secretary, the Treasurer and one other member of the management committee. The Secretary is required to attempt to contact all members.

38.5 A quorum will be three decision making members.

Proceedings of the Urgent Decision Making Group:

38.6 Meetings of the Urgent Decision Making Group will be initiated by any member of the Urgent Decision Making Group in conjunction with the President. The Urgent Decision Making Group will meet only when essential.

38.7 In matters relating to particular regions or particular issues, the Urgent Decision Making Group will consult where possible with members or bodies who may be directly affected by the decision.

38.8 Decisions of the Urgent Decision Making Group will be consensus decisions only.

38.9 The Secretary of the Urgent Decision Making Group will report decisions made by this group to the next meeting of the Management Committee. The Management Committee may decide to ratify the decision, take further actions or issue guidelines for future decision making. The Secretary will also report on attempts made to contact those members of the Urgent Decision Making Group who were not contacted.

39 - Funding

39.1 The funds of the association shall be derived from annual membership fees, sponsorship and such other sources as agreed to by the Management Committee.

40 - Liability

40.1 Members will not be liable to contribute towards the payment of the debts and liabilities of Midwives Australia or the costs, charges or expenses incurred in winding up of the association.

41 - Indemnity

41.1 Members of Midwives Australia who act on behalf of Midwives Australia with any written authority of a Management Committee, and who accept or incur any personal pecuniary liability, will be held indemnified against that personal liability in respect of such action.

42 - Property

42.1 The property and income of Midwives Australia will be applied solely towards promoting the principles and achieving the objectives of Midwives Australia and no part of that property or income may be applied or otherwise distributed, directly or indirectly, except in good faith for that purpose.

43 - Common seal

43.1 The management committee must ensure the association has a common seal.

43.2 The name of Midwives Australia Incorporated will appear in legible characters on the common seal

43.3 The common seal must be

43.3.1 kept securely by the management committee; and

43.3.2 used only under the authority of the management committee.

43.4 Each instrument to which the seal is attached must be signed by a member of the management committee and countersigned by—

43.4.1 the secretary; or

43.4.2 another member of the management committee; or

43.4.3 someone authorised by the management committee.

44 - Auditor

- 44.1 Each year the Management Committee will appoint an Auditor.
- 44.2 The Auditor will not be a Member of Midwives Australia.
- 44.3 The Auditor will be a qualified accountant.
- 44.4 The position of Auditor may be honorary or the management committee may determine the sum of an honorarium.
- 44.5 The Auditor will submit a written report to the National Treasurer for presentation at the Annual General Meeting

45 - First annual general meeting

The first annual general meeting must be held within 6 months after the end date of the association's first reportable financial year.

46 - Subsequent annual general meetings

Each subsequent annual general meeting must be held—

- 46.1 at least once each year; and
- 46.2 within 6 months after the end date of the association's reportable financial year.

47 - Business to be conducted at annual general meeting of level 1 incorporated associations and particular level 2 and 3 incorporated associations

47.1 This rule applies only if the association is—

- 47.1.1 a level 1 incorporated association; or
- 47.1.2 a level 2 incorporated association to which section 59 of the Act applies; or
- 47.1.3 a level 3 incorporated association to which section 59 of the Act applies.

47.2 The following business must be conducted at each annual general meeting of the association—

- 47.2.1 receiving the association's financial statement, and audit report, for the last reportable financial year;
- 47.2.2 presenting the financial statement and audit report to the meeting for adoption;
- 47.2.3 selecting members of the management committee;
- 47.2.4 for a level 1 incorporated association—appointing an auditor or an accountant for the present financial year;
- 47.2.5 for a level 2 incorporated association, or a level 3 incorporated association, to which section 59 of the Act applies—appointing an auditor, an accountant or an approved person for the present financial year.

48 - Notice of general meeting

- 48.1 The secretary may call a general meeting of the association.
- 48.2 The secretary must give at least 14 days notice of the meeting to each member of the association.
- 48.3 If the secretary is unable or unwilling to call the meeting, the president must call the meeting.
- 48.4 The management committee may decide the way in which the notice must be given.
- 48.5 However, notice of the following meetings must be given in writing—
- 48.5.1 a meeting called to hear and decide the appeal of a person against the management committee's decision—
 - (i) to reject the person's application for membership of the association; or
 - (ii) to terminate the person's membership of the association;
 - 48.5.2 a meeting called to hear and decide a proposed special resolution of the association.
- 48.6 A notice of a general meeting must state the business to be conducted at the meeting.

