

AusAPT Constitution

Part I - Preliminary

INTERPRETATION

- 1) In these rules, except in so far as the context or subject matter otherwise indicates or requires - "ordinary member" means a member of the committee who is not an office-bearer of the Association, as referred to in rules 13(2); "secretary" means:
 - a. the person holding office under these rules as secretary of the Association; or
 - b. where no such person holds that office - the public officer of the Association; "special general meeting" means a general meeting of the Association other than annual general meeting; "the Act" means the Association Incorporation 1984; "the Regulation" means the Associations Incorporation Regulation, 1985. A "region" means a group of members of the Association within a geographical area approved as a region by the committee.
- 2) In these rules -
 - 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, where the function is a duty, a reference to the performance of the duty.
- 3) The provisions of the Interpretation Act, 1987, apply to and in respect of these rules in the same manner as those provisions would so apply if these rules were an instrument made under the Act.
- 4) NAME: The name of the Association shall be:

**THE AUSTRALIAN ASSOCIATION FOR PSYCHOLOGICAL TYPE INCORPORATED
(AusAPT INC.).**

The Association is incorporated in New South Wales through the Department of Fair Trading and constituted and subject to the Model Rules for the incorporation of Associations (hereinafter referred to as the Constitution). All members are subject to the Constitution and the associated by-laws.

- 5) PURPOSE OBJECTS: The Association will promote knowledge and use of psychological type, within Australian society, and in particular for those who use Psychological Type professionally. The Association will maintain a fiscally responsible, smoothly functioning, self supporting national organization.

The objects for which the Association is established are:

- FOSTERING UNDERSTANDING
- ACCEPTANCE OF DIFFERENCES
- CONSTRUCTIVE USE OF TYPE
- ETHICAL USE OF TYPE
- PROVIDE QUALITY SERVICE TO MEMBERS
- TO PROVIDE A NETWORK
- TO INITIATE AND SUPPORT ACTIVITIES
- TO ENCOURAGE AND SUPPORT RESEARCH
- TO PROVIDE EDUCATIONAL OPPORTUNITIES
- TO PROMOTE MEMBERSHIP DIVERSITY
- TO DEVELOP INTERNATIONAL LINKS

Part II - Membership

MEMBERSHIP QUALIFICATIONS

1. A person is qualified to be a member of the Association if, but only if -
 - a. the person is a person referred to in section 15(1)(a), (b) or (c) of the Act and has not ceased to be a member of the Association at any time after incorporation of the Association under the Act; or
 - b. the person is a natural person who:
 - I. has applied for membership of the Association as provided by rule 3; and
 - II. has been approved for membership of the Association by the committee of the Association.

APPLICATION FOR MEMBERSHIP

2. An application of a person for membership of the Association -
 - a. shall be made by a person in writing in the form set out in Appendix 1 to these rules; and
 - b. include the sum payable under these rules by a member as an entrance fee and annual subscription; and
 - c. shall be lodged with the secretary of the Association.
3. As soon as practicable after receiving an application for membership the secretary shall refer the application to the committee which shall determine whether to approve or to reject the application.
 - a. Where the committee determines to approve an application for membership, the secretary shall, as soon as practicable after that determination, notify the person of that approval; and
 - b. shall enter the person's name in the register and, upon the name being so entered, the person becomes a member of the Association.
 - c. Where the committee determines to reject an application for membership the full sum paid by the applicant is returned.

CESSATION OF MEMBERSHIP

4. A person ceases to be a member of the Association if the person -
 - a. dies;
 - b. resigns that membership;
 - c. is expelled from the Association; or
 - d. is unfinancial after the time specified in rule 8(2)(a).

MEMBERSHIP ENTITLEMENTS NOT TRANSFERABLE

5. 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 upon cessation of the person's membership.

RESIGNATION OF MEMBERSHIP

6. A member of the Association is not entitled to resign that membership except in accordance with this rule.

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 by first giving notice (being not less than one month or not less than such other period as the committee may determine) in writing to the secretary of the member's intention to resign and, upon the expiration of the period of notice, the member ceases to be a member.

Where a member of the Association ceases to be a member pursuant to clause (2), and in

every other case where a member ceases to hold membership, the secretary shall make an appropriate entry in the register of members recording the date on which the member ceased to be a member.

REGISTER OF MEMBERS

7. (1) The public officer of the Association as defined by the Act, shall 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 shall be kept at the principal place of administration of the Association and shall be open for inspection, free of charge, by any member of the Association at any reasonable hour.

FEEES, SUBSCRIPTIONS ETC..

8. (1) On seeking admission to membership of the Association, the person shall pay to the Association a fee of \$1 or, where some other amount is determined by the committee, of that other amount.

(2) In addition to any amount payable by the member under clause (1), a member of the Association shall pay to the Association an annual membership fee of \$2, or, where some other amount is determined by the committee, of that other amount -

- a. except as provided by paragraph (b), before 1st January in each fiscal year; or
- b. where the member becomes a member on or after 1st January in any fiscal year upon becoming a member and before 1st January in each succeeding fiscal year.

MEMBERS LIABILITIES

9. The liability of a member of the Association to contribute towards the payment of the debts and liabilities of the Association or the cost, 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 rule 8.

RESOLUTION OF INTERNAL DISPUTES

10. (a) Disputes between members (in their capacity as members) of the Association, and disputes between members and the Association, are to be referred to a community justice centre for mediation in accordance with the Community Justice Centres Act, 1983.

DISCIPLINING OF MEMBERS

11. (1) Where the committee is of the opinion that a member of the
- a. has persistently refused or neglected to comply with a provision of these rules; or
 - b. has persistently and wilfully acted in a manner prejudicial to the interests of the Association, the committee may, by resolution -
 - c. expel the member from the Association; or
 - d. suspend the member from membership of the Association for a specified period.

(2) A resolution of the committee under clause (1) is of no effect unless the committee, at a meeting held not earlier than 14 days and not later than 28 days after service on the member of a notice under clause (3), confirms the resolution in accordance with this rule.

(3) Where the committee passes a resolution under clause (1), the secretary shall, as soon as practicable, cause a notice in writing to be served on the member -

- e. setting out the resolution of the committee and the grounds on which is based;
- f. stating that the member may address the committee at a meeting to be held not earlier than 14 days and not later than 28 days after service of the notice;
- g. stating the date, place and time of the meeting; and
- h. 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 committee at or prior to the date of that meeting written representation relating to the resolution.

(4) At a meeting of committee held as referred to in clause (3), the committee shall -

- i. give to the member an opportunity to make oral representations;
- j. give due consideration to any written representations submitted to the committee by the member at or prior to the meeting; and
- k. by resolution determine whether to confirm or to revoke the resolution.

(5) Where the committee confirms a resolution under clause (4), the secretary shall, within 7 days after that confirmation, by notice in writing inform the member of the fact and of the member's right of appeal under rule 12.

(6) A resolution confirmed by the committee under clause (4) does not take

- l. until the expiration of the period within which the member is entitled to appeal against the resolution where the member does not exercise the right of appeal within that period; or
- m. where within that period the member exercises the right of appeal, unless and until the Association confirms the resolution pursuant to rule 11(4).

RIGHT OF APPEAL OF DISCIPLINED MEMBER

12. (1) A member may appeal to the Association in general meeting against a resolution of the committee which is confirmed under rule 11(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) Upon receipt of a notice from a member under clause (1), the secretary shall notify the committee which shall convene a general meeting of the Association to be held within 21 days, after the date on which the secretary received the notice.

(3) At a general meeting of the Association convened under clause (2)

- a. no business other than the question of the appeal shall be transacted;
- b. the committee and the member shall be given the opportunity to state their respective cases orally or in writing, or both; and
- c. the members present shall vote by secret ballot on the question of whether the resolution shall be confirmed or revoked.