49 - Quorum for, and adjournment of, general meeting

- 49.1 The quorum for a general meeting is at least the number of members elected or appointed to the management committee at the close of the association's last general meeting plus 1.
- 49.2 However, if all members of the association are members of the management committee, the quorum is the total number of members less 1.
- 49.3 No business may be conducted at a general meeting unless there is a quorum of members when the meeting proceeds to business.
- 49.4 If there is no quorum within 30 minutes after the time fixed for a general meeting called on the request of members of the management committee or the association, the meeting lapses.
- 49.5 If there is no quorum within 30 minutes after the time fixed for a general meeting called other than on the request of members of the management committee or the association—
- 49.5.1 the meeting is to be adjourned for at least 7 days; and
 - 49.5.2 the management committee is to decide the day, time and place of the adjourned meeting.

- 49.6 The chairperson may, with the consent of any meeting at which there is a quorum, and must if directed by the meeting, adjourn the meeting from time to time and from place to place.
- 49.7 If a meeting is adjourned under subrule 49.6, only the business left unfinished at the meeting from which the adjournment took place may be conducted at the adjourned meeting.
- 49.8 The secretary is not required to give the members notice of an adjournment or of the business to be conducted at an adjourned meeting unless a meeting is adjourned for at least 30 days.
- 49.9 If a meeting is adjourned for at least 30 days, notice of the adjourned meeting must be given in the same way notice is given for an original meeting.

50 - Procedure at general meeting

- 50.1 A member may take part and vote in a general meeting in person, by proxy, by attorney or by using any technology that reasonably allows the member to hear and take part in discussions as they happen.
- 50.2 A member who participates in a meeting as mentioned in subrule (1) is taken to be present at the meeting.
- 50.3 At each general meeting—
- 50.3.1 the president is to preside as chairperson; and
 - 50.3.2 if there is no president or if the president is not present within 15 minutes after the time fixed for the meeting or is unwilling to act, the members present must elect 1 of their number to be chairperson of the meeting; and
 - 50.3.3 the chairperson must conduct the meeting in a proper and orderly way.

51- Voting at general meeting

- 51.1 At a general meeting, each question, matter or resolution, other than a special resolution, must be decided by a majority of votes of the members present.
- 51.2 Each member present and eligible to vote is entitled to 1 vote only and, if the votes are equal, the chairperson has a casting vote as well as a primary vote.
- 51.3 A member is not entitled to vote at a general meeting if the member's annual subscription is in arrears at the date of the meeting.
- 51.4 The method of voting is to be decided by the management committee.

51.5 However, if at least 20% of the members present demand a secret ballot, voting must be by secret ballot.

51.6 If a secret ballot is held, the chairperson must appoint 2 members to conduct the secret ballot in the way the chairperson decides.

51.7 The result of a secret ballot as declared by the chairperson is taken to be a resolution of the meeting at which the ballot was held.

52 - Special general meeting

52.1 The secretary must call a special general meeting by giving each member of the association notice of the meeting within 14 days after—

52.1.1 being directed to call the meeting by the management committee;
or

52.1.2 being given a written request signed by—

(i) at least 33% of the number of members of the management committee when the request is signed; or

(ii) at least the number of ordinary members of the association equal to double the number of members of the association on the management committee when the request is signed plus 1; or

52.1.3 being given a written notice of an intention to appeal against the decision of the management committee—

(i) to reject an application for membership; or

(ii) to terminate a person's membership.

52.2 A request mentioned in sub-rule 52.1.2 must state—

(a) why the special general meeting is being called; and

(b) the business to be conducted at the meeting.

52.3 A special general meeting must be held within 3 months after the secretary—

52.3.1 is directed to call the meeting by the management committee; or

52.3.2 is given the written request mentioned in sub-rule (1)(b); or

52.3.3 is given the written notice of an intention to appeal mentioned in sub-rule 52.1.3.

52.4 If the secretary is unable or unwilling to call the special meeting, the president must call the meeting.

53 - Proxies

53.1 An instrument appointing a proxy must be in writing and be in the following or similar form—

[*Name of association*]:

I, of, being

a member of the association, appoint
of

as my proxy to vote for me on my behalf at the (annual) general meeting of the association, to be held on the ____ day of _____ 20 ____
and at any adjournment of the meeting.

Signed this ____ day of _____ 20 ____

Signature: _____

53.2 The instrument appointing a proxy must—

53.2.1 if the appointor is an individual—be signed by the appointor or the appointor's attorney properly authorised in writing; or

53.2.2 if the appointor is a corporation—

(i) be under seal; or

(ii) be signed by a properly authorised officer or attorney of the corporation.

53.3 A proxy may be a member of the association or another person.

53.4 The instrument appointing a proxy is taken to confer authority to demand or join in demanding a secret ballot.

53.5 Each instrument appointing a proxy must be given to the secretary before the start of the meeting or adjourned meeting at which the person named in the instrument proposes to vote.