(4) If at the general meeting the Association passes a special resolution in favour of the confirmation of the resolution, the resolution is confirmed.

Part III - The Committee

POWERS, ETC OF COMMITTEE

13. The committee shall be called the committee of management of the Association and, subject to the Act, the Regulation and these rules and to any resolution passed by the Association in general meeting –
 - a. shall control and manage the affairs of the Association;
 - 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; and
 - c. has power to perform all such acts and do all such things as appear to the committee to be necessary or desirable for the proper management of the affairs of the Association

CONSTITUTION AND MEMBERSHIP

14. (1) Subject in the case of the first members of the committee to section 21 of the Act, the committee shall consist of -
 - a. the office-bearers of the Association, each of whom shall be elected by postal vote pursuant to rule 14, and confirmed at the annual general meeting of the Association; and
 - b. ordinary members, being one member representative from each region of the Association, each of whom shall be elected in such usual and proper manner as the committee may direct for confirmation at the annual general meeting.
- (2) The office-bearers of the Association shall be -
 - c. the President;
 - d. the Vice-President;
 - e. the Treasurer;
 - f. the Secretary; and
 - g. the Immediate Past-President.
- (3) Each member of the committee shall, subject to these rules, hold office until the conclusion of the second annual general meeting following the date of the member's election, but is eligible for reselection.
- (4) In the event of a casual vacancy occurring in the membership of the committee, the committee may appoint a member of the Association to fill the vacancy and the member so appointed shall hold office, subject to these rules, until the conclusion of the second annual general meeting next following the date of the appointment.

ELECTION OF MEMBERS

- 16 (1) Nominations of candidates (excluding that of past-president) for election as office-bearers of the Association or as ordinary members of the committee -
 13. shall 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 nomination); and
 14. shall be delivered to the Association not less than 25 days before the date fixed for the holding of the annual general meeting.
- (2) In the case of there being no greater number of such nominations than vacancies to be filled, the Chairperson of the Annual General Meeting at which the election is to take place shall declare such candidates elected
- (3) Any vacant positions remaining on the committee shall be deemed to be casual vacancies.
- (4) If the number of nominations received exceeds the number of vacancies to be filled for office-bearers, the election shall be by ballot of the voting members conducted in the following manner:
 15. The Secretary of the Association shall, at least twenty-one days before the date of the Annual General Meeting, post to each member a voting paper containing the names and credentials of all duly nominated candidates (listed under the position for which they have been nominated in alphabetical order), together with two envelopes, one to be an outer

envelope marked "Ballot Paper" and addressed to the Secretary and containing a card bearing a distinctive number and the other to be an inner envelope. The non-receipt by any member of such voting paper shall not invalidate the ballot.

16. The voter shall mark the voting paper by marking a cross opposite the name of one candidate only for each position vacant and place it in the inner envelope and seal it.

The voter must print his or her name and initial legibly on the numbered card, sign it and place the inner envelope and the card without any other matter in the outer envelope and seal it, and post or deliver it or have it delivered to the Secretary.

17. All formal voting papers so posted or delivered and received by the Secretary not later than 5.00pm on the fifth last working day before the day fixed for the Annual General Meeting at which the members are to be elected shall be counted in the ballot.
18. The ballot shall be conducted by the Secretary assisted by two or more scrutineers appointed by the Chairperson.
19. After the closing of the poll the secretary and scrutineers shall check the names of voting members as to their qualification to vote and proceed to the examination of the voting papers and shall report in writing the result to the Chairperson of the Annual General Meeting who shall as soon as conveniently may after the receipt of such report certify by signature the names of the candidates who have received the greatest number of votes and who have been elected to fill the vacancies.
20. Any voting paper upon which the votes are not recorded for the exact number of candidates to be elected or which is not completed and received in an accordance with the provisions of sub-clauses (b) and (c) shall be rejected as informal.
21. In the case of doubt as to the formality of any voting paper the matter shall be referred to the President or in the President's absence the Chairperson of the Annual General Meeting whose decision shall be final.
22. The committee of management may direct the Secretary to destroy the ballot papers at any time after the expiration of one month from the date of the declaration of the poll.

(i) In the event of equality of votes favour of two or more candidates the President or in the President's absence the Chairperson of the Annual General Meeting shall have casting vote so as to ensure the election of not more than the necessary number to fill the vacancies.

(5) A nomination of a candidate for election under this clause is not valid if that candidate has been nominated for election to another office at the same election.

SECRETARY

- 16 (1) The secretary of the Association shall, as soon as practicable after being appointed as secretary, lodge notice with the Association of his or her address.

(2) It is the duty of the secretary to keep minutes of -

13. all appointments of office-bearers and members of the committee;
14. the names of members of the committee present at a committee meeting or a general meeting; and
15. all proceedings at committee meetings and general meetings.

(3) Minutes of proceedings at a meeting shall be signed by the Chairperson of the meeting or by the Chairperson of the next succeeding meeting.

TREASURER

17. It is the duty of the treasurer of the Association to ensure that -
 - a. all money due to the Association is collected and all payments authorized by the Association are made; and
 - b. 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.

CASUAL VACANCIES

18. For the purposes of these rules, a casual vacancy in the office of the member of the committee occurs if the member -
 - a. dies;
 - b. ceases to be a member of the Association;
 - c. becomes an insolvent under administration within the meaning of Corporations Law;

- d. resigns office by notice in writing given to the secretary;
- e. is removed from office under rule 18;
- f. becomes of unsound mind or a person whose person or estate is liable to be dealt with in any way under the law relating to mental health; or
- g. is absent without the consent of the committee from all meetings of the committee held during a period of six months.

REMOVAL OF MEMBER

19. (1) The Association in a general meeting may by resolution remove any member of the committee 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) Where a member of the committee to whom a proposed resolution referred to in clause (1) relates makes representations in writing to the secretary or president (not exceeding a reasonable length) and requests that the representations 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.

MEETINGS AND QUORUM

20. (1) The committee shall meet at least 3 times in each period of 12 months at such place and time as the committee may determine, and may use teleconferencing or other such means of communication as the committee deems appropriate.
- (2) Additional meetings of the committee may be convened by the president or by any member of the committee.
- (3) Oral or written notice of a meeting of the committee shall be given by the secretary to each member of the committee at least 48 hours (or such other period as may be unanimously agreed upon by the members of the committee) before the time appointed for the holding of the meeting.
- (4) Notice of a meeting given under clause (3) shall specify the general nature of the business to be transacted at the meeting and no business other than that business shall be transacted at the meeting, except business which the committee members present at the meeting unanimously agree to treat as urgent business.
- (5) Any 3 members of the committee constitute a quorum for the transaction of the business of a meeting of the committee.
- (6) No business shall be transacted by the committee unless a quorum is present and if within half an hour of the time appointed for the meeting a quorum is not present the meeting stands 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 shall be dissolved.
- (8) At a meeting of the committee -
- a. the president or, in the president's absence, the vice-president shall 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 shall preside.

DELEGATION BY COMMITTEE TO SUB-COMMITTEE

21. (1) The committee may, by instrument in writing, delegate to one or more sub-committees (consisting of such member or members of the Association as the committee thinks fit) the exercise of such of the functions of the committee as are specified in the instrument, other than -
- a. this power of delegation; and
 - b. a function which is a duty imposed on the committee by the Act or by any other law.
- (2) A function the exercise of which has been delegated to a sub-committee under this rule may, while the delegation remains unrevoked, be exercised from time to time by the sub-committee in accordance with the terms of the delegation.
- (3) A delegation under this section may be subject to such conditions or limitations as to the exercise of any function the subject thereof, or as to time or circumstances, as may be specified in the instrument of delegation.
- (4) Notwithstanding any delegation under this rule, the committee 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 committee.