53.6 Unless otherwise instructed by the appointor, the proxy may vote as the proxy considers appropriate.

53.7 If a member wants a proxy to vote for or against a resolution, the instrument appointing the proxy must be in the following or similar form—

[*Name of association*]:

I, _____ of _____

, being a member of the association, appoint _____

of _____

as my proxy to vote for me on my behalf at the (annual) general meeting of the association, to be held on the ____ day of ____ day of _____ 20 ____
and at any adjournment of the meeting.

Signed this ____ day of _____ 20 ____

Signature _____

This form is to be used *in favour of/*against [*strike out whichever is not wanted*] the following resolutions—

[*List relevant resolutions*]

54 - Minutes of general meetings

- 54.1 The secretary must ensure full and accurate minutes of all questions, matters, resolutions and other proceedings of each general meeting are entered in a minute book.
- 54.2 To ensure the accuracy of the minutes—
- 54.2.1 the minutes of each general meeting must be signed by the chairperson of the meeting, or the chairperson of the next general meeting, verifying their accuracy; and
- 54.2.2 the minutes of each annual general meeting must be signed by the chairperson of the meeting, or the chairperson of the next meeting of the association that is a general meeting or annual general meeting, verifying their accuracy.
- 54.3. If asked by a member of the association, the secretary must, within 28 days after the request is made—
- 54.3.1 make the minute book for a particular general meeting available for inspection by the member at a mutually agreed time and place; and
- 54.3.2 give the member copies of the minutes of the meeting.
- 54.4 The association may require the member to pay the reasonable costs of providing copies of the minutes.

55 - By-laws

- 55.1 The management committee may make, amend or repeal by-laws, not inconsistent with these rules, for the internal management of the association.
- 55.2 A by-law may be set aside by a vote of members at a general meeting of the association.

56 - Alteration of rules

- 56.1 Subject to the Act, these rules may be amended, repealed or added to by a special resolution carried at a general meeting.
- 56.2 However an amendment, repeal or addition is valid only if it is registered by the chief executive.

57 - Funds and accounts

- 57.1 The funds of the association must be kept in an account in the name of the association in a financial institution decided by the management committee.

- 57.2 Records and accounts must be kept in the English language showing full and accurate particulars of the financial affairs of the association.
- 57.3 All amounts must be deposited in the financial institution account as soon as practicable after receipt.
- 57.4 A payment by the association of \$100.00 or more must be made by debit card, cheque or electronic funds transfer.
- 57.5 If a payment of \$100 or more is made by cheque, the cheque must be signed by any 2 of the following—
- 57.5.1 the president;
 - 57.5.2 the secretary;
 - 57.5.3 the treasurer;
 - 57.5.4 any 1 of 3 other members of the association who have been authorised by the management committee to sign cheques issued by the association.
- 57.6 However, 1 of the persons who signs the cheque must be the president, the secretary or the treasurer.
- 57.7 Cheques, other than cheques for wages, allowances or petty cash recoupment, must be crossed not negotiable.
- 57.8 A petty cash account must be kept on the imprest system, and the management committee must decide the amount of petty cash to be kept in the account.
- 57.9 All expenditure must be approved or ratified at a management committee meeting.

58 - General financial matters

- 58.1 On behalf of the management committee, the treasurer must, as soon as practicable after the end date of each financial year, ensure a financial statement for its last reportable financial year is prepared.
- 58.2 The income and property of the association must be used solely in promoting the association's objects and exercising the association's powers.

59 - Documents

The management committee must ensure the safe custody of books, documents, instruments of title and securities of the association.

60 - Financial year

The end date of the association's financial year is June 30 in each year.

61 - Distribution of surplus assets to another entity

61.1 This rule applies if the association—

61.1 is wound-up under part 10 of the Act; and
61.1.2 has surplus assets.

61.2 The surplus assets must not be distributed among the members of the association.

61.3 The surplus assets must be given to another entity—

61.3.1 having objects similar to the association's objects; and

61.3.2 the rules of which prohibit the distribution of the entity's income and assets to its members.

61.4 In this rule— **surplus assets** see section 92(3) of the Act..

Constitution of Midwives Australia Dictionary

- **MIDWIVES AUSTRALIA):** is the abbreviation of Midwives Australia Incorporated and unless otherwise stated refers to the organisation.
- **MEMBER BODY:** Member bodies are State political parties (comprised of their various constituent groups) that agree to abide by The Charter and this constitution.
- **MEMBERS:** are "natural persons" - flesh and blood people, not organisations, companies, associations.
- **NATURAL PERSONS:** a legal term meaning a single individual as opposed to a group or organisation.
- **STATE:** Where 'state' is mentioned it should be read as 'state and territory' unless otherwise stated.
- **TERM:** As defined as a period of time between Annual General Meetings.
- **FINANCIAL YEAR:** means the year ending on 30 June.