(6) The committee 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.

VOTING AND DECISIONS

22. (1) Questions arising at a meeting of the committee or of any subcommittee appointed by the committee shall be determined by a majority of the votes of members of the committee or sub-committee present at the meeting.

(2) Each member present at a meeting of the committee or of any subcommittee (including the person presiding at the meeting) is entitled to one vote but, in the event of an equality of votes on any question, the person presiding may exercise a second or casting vote.

(3) Subject to rule 19(5), the committee may act notwithstanding any vacancy on the committee.

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

(5) A member of any national committee shall not vote in respect of any matter in which there exists a personal vested interest of any matter arising therefrom, and if the member does so vote, the vote shall not be counted.

Part IV - General Meetings

ANNUAL GENERAL MEETINGS - HOLDING OF

23. (1) With the exception of the first annual general meeting of the Association, the Association shall, 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 shall 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 Commission under section 26 (3) of the Act.

ANNUAL GENERAL MEETINGS - CALLING OF AND BUSINESS AT

24. (1) The annual general meeting of the Association shall, subject to the Act and to rule 22, be convened on such date and such place and time as the committee thinks fit.
- (2) In addition to any other business which may be transacted at an annual general meeting, the business of an annual general meeting shall be -
- a. to confirm the minutes of the last preceding annual general meeting and of any special general meeting held since that meeting;
 - b. to receive from the committee reports upon the activities of the Association during the last preceding financial year;
 - c. to elect office-bearers of the Association and ordinary members of the committee every second year and;
 - d. to receive and consider the statement which is required to be submitted to members pursuant to section 26(6) of the Act.
- (3) An annual general meeting shall be specified as such in the notice convening it.

SPECIAL GENERAL MEETINGS - CALLING OF

25. (1) The committee may, whenever it thinks fit, convene a special general meeting of the Association.
- (2) The committee shall, on the requisition in writing of not less than 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. shall state the purpose or purposes of the meeting;
 - b. shall be signed by the members making the requisitions;
 - c. shall be lodged with the secretary; and
 - d. may consist of several documents in a similar form, each signed by one or more of the members making the requisition.
- (4) If the committee fails to convene a special general meeting to be held within 1 month after the 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) shall be convened as nearly as practicable in the same manner as general meetings are convened by the committee and any member who thereby incurs expense is entitled to be reimbursed by the Association for any expense so incurred.

NOTICE

26. (1) Except where the nature of the business proposed to be dealt with at a general meeting requires a special resolution of the Association, the secretary shall, at least 14 days before the date fixed for the holding of the general meeting, cause to be sent by pre-paid 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) Where the nature of the business proposed to be dealt with at a general meeting requires a special resolution of the Association, the secretary shall, at least 21 days before the date fixed for the holding of the general meeting, cause notice to be sent to each member in the manner provided in clause (1) 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 shall be transacted at the meeting except, in the case of an annual general meeting, business which may be transacted pursuant to rule 24(2).
- (4) A member desiring to bring any business before a general meeting may give notice in writing of that business to the secretary, who shall include that business in the next notice calling a general meeting given after receipt of the notice from the member.

PROCEDURE

27. (1) No item of business shall 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.
- (2) 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 general meeting.
- (3) If within half an hour after the appointed time for the commencement of a general meeting a quorum is not present, the meeting if convened upon the requisition of members shall be dissolved and in any other case shall stand adjourned to the same day in the following week at the 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.
- (4) 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 not less than 3) shall constitute a quorum.

PRESIDING MEMBER

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

ADJOURNMENT

29. (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 shall be transacted at an adjourned meeting other than the business left unfinished at the meeting at which the adjournment took place.
- (2) Where a general meeting is adjourned for 14 days or more, the secretary shall 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.

MAKING OF DECISIONS

30. (1) A question arising at a general meeting of the Association shall 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 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 not by not less than 3 members present in person or by proxy at the meeting.
- (3) Where a poll is demanded at a general meeting, the poll shall 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 shall be deemed to be the resolution of the meeting on that matter.

SPECIAL RESOLUTION

31. A resolution of the Association is a special resolution if -
- a. it is passed by a majority which comprises not less than three-quarters of such members of the Association as, being entitled under these rules so to do, vote in person or by proxy or by postal vote at a general meeting of which not less than 21 days' written notice specifying the intention to propose the resolution as a special resolution was given in accordance with the rules; or
 - b. where it is made to appear to the Commission that it is not possible or practicable for the resolution to be passed in the manner specified in paragraph (a) - the resolution is passed in a manner specified by the Commission.

VOTING

32. (1) Upon any question arising at a general meeting of the Association member has one vote only.
- (2) All votes shall be given personally or by proxy but no member may hold more than 5 proxies.
- (3) In the case of 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.

APPOINTMENT OF PROXIES

33. (1) Each member shall 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 shall be in the form set out in Appendix 2 to these rules.

Part V - MISCELLANEOUS

INSURANCE

34. (1) The Association shall effect and maintain insurance pursuant to section 44 of the Act.
- (2) In addition to the insurance required under clause (1), the Association may effect and maintain other insurance.

FUNDS-SOURCE

35. (1) The funds of the Association shall 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 shall be deposited as soon as practicable and without deduction the credit of the Association's bank account.
- (3) On request, the Association shall, as soon as practicable after receiving any money, issue an appropriate receipt.

FUNDS-MANAGEMENT

36. (1) Subject to any resolution passed by the Association in general meeting, the funds of the Association shall be used in pursuance of the objects of the Association in such manner as the committee determines.
- (2) All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments shall be signed by any 2 members of the committee or employees of the Association, being members or employees authorized to do so by the committee.
- (3) All such statements shall be examined by the Auditor who shall present the report to the Secretary prior to the holding of the next Annual General Meeting.

ALTERATION OF OBJECTS AND RULES

37. The statement of objects and these rules may be altered, rescinded or added to only by a special resolution of the Association.
38. (1) The common seal of the Association shall be kept in the custody of the public officer.
- (2) The common seal shall not be affixed to any instrument except by the authority of the committee and the affixing of the common seal shall be attested by the signatures either of 2 members of the committee or of 1 member of the committee and of the public officer or secretary.

CUSTODY OF BOOKS

39. Except as otherwise provided by these rules, the public officer shall keep in his or her custody or under his or her control all records, books and other documents to the Association.

INSPECTION OF BOOKS

40. The records, books and other documents of the Association, with the exception of personal data, shall be open to inspection, free of charge, by a member of the Association at any reasonable hour.

SERVICE OF NOTICES

41. (1) For the purpose of these rules, a notice may be served by or on behalf of the Association upon any member either personally or by sending it by post to the member at the member's address shown in the register of members.
- (2) Where a document is sent to a person by properly addressing, prepaying and posting to the person a letter containing the document, the document shall, unless the contrary is proved, be deemed for the purposes of these rules to have been served on the person at the time at which the letter would have been delivered in the ordinary course of post.

APPENDICES

APPENDIX 1 (Rule 3(1))

APPLICATION FOR MEMBERSHIP OF:

AUSTRALIAN ASSOCIATION FOR PSYCHOLOGICAL TYPE INCORPORATED
A.R.B.N. 061 724 525

I,
(Full name of Applicant)

of
(Address)

(Occupation)

hereby apply to become a member of the abovenamed incorporated Association. In the event of my admission as a member, I agree to be bound by the rules of the association for the time being in force.

Signature of applicant

Date

APPENDIX 2

(Rule 32 (2))

FORM OF APPOINTMENT OF PROXY

I,
(Full name)

of
(Address)

being a member of Australian Association for Psychological Type Incorporated

hereby appoint
(Full name of proxy)

of
(Address)

being a member of that incorporated Association, as my proxy to vote 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 of19

and at any adjournment of that meeting.

* My proxy is authorized 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